

HAVERHILL & DISTRICT U3A
Minutes of the 134th Committee Meeting
Held at 10.00am on Monday 17th January 2022

In the committee room at the Leiston Community Centre, Leiston Road, CB9 8JJ.

1.0 Present

Peter Tatam (Acting Chair); (Interest Groups Coordinator);
Barbara Lavender (General Secretary); (Membership Secretary)
Dilwyn Roberts (Treasurer);
Mark Pollington (Assistant Treasurer);
Steve Green (Assistant Membership Secretary)
Fran Armes (Minute Taker);
Caroline Choat (Events Coordinator);
Wendy Foster (Speakers Secretary);

Apologies Gerry Sexton (Publicity Manager);

2.0 Minutes of the previous meeting (held on 15th November 2021)

After an amendment for the date of the barbecue from 25th June to 2nd July the minutes were agreed and signed as a true copy by the Chair.

3.0 Matters arising

The Chair, Treasurer, Secretary and others were standing down in March. Discussion was made as to which members might be willing stand.

4.0 Treasurer's report

Mark presented the Monthly finance report and Budget for 2022 see attached.

We have over 11k in the bank – with an income of over 10k there are different rules so we need to ensure we don't go over 10K. However, the charges for the Hall might rise as might speakers' fees.

Great Escapes £240 was return on deposit.

We need the figures for the Barbecue costs – will have next month.

Mark will contact the external auditor to get the accounts audited in time for the AGM.

Barbara said membership is 470 but 2 are honorary and the Third Age Matters magazine estimates of income were over-optimistic.

Wendy sold £50 worth of tags and asked if this could go towards the u3a tree fund for the Brecon Beacons Wood. Mark will send the money in the appropriate way.

5.0 Events Committee report.

Events committee has not met recently but need to meet in February before June and other events.

Need to find out what Haverhill are planning for promotional events eg for June and Jubilee events and Xmas. Peter to find out.

Query do something in September for U3a day – clashes with Open Day – perhaps combine. Barbara asked who are our contacts in Haverhill Arts Centre now. Answer Ben, Nicola and recruiting in place of Mary who has left.

Join up day not good for event. Wendy suggests sign-up day then do the Haverhill show.

Lectures

Henry from Reach received £314 in donations from members on the day and more afterwards. Members also donated 44 kilos of Xmas food for the food bank. Feedback was 43 excellent.

Xmas Photo Quiz

Only 4 entries received and only 1 correct.

If we want to do again Peter confirms we have a volunteer who would run **this**.

Xmas Party

We might expect numbers will be up and could run 2 events as hall size limits numbers but must be cautious.

Recipe Book

Peter to send out requests for recipes.

Could produce a calendar with the help of the photography group.

50% of members is approximately 200

Peter

BBQ National U3a day 2022 / 40th anniversary BBQ

(and possible raising of funds for tree planting)

BBQ Venue

To take place in Kedington Village Hall and Meadow Field from 12-2.00pm but we have the centre and field for whole day. If inside numbers limited to 175 plus gazebo.

The Kitchen can be used for food preparation. Peter had spoken to Tony Farr Chairman of the Kedington Village Hall who had advised him that they had other facilities available for hire eg marquee(s), etc. for our BBQ.

BBQ Catering

PT will ascertain what exactly would be provided by each of the caterers being considered, and included in the price, ie provision of meat, cooking of the meat, appropriate cover (pagoda), salads, disposable cutlery, etc.

Note: We need to check whoever does the barbeque, has a food hygiene certificate and public liability insurance. **Peter**

Note: possibly ask people to bring own cutlery and glassware **BBQ Toilet facilities**

Will we need more loos – investigate hire of portaloos

Entertainment for the BBQ

This was briefly discussed and it was suggested that the Hu3a Guitar and Singing Groups were involved. Caroline is also obtaining some info from Aldine who organised the Hu3a 25th Anniversary celebration at the same venue. She organised for Morris Dancers from Cambridge to perform, too. **CC will get details.**

Action to be taken on catering and facilities

Once basic details have been confirmed, the Events Committee will arrange a sub-committee meeting. CC has already drawn up a List of Actions to be undertaken for this event and further discussion with the EC when they next meet. This will be after the main Hu3a Committee Meeting on 21st February. **Events Committee**

Once all the above info is to hand, we can then decide what items the Committee will have to provide and action accordingly. Peter would then arrange for the Events Committee to meet with the Chairman and himself to discuss what exactly we need, and the costs involved. **Peter/CC**

BBQ Email members

Once have an idea of cost can get an idea of numbers by emailing via Beacon. Peter will have an idea of numbers by next month. **Peter**

Sale of tickets/raffle

Tickets for the day could be sold online with pickup on the day but also by group leaders. As numbers are limited it will be on a first come first served basis. Possibly have a raffle too

Committee lunch

This will be in February after the Committee meeting at a venue to be confirmed.

6 Grant Application– Barbara

We have one application for £300.00 granted by the Town Council which has a condition that we send in a report of how we have used the grant by August. We cannot apply for another from them until next year. Copies of the relevant letter was passed to Mark and Caroline. We must use the Town Council logo and need to get a new one – Peter to ask for new one.

Barbara. / Peter (logo)

7 Groups Leaders' meeting Peter /Fran

We had a successful group leaders' meeting on 26th November 2021 see attached 32 people attended representing 34 groups and with 7 committee members present. Fran said risk assessments were mentioned in the meeting (some of the group leaders expressed difficulty in completing) and she asked if she could have copies of risk assessment forms. Peter said he would forward some and Caroline said some were on the national U3a website.

8 Roles of trustees

Gerry, Caroline and Wendy to update theirs. Barbara to circulate them. **G,C,W and Barbara**

9 Recruitment and retention workshop

Fran presented a precis of the workshop (see attached). Most of the things we do but possibilities for new ideas are indicated in red. Ideas were put forward to action the latter.

The meeting was discontinued at this point due to time constraints and resumed a week later.

10 AGM on 29th March

We need to notify members of the date of the AGM and request nominations for new committee members 21 days before AGM together with a nomination form. Thirty notifications and paper nomination forms would have to be sent to those not online.

We also need a copy of the constitution for the meeting. Changes to be marked in red and voting to be done on whether to accept the changes. The changes being considered are in

section 9 *Cessation of office* (did we need to include a vote of no confidence) and 14 *AGM* (did we need to be able to have by zoom).

Quorum – to establish if we have a quorum we could have hand-held tally counters as people enter. **Dilwyn to find on Amazon**

Current Committee initially to sit behind tables in Hall.

The current committee resign and then an independent person takes over the meeting until the new committee is voted in. **Peter to find independent person**

We need treasurer's report for the year including signed audited accounts and Chairman's report to include overview of events etc. Attached are agenda items from a previous AGM **Mark/Peter**

11 Website

Gerry said he had created the groups and they now need populating with data.

Gerry/ Group leaders

12 Time and date of next meeting 10am on 21st February 2022

AOB None