

Minutes of Arnold u3a committee meeting on 10th September 2024

Present Viv Purkiss (mins), Hazel Ward (Chair), Pam Gant, Chris Gardner, Glynis Hunt, Cathy van Baalen, John Heeson, Jean Heeson, Tina Palingedge, Helen Catchpole

1. Apologies: Ged Clarke, Sue Matthews, Pete Hewitt

2. Minutes of the last meeting:

Matters arising: The speaker for the last meeting failed to turn up despite Helen's efforts to confirm. The backup plan of singing failed since it did not prove possible to display words and music together. Cynthia Maprette has offered chair yoga as possible backup and HW has a couple of presentations that she could give with a day's notice.

3. Financial report

CG gave the financial report. Regarding the financial reserve of £8k. Agreed the wording should be "at least £8k." CG's Finance policy was approved by the committee and agreed that it should go on the website and group leaders/coordinators handbook.

4. AOB

Publicity

CvB raised requirements for publicity items. New publicity materials are subject to new photos being received. There are some current leaflets at AMC, 20 of which - to go to CvB for distribution. Publicity Group to be reconvened - currently GC and HW seeking other volunteers.

5. Handbook

Gary Swain to publish this on the website and other sites, and email as agreed. All changes for this year have been made. VP and HW to complete a large edit of this for next year.

6. Setting up new groups

There have been requests to set up new groups. It was confirmed that if members want interest groups they should be encouraged to set them up themselves with appropriate support from the Committee if needed. HW will respond to the member requesting a specific group.

7. Risk Assessments

Tina reported on Risk Assessments. A few remaining risk checklists need to be returned to Tina plus there are still a small minority of venue risk assessments outstanding. HW and VP to review holiday risk assessment form.

8. Independent auditor

CG reminded the Committee that an independent auditor for the forthcoming accounts needs to be found. It was agreed that a potential candidate should be approached but if unsuccessful it might be possible to recruit from a Treasurer of another local u3a.

*Hazel Ward*