

**Minutes of Committee Meeting held at the
Laura Trott
Centre at 1.30pm on Thursday, 17 July 2025**

Stewart Walter (SW2) Chair	John Durrant (JD) Events Coordinator
Jo Ware (JW) Vice Chair	Heather Douglas (HD) Business Secretary
Stewart Wagstaff (SW) Asst Prog Editor	Vanessa Lucas (VL) WEB Coordinator
Andy Smith (AS) Membership Secretary	Tony Knight (TK) RUGs Coordinator
Sue Allum (SA) Speakers Secretary	Margaret Partridge (MP) Committee member
Brian Peel (BP) Assistant Treasurer	Malcolm Luff (ML) Committee member
	Peter Harris (PH) Committee member

1. Apologies: Rob Scott, Frank Sluter

2. Minutes of the previous Meeting held on 12 June 2025 agreed.

3. Matters Arising from the Minutes

- Frank and Andy had sent out reminders: Frank re group leader membership card checks and Andy re renewals.
- Hearing Loop - This is ongoing, with SW2 trying to establish the cost

4. Chair's Report

I would like to welcome you all to our July committee meeting.

The attendance at our June meeting was down a bit on recent months but this is to be expected as we enter the holiday season and the period where grandparent duties increase. It may also have had something to do with the recent hot weather, although thankfully the hall was not as hot as I had feared. Despite a title which didn't seem very inspiring I thought that Rob Eastaway's talk was excellent. He engaged with the audience and kept us very well entertained. This was also the first time that we have used the clip-on microphone which also worked well as Rob moved about the platform.

I have contacted Tony Tutton regarding availability of his band. Not surprisingly, he has no availability around the Christmas period and suggested that spring or summer next year would be a good time. I have not asked for any costs. This is perhaps something that we could consider, either as a special event or instead of a speaker at one of the summer meetings next year.

It is disappointing that Brian and Frank have had only 5 positive responses for the dance classes offered by Michelle. We have this as an agenda item and we need to see how this can be further publicised to gain additional support.

The next East Herts Cluster meeting (date TBC) will be attended by Ian Mathews, our East of England TAT (Third Age Trust) Council Rep. He is there to discuss any issues relating to TAT that we have. Personally, I have nothing to raise but if any of our committee has anything from their dealings with TAT please let myself or Jo know and we will raise it on your behalf.

Action: SW2 to check availability of Tony Tutton for next Spring.

Action: JW enquired if the possibility of available grant funding could be raised at the next TAT meeting.

5. Vice Chair's Report:

Hello everyone,

A couple of updates for you:

At the Broxbourne monthly meeting, a question was asked for any ideas as to how to improve their monthly meeting? The response; was to attend the Cheshunt monthly meeting and to see how well they do it. So well done everyone, give yourselves a pat on the back and keep it up.

As an update to the new member flyer initiative, we attached the flyer to the new membership cards at the last monthly meeting. We have received positive feedback from this initiative. It has been put up on home notice boards, re-affirmed information, acted as a reminder and it has also become a talking point amongst their friends. Who knows, it might even lead to more new members.

As part of our ongoing risk assessment review (which I will be talking more about in AOB), I have had the pleasure and privilege of visiting our groups and venues. Aply assisted by Margaret, thankyou, we have been welcomed and met with professionalism and an eagerness to help. It has been so good to see group members who are happy and enjoying their group activities. We are looking forward to the next groups on our list, more on that in AOB and of course at next month's committee meeting.

6. Business Secretary's Report:

It has been a relatively quiet month. The new badges were given out at the June meeting.

Emails and enquiries have been circulated and responded to as appropriate and BARTS information updated.

BARTS are proposing an open day on Friday 31 October and have asked if we would like a stand there for the u3a. Any thoughts.

There was some discussion about our participation at the BARTs event (email had been previously circulated). It was agreed that relevant groups would be asked at the monthly meeting – in particular music and craft groups may be relevant.

Action : SW2 to announce at the monthly meeting in order to gauge interest from respective GL's

7. Treasurer's report

Monetary Assets as at 15th July 2025

Main Account	£	9,525.93
Groups Account (Restricted)	£	24,898.65
		<hr/>
	£	34,424.58
Cash Floats:-		
Membership Secretary	£	50.00
Books	£	5.00
Cash in Hand held by Grps	£	2,520.46
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	£	37,000.04

The hot weather seems to have meant a slowdown with the payments and receipts this month. Membership Fees/Visitors was £291.00 with £3.96 of the Square charges. I've paid in £20.00 for Book sales and £29.71 for Refreshments, while Sue paid in £90.70 for last month's Raffle. Now that the Love to Dance Group has finished £101.00 has been returned by Jacqui Williams and finally there has been £13,051.85 paid in by the Group Leaders and members.

There hasn't been much in payments made: £168.00 for the June printing, £175.00 for the June speaker and £5,834.90 for the Groups.

