

**HAVERHILL & DISTRICT U3A**  
**Minutes of the 135<sup>th</sup> Committee Meeting**  
**Held at 10.00am on Monday 21<sup>st</sup> February 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)  
Gerry Sexton (Publicity Manager);  
Caroline Choat (Events Coordinator);  
Wendy Foster (Speakers Secretary);  
Fran Armes (Minute Taker);

**Apologies** None

**2.0 Minutes of the previous meeting (held on 17<sup>th</sup> January 2022)**

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

**3.0 Matters arising.** None

**4.0 Meet the new members**

Gloria Shersby and David Campos were introduced and welcomed to the committee meeting.

**5.0 Final arrangements for the AGM**

Barbara had sent all the information for the AGM to all members by email or hand delivery of hard copy. This included AGM minutes 2021, Annual report 2022, Treasurer's report for AGM 2022, Audited accounts for 2021 and a nomination form for new committee members. Several nominations had been received from ordinary members for several of the committee members to move to new posts.

Barbara Cordina from Regional U3a has asked to attend.

It was noted that at the AGM all committee members must resign, and an impartial member take over the meeting until the new committee is confirmed. We will ask Barbara Cordina if she will take on the role of impartial member to take over the voting. **Peter to ask**

**6.0 Treasurer's report**

Mark had circulated the January report and the annual accounts prior to the meeting.

We need to get the money for the trees to central u3a as the collection closes in March. It will therefore not be appropriate for a Barbecue raffle to be for the tree fund, but funds could be collected for subsidising Hu3a events.

Interest groups should not retain funds of more than £50 locally except short term for trips. More than that should be given to the treasurer to hold. Groups should send in returns regularly. We should include the turnover within groups in our accounts and this is unlikely to put us over the limit of £10,000 which requires more exacting accounting practice. Peter will send out to groups asking for a return on a regular basis, say six monthly in November and April. The next group meeting is in April.

**Peter**

## 7.0 Proposal to obtain the debit card

We have found a need for a debit card. Unlike cheques you cannot have a second signatory. For this reason it was decided that the card should be by pin only – not swipe. The owner should not be the treasurer – as a precaution against fraud. The owner of the card should get authority for any spend from the treasurer and give invoices to the treasurer. It was decided that the chairperson would be the best person to hold the card.

## 8.0. BBQ on 2<sup>nd</sup> July

Key notes are:

- We still have not got a response from a possible supplier of meats etc. Dilwyn will see if he can chase one up. We need beefburgers, sausages, chicken, vegan and vegetarian options together with salad. Dilwyn
- When selling tickets we need to find out who needs vegetarian or vegan options and mark their tickets to avoid others eating the vegetarian/vegan options.
- Must have ticket in hand to get food
- Need paper plates cutlery etc.
- Kedington holds 175 indoors - more if a marquee is used.
- We have a membership of 495 so get 300 tickets printed. Sell tickets at monthly meetings and by groups conveners. Pay online by BACs or cheque. End ticket sales in June or ??? to allow caterers leeway in getting ready. First come first served for tickets.
- Parking on Field
- Last time charged £10 for each ticket and subsidised the event by £300.
- The hall costs £90 for Hall and more for marquee no charge for field.
- Peter to find out the costs we had for 25<sup>th</sup> anniversary. Peter
- Entertainment
  - Steve's son's barber shop singers only require petrol money. Need a gazebo as a music tent.
  - Aldine has contacts for entertainment eg Morris dancers.
- Peter to contact Tony Farr and Barbara Tyler re booking the hall and field and to arrange the events committee to a meeting with Tony Farr at the site in March. Peter / Caroline
- Caroline to organise events committee meeting in March. Caroline

## 9.0 Speakers Corner

Bryan Thurlow's talk on the story of Billy Jackson was well received – the feedback score was 93% excellent.

Tomorrow's talk is by David Williams who is already in touch with Ben in HAC.

Next month's talk, after the AGM is Jenny Marks on the history of the National Garden Scheme (NGS) with an emphasis on the background of the NGS.

Wendy then outlined several possible speakers for later on in the year.

## 10.0 Groups report

Peter reported that most walking groups are submitting risk assessments monthly. A few other groups are doing likewise, but Peter said he could understand the reluctance to do so when groups are visiting a regular venue.

Despite suggesting that waiting lists should be held centrally, Peter has had no names submitted as yet.

The camera group has discussed changing its name to the Camera and Smartphone Photo Group. This may help attract fresh members as many people only use their phones for taking pictures and may not be attracted by the thought of joining a group biased towards expensive equipment. The group is already keen on sending pictures in to the library calendar competition this year.

### **8.0 Website**

Gerry said that the minutes of the meetings were now on the website as is the information for the AGM. A few of the group pages were on but Gerry needs the group leaders to supply him with the relevant information. Need to send leaders the email address for contacting him .

**Peter**

Contact the website if you want a new group. Wendy commented that there were a few groups that had folded recently, can we find out if any members are still interested in the topic.

**Peter to find out.**

In addition notification could be given of groups that were full.

Other ideas for items to go on the website were News and Views, Group Leader's handbook and Home page with a Chair person's welcome

Gerry hopes to get the new website up to speed in 3 or 4 months.

### **9.0 AOB**

Gerry informed the meeting that he would be unable to attend the AGM

### **10.0 Time and date of the next meeting**

The next meeting will be at 10am on 21<sup>st</sup> March in the Leinston Community Centre

Note: The meeting after that will be moved from 18<sup>th</sup> April to 25<sup>th</sup> April to avoid the Easter week.