

HAVERHILL & DISTRICT U3A
Minutes of the 133rd Committee Meeting

Held at 10.00am on Monday 15th November 2021 at The Haven Haverhill

1.0 Present

Barbara Lavender (General Secretary); (Membership Secretary) Chaired the meeting
Dilwyn Roberts (Treasurer);
Mark Pollington (Assistant Treasurer);
Steve Green (Assistant Membership Secretary)
Fran Armes (Minute Taker);
Caroline Choat (Events Coordinator);
Wendy Foster (Speakers Secretary);
Gerry Sexton (Publicity Manager);

1.1 Apologies

Peter Tatam (Acting Chair); (Interest Groups
Coordinator);

Peter sent a report in case he was late or could not attend the meeting but arrived part way through the meeting.

2.0 Minutes of the previous meeting (held on 18.10. 2021)

The minutes were agreed and signed as a true copy by the Chair.

3.0 Matters arising were covered by the rest of the meeting

4.0 Treasurer's report

Mark presented spreadsheets for a monthly finance report, an initial forecast for 2022 and a budget see attached.

Notes: On the forecast expected numbers of members are 478, the money to be sent to the U3a is put at £4 per member (an increase on this year's £3.50), subscriptions taken in June and July for the current year are charged at a reduced price of £5 so the subscriptions for the year 2022-2023 are expected to total £3800. The gift aid is expected to be £300 not £500 as stated. The title in the bottom left corner would be better described as *Surplus* not *Profit*. The Arts Centre is not charging as much as previously thought so the forecast is better than last hoped for.

Comments: Barbara showed examples of posters advertising HU3a. The cost of membership should be on these. If we need to put up the membership, she suggested we should increase by this by small amounts so may need to do earlier rather than later. Previous increment suggestions have been in £5 lumps as this precluded having to have small change. Most payments are now by BACS but we still want to avoid change as the banks charge and it is easier not to have coins. If we are to increase the cost of membership this must be voted on at the AGM.

Caroline asked if there could be a separate line for events publicity for such as the Open day and the events in June and so be a means of tracking income and costs rather than lumping as printing and stationary.

It was considered that most events are self-funding but some events have a limit on numbers and so must be subsidised to a certain extent, however as this may not be fair to those that don't attend, a careful balance must be kept.

Mark asked that members bring ideas for what to spend surplus on and finalise at the January meeting but warned that we must keep money in reserve for speaker' costs. **All**

5.0 Events Committee report.

Lectures

The November lecture is all arranged with Henry Wilson, MBE founder member and CEO of Reach. We will have boxes for donations of luxury biscuits, nice crisps, savoury snacks, savoury biscuits, chocolates etc. anything to make Christmas a little bit special for people. **All**
We also need collection boxes for cash donations from members to go directly to Reach. Wendy will make. **Wendy**

In January we have Bryan Thurlow with: "We'll meet again, the story of Billy Jackson from Bethnal Green about his time as an evacuee in Suffolk." Wendy will contact him in December **Wendy**

We had an offer for a lecture about support for children who had a parent in prison but the committee thought this was not applicable.

Christmas photo quiz

Peter has taken thirty images of places all visible from the Centre of town and this will be ready to email out to members in December with around 33 of 6 pages in length to be printed and sent out. Note pictures must be identified by numbers. Barbara is to look at the cost of printing at home vs printer costs. The answers will be sent out in the January News and Views with the pictures only identified by their numbers.

Peter/Barbara

Xmas event – Haverhill family Night

The aim was to have a stall to raise awareness of HU3a and to raise money for the U3a wood in the Brecon Beacons by the sale of Xmas parcel tags, book corners and other small items made by the craft groups. There was much discussion as to the requirements – gazebos, chairs, lights and what the Town hall could provide. However, Caroline was concerned that the previous event in the market square had found the Town Hall to be slow in delivering the chairs- tables etc. and that was a much smaller event. This event was for 150 tables in the High Street and Queens Street and she thought we needed to have more information as to how the procedure unfolded before we committed to this as it could be difficult to control. She suggested, and all agreed, that we do not do it this year, but rather that at least 2 members should go down to observe the setting up and clearing to see how it worked.