I haven't yet made any headway with making the investment of £7,500 into the Saffron Walden Community OnLine Saver Account, but it will be done soon.

Action: RS to follow up with opening the Saver Account.

- It was agreed that the Monies for the Chairman's special day out to Newmarket would be paid in under the Pickle ball group as this is a one off event.
- The need for a New Gazebo was raised, discussed and agreed.

Action: SW to follow up the new gazebo purchase.

8. Membership Secretary's Report

275 attended the last monthly meeting. We now have 743 members, plus 20 new ones. Membership was up to 800 last year, the reduction in numbers being due to lapsed members.

ACTION: AS to liaise with Vanessa regarding a reminder in the monthly magazine for members to check their Spam/Bin/Junk folders to prevent Undeliverable emails regarding membership.

ACTION: AS to provide SW with updates to the lapsed list.

9. RUG Coordinator's Report

Due to a number of members attending a funeral at next Thursday's monthly meeting, RUGS will be short of 3 helpers - 1 meet and greet and 2 for the Tea table. A couple of suggestions were made for potential helpers, with a reminder they would need to be well briefed if working on the Tea Bar (SW2). SA suggested Doreen Humm to help with tea table and JW suggested that, with the current heat, a jug of squash should be made available.

ACTION: TK to contact alternative members of RUGS as temporary replacements for the monthly meeting.

10. Speaker Secretary's Report

The Speaker next week is all confirmed; Graham and Mary Brace. They will bring a USB key, require a table and access via the back door.

Speaker's have been booked up until January.

The Christmas entertainment was discussed: PH confirmed the A Train.

Action: SW to follow-up with Barry (Singing for Fun) regarding booking Caris for the Christmas entertainment and the Singing for Fun group for Christmas carols.

11. Group Coordinator's Report

BASIC FRENCH

Five additional people signed up for this group at the June Monthly Meeting. First Basic French meeting will be held in Tesco's in September.

M O T O (Members on Their Own)

Twelve members have now either attended the First Meeting or have given intention to join this Group. Leader Jill Freeman is doing an excellent job.

Local History Group

A volunteer to run this may have been found.

Ballroom Dancing Group

New group would be starting in September. Ballroom dancing to be promoted at the monthly meeting from the stage. People seemed to think they had to attend with a partner. ML advised that David Tilley has agreed to be the Group Leader.

Action: BP to give a ballroom dancing sign-up form to SW for the Activities table.

Action: SW2 to promote the Ballroom group at the monthly meeting.

12. Web Coordinator' Report

It was reported that the web site is running well. In one day the monthly programme was looked at 65 times.

13. Programme Editors Report

As agreed at the March committee meeting, this months magazine will contain several coloured pictures and that 450 copies are to be printed.

14. Events Coordinator' Report

The squirrel situation has been addressed by Laura Trott and it is no longer a problem.

There was some discussion about the rationale for using the corridor for queuing prior to the monthly meeting, it was agreed to leave as is for now.

AS requested to re-arrange the tables inside the main hall so that the New Membership table was nearer the door, before the Registration desk. The new membership card pick-up table to remain where it is.

Members entering the Hall before the meeting time was creating a problem for those setting up and manning tables; It was therefore agreed that:

- Meeters and Greeters would be advised not to let anyone in before 1.20 unless they wore lanyards.
- It was suggested that we use the far door for GL access, but after discussion it was decided that we use the main entrance so that they to go through the registration desk, but just 'tighten up' security at the barriers.

Action: SW2 to send a Beacon message to all Group Leaders to wear lanyards.

Action: AS to organise Helper/volunteer badges

Action: JD to organise the New Members table to be brought up, adjacent to the Main door.

Action: JD to organise a temporary table (for one month only) for the Chairman's Newmarket Race outing, which will manned by 2 helpers.

Action: ML to advise the jigsaw GL that their request for an additional table has been turned down because they already use 3 tables and to advise them to leave some of the older puzzles in the cage. Advising them to utilise the Book stall system of logging jigsaw usage was also discussed.

- SA advised that 'Care in the Community Hertfordshire' have requested the use of the Community table.

Action: SA to respond to them with FS's details

15. Any Other Business

- Gift Aid

Gift aid numbers have reduced from 73 to 68.

Action: BP to attend the Membership card pick-up table to hand out and provide information/answers regarding Gift Aid.

- Risk Assessments JW

Health and Safety/Risk assessments. Most of the venues have been completed, thanks to the support of committee members. Awaiting approval from Laura Trott before disseminating amongst effected GL's. A risk assessment is required for the Chairman's special outing.

Action: JW to continue risk assessments and provide an ongoing update at next month's meeting.

15. Main Monthly Meeting: 1.30 on Thursday 24 July 2015

16. Next Committee Meeting: 1.30 on Thursday 21 August 2025

The meeting closed at 15.20