

MINUTES