Caroline, Barbara, All

Instead, it was agreed that the parcel tags and book corners etc. could be on sale at a table at the November meeting. **Wendy**

Recipe book

The idea is to ask members for their favourite recipes to make into an A5 booklet and sell in aid of the wood at the Brecon Beacons. Send an email out to members for them to think about over Xmas. **Peter**

Goodby to Nick

We have sent letter to Nick thanking him for all his help over the years as he is leaving the Arts Centre.

National U3a Day 2022 / 40th year celebrations

At the last meeting it was decided to celebrate this in June. There are 2 bank holidays in June on 2nd and 3rd to be avoided. Peter has contacted the Meadow and Kedington and of the available dates it was decided to go for 25th June. The date needs to be confirmed with the Meadow and if we need to ask if we can use the Village Hall for the loos. They will do the barbecue, but we must source the meat/ burgers (look at price of the Kedington butcher). We also need to supply a green salad. **Peter/All**

Committee lunch

This will be in January after the Committee meeting, and held in the back room at the Fox and Hounds at Steeple Bumpstead. Barbara to book for 9 committee members only no spouses. Park village hall car park. **Barbara**

6a Members Report – Barbara

478 paid this year and 1 requested a form

48 did not renew from last year

78 did not renew from the previous year

Volunteers

- 4 volunteered for helping with the book exchange starting March. Need to find where to keep books.
- 1 volunteered to come on the Committee

Need to have a candidate for Chair before next year's AGM to announce in the January News and Views.

Peter and Wendy proposed Caroline.

Caroline will consider.

6b Groups report Peter

The groups meeting has been arranged for 10am on the 26th November in the West End Congregational Church. Pastries to be provided. Fran to take the minutes. **Peter / Fran**

Email contact

Some members had been asked to give telephone numbers of leaders etc.

It was agreed not to give telephone numbers for contact. Instead use an email contact of havu3agen@gmail.com or alternatively havu3a@gmail.com

And these should be monitored by Barbara and enquiries sent to appropriate committee member. These email addresses should be added to News and Views.

The treasurer and assistant treasurer outlined some of their roles and responsibilities

7 Governance

We have agreed the code of conduct and Frances and Steve agreed to abide by it at the meeting.

The code of Conduct and the relevant policies are now on the website with the exception of a Disciplinary policy – Gerry to put on **Gerry**

8 Roles of trustees-

These are our job descriptions, we need to finalise these and give to Barbara to hold in the secretary file.

The missing ones are Treasurer, Assistant Treasurer (Dilwyn, Mark) Events Co-ordinator (Caroline).

Dilwyn, Mark, Caroline

The treasurer and assistant treasurer outlined some of their new roles and responsibilities as

- a) Applying for grants (was formerly with Barbara)
- b) The Treasurer and assistant treasurer should have oversight with interest groups. Groups should not have floats above £50. Any monies deposited with groups (eg for trips) should be promptly deposited with the treasurer and the appropriate bill invoiced to the treasurer. This means that the monies can be audited along with all the other account and individual groups don't need to be audited.

Not: we must not go over a total income of 10k overall as different audit rules would then apply.

9 Website

The website has been transferred to the new domain name and has been tidied up. There needs to be more information on each group. Gerry is to put out a prompt page to groups. Each group to have a basic page, where when to meet and a photos or a series of photos.

Gerry/ Group leaders

10 AGM in March

It was agreed that a request for committee members for 2022/2023 must be published in the January edition of News and Views together with a nomination form. Further discussion at the committee meeting in January.

All

AOB

1. Mark reported feedback on the Open day – someone was waiting at a group table and no-one came. In future all tables must be manned.
2. Walking groups – member told one was full up and put on waiting list but no-one got back to them. It was agreed there should be waiting group management. **Peter**
3. Dilwyn reported that a Health and Safety issue had arisen at one of the Bridge clubs held at Withersfield Village Hall. The matter is to be taken up with the Withersfield Village Hall and at the Group leaders' meeting on Friday. **Dilwyn/Peter**

Next meeting 10am on 17th January in the Haven downstairs.