

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

held at 10.00am on Thursday 2 May 2024 at Marchings, Linden Chase, TN13 3JU

	Action
Present: Ken Brown (Chairman); Beryl Mansell (Vice Chair); David Lowe (Treasurer); Pam Walshe (Social Committee), Helen Wood (Secretary).	
Apologies for absence: From Sue Christy (Groups Coordinator)	
Minutes of the Meeting held on 7 March 2024 have been agreed by email.	
Actions and Matters Arising from the last Minutes (not on the Agenda) DL has sent off Bank Mandate Forms as agreed at the meeting.	
Chairman's Report: Recruitment to EC – No nominations have been received to date. Trustees Report – To be finalised by email. KB will circulate to Bob and Jenny Ruffles for comment. DL noted that the AGM reports etc are clear separate documents attached to but not included in the June newsletter. Handbook – Jill Davies has agreed to lead for this year's.	
AGM 2023 - Timetable and arrangements EC accepted latest timetable from HW. June Newsletter to include AGM Agenda, Trustee Nomination form, Postal voting form, Trustees Report including Financial Report. Appointment of Tellers – Meeting approved appointment of Bob Ruffles and Charles Hebert. HW to contact them. Trustee appointments – As above no Trustee nominations or members motions have been received to date. HW will ensure no candidates are currently Trustees of any other u3a.	HW
Newsletter – It was agreed that there should be ten newsletters a year by combining July & August (to include AGM results) and December & January. The September issue is required to advertise the open day and remind subscriptions are due. The Social committee can send separate fliers if necessary. Angie Hall has joined the team who edit the newsletter and has met with David T.	KB/DT
Finance (DL reports were noted) Approval of accounts 2023/24 – PW proposed these should be approved. This was agreed by the trustees present and signed by KB. SC also confirmed her approval in writing. Approval of Financial Budget 2024/25 – Query that sum for 30 th Celebration included. Final decision on whether this goes ahead rests with the new EC and will be discussed at July EC. Therefore it was agreed the provisional sum of £1500 should be retained for now. Appointment of Accounts Examiner for Accounts for 2024/25 – NB Su3a turnover is insufficient for the Charity Commissioners to require an Auditor. Michael Harwood has agreed to continue. CAF Deposit Account – DL explained Su3a used to have a CAF Gold account for depositing surplus funds. This was closed in c 2019 because the rate of interest was very low. However,	EC HW

	<p>we now receive 0.2% on our general current account and the deposit account earns 2.5%. Agreed DL to investigate reactivating the old account to invest our reserve of £8000.</p> <p>DL had looked at not charging subs for next year in view of potential closure. However not recommending we do this as we would lose Gift Aid too and have cash flow problems.</p>	DL
	<p>Vice-Chair report – BM’s report was noted.</p> <p>Proposals for restructuring TAT will be put forward at the TAT AGM</p>	
	<p>Communications – RR’s report was noted.</p> <p>Website should be up and running by June meeting. We can activate it when we are ready.</p>	Website Team
	<p>Group Development: Sue Christy’s report was noted.</p> <p>HW to ask SC about progress on Social Media Policy and any update on the Facebook project.</p> <p>Group Organisers were invited for Beacon training but only one attended. More sessions can be arranged if there is any interest.</p> <p>A Group Organisers meeting is being arranged in advance of the September Open meeting.</p> <p>Meet and Greet team falls under VC Internal Affairs.</p>	HW DL SC/LA
	<p>Membership and Recruitment: Jenny Ruffles report was noted.</p> <p>809 current members at time of report.</p> <p>Please advise Jenny if you are aware of a member passing to enable records to be amended.</p> <p>Skills and Interests - Jon Cox is working on the database and issues with hosting in the Cloud.</p>	All
	<p>Meetings and Talks: Barbara Coleyshaw’s report was noted.</p> <p>Barbara not booking beyond 2025 AGM in case of closure. Cancellation fees may be incurred.</p>	
	<p>Social Events Team – Pam’s report was noted.</p> <p>Several recent recruits to the committee are leaving or have limited availability. PW stated it was previously always a dynamic team and asked KB to ask Jenny Ruffles if there were any suitable new members. Also difficult to plan future events with current threat of closure.</p> <p>EC asked if the Treasurer for the Social Account could clarify why they do not feel this account can be used to facilitate purchase of group discount tickets for Theatre Visits Group.</p>	KB PW
	<p>Phones Tablets Computers (PTC) Group – Mike’s report was noted.</p>	
	<p>Science Open Group – Bob Ruffles’ report was noted.</p> <p>Good progress on this year’s Science Seminar open to other u3as. DL noted Westerham are cancelling their own Science meeting for their members to attend the Sevenoaks event.</p>	
	<p>Technical Support (Bob Ruffles’ report)</p> <p>KB is currently hosting the kit whilst work is done on Bob’s house as none of the team can.</p>	
	<p>Policies and Procedures</p> <p>Progress on Social media policy discussed above. Review policies etc. after June AGM.</p> <p>HW is carrying out a Financial Review as recommended by Charity Commissioners. Will contact DL and other Group Account Treasurers to confirm current arrangements.</p>	EC HW

	<p>AOB</p> <p>Circulation of Minutes – Questions have been raised about who should receive draft and final versions of the EC meeting minutes. This was discussed previously in 2022 at EC. The draft minutes are circulated for comment only to those attending the whole EC meeting.</p> <p>The Final minutes will be circulated to key people who do not attend the EC but submit reports to the EC as soon as possible. Other EC correspondence will not be circulated automatically to non-EC members but copied to those for whom it is deemed of specific interest. VCs and other Trustees will also advise teams they support of all relevant decisions.</p> <p>It is generally understood that the final versions are made available to any one via the website in due course.</p>	EC/HW
	<p>Date of next meeting</p> <p>Thursday, 4th July 2024 provisionally at 10.00.</p>	

Distribution: