

# ARNOLD U3A

## Minutes of Committee Meeting held on Tues 9<sup>th</sup> Jan 2024 at 10.00am at The Salvation Army, High Street, Arnold

**In Attendance:** Hazel Ward (Chair), Sue Mathews, Chris Gardner , John Gardner,  
Gwen Whitehouse, Jean Heeson Pam Gant, Tina Palingedge. & Pete Hewitt (mins)

1. **Apologies** : Apologies from **SH, GI, HC, VP & CH**
2. **Minutes of Last Meeting:** Dec mins approved – to **JH**
3. **Matters Arising:** **PH** confirmed Main & Committee dates provided to venues.
4. **A.G.M:** **PH** to take min. **D.Brown, VP & TP** to be counters. Current quorum 20% = 88.  
**GW** deadline for Newsletter Jan 18<sup>th</sup> for 25<sup>th</sup> printing including A.G.M. document
5. **Unfilled Roles** : **CG** to send email to Group Leaders & all member emphasising positive part of the role. Detailed & lengthy discussion took place about Treasurer role & job function. Further discussion to be held at next meeting. **Financial Regulations** summary to be completed which could help further separation of duties. **General/Social accounts & Gift Aid** could be split.
6. **Treasurer** : **CG** reported on figs y/e 31Oct 2023. **P.Beastall** enquired for new laptop to be used for audio/visual desk at **AMC**. Current device owned by **D,Brown** who has left the role. Agreed **JH/JH** to investigate **AMC** software compatibility & alternative spare laptops to be considered.
7. **Membership:** **JG** presented report (see attached)
8. **Business:** Nothing to report.
9. **Beacon & IT: Risk Assessments** entered on website in members only area. All groups should complete **Risk Assessments** . New groups to complete by end of Mar. Completed **Risk Assessments** to be scanned by **TP**. Originals to be held by **SM**. Query re **Risk Assessment** for Xmas Party **SH/JC** to confirm. JH
10. **Interest Group Co-ordinator:** **SM** reported new instructor for **Yoga** , **Joanne Sheppard** , **HW** signed forms. **HW/SM** to visit **Daybrook Bowls** with revised forms. **Group Leaders Meeting 9<sup>th</sup> Feb** p.m. **SH** has organised and sent invitations and will lead.
11. **Newsletter** : **Newsletter** deadline 18th for printing on 25<sup>th</sup>. **GW** to visit **New Members Meeting**.
12. **Sub-Committee** : **Risk Assessments** has completed requirements . System now set up. **Publicity** to meet later this month.
13. **Any Other Business** : There was no further business.

Meeting closed at 11.40 am.

Date of next meeting Tuesday 13<sup>th</sup> Feb at 10.00am

Hazel Ward.