

**Arnold u3a Minutes of Committee Meeting
held on Tues 11 June 2024 10.00 at Salvation Army, Arnold**

Present: Hazel Ward (Chair), Viv Purkiss (minutes), Tina Palinedge, Helen Catchpole, Glynis Hunt, Chris Gardner, Pam Gant, Cathy van Baalen, Ged Clarke, Sue Matthews, John Heeson

Apologies: Pete Hewitt, Jean Heeson

Minutes of last meeting: Approved and signed: All matters arising were agenda items.

1 Celebrating Member's achievements:

Discussion on accolades/presents/publicity for achievements by members.

Decided that presents from the u3a would be appropriate. Exact gift and cost to be determined on a case-by-case basis. GC to write a press release and seek outlets for publicity for Brian Cluff's achievement of becoming a Fellow of the Royal Astronomical Society. It was noted that a publicity sub-committee needs to be re-convened. **Action HW and GC** with help from BC.

2 Treasurer's Report:

CG is sending the report and accounts to the Charity Commission for the last year. She reported that the bank mandate is being changed.

There was discussion about sharing activities with other u3as and how this is funded. Cash on the day to the venue via the lead group co-ordinator is the best. It's important to make sure any of this income is not double-counted in the accounts of different u3as involved.

3 Risk Assessments:

TP said risk assessments needed for 2 more venues. Many other types of risk assessment still not completed. TP will draft a newsletter item, which HW will edit, to remind group leaders to complete all outstanding risk assessments. There was discussion on walkers' obligations from a walking group leader. Newsletter item to be written by the leader and edited by TP. **Action TP**

4 Standard Operating Procedures (SOPs):

When VP introduced the idea of SOPs many committee members said that they had already done this so HW and VP undertook to review the handover material from SH. **Action VP/HW**

5 Speakers:

HC reported that she is now planning for next year and requested that a previous suggested maximum fee of £60 should be increased - to £100 plus expenses, which the Committee voted to support. HC drew attention to the entertainment for the 3rd December meeting, Rock and Soul singers, and there will be a committee-approved collection at the end of the performance, for charity.

6 Outside meetings attended:

GC reported Notts Network Day Conference will be sent to all Arnold u3a members when released. GC reported he had undertaken training on Beacon. HC said that she had received information on fraud prevention and will send it to committee members. It was agreed that all should send anything received that they consider important, to all committee members. **Action HC**

7 Personal bank accounts to take payments:

When at group meetings and payment is collected from members on the day, the leader or member who collects money may take cash or a cheque. The leader/money collector may not give their personal bank account details to receive this individual payment on the day. CG has financial regulations (proposed) for Arnold u3a, which she will bring to the next meeting, to be put onto the website once approved. Discussion about some banks no longer issuing cheque books and how to address this. HW said we need to move carefully towards other solutions and used VPs phrase "Evolution not revolution". CG said she'd heard of a u3a opening a deposit account for members to pay for activities by BACS. CG to investigate and report

Hazel Ward

back. **Action CG**

8 AOB

Comments on titles of leaders and facilitators: It was agreed that those who lead/facilitate/co-ordinate/administrate groups can use whatever title they wish. Group leader appears on Beacon and it was suggested with the new edition of the Handbook that the title of group leader/coordinator should be used, where practical. It was suggested that future decisions regarding groups should be discussed at a Group leaders' meeting.

Hazel
Ward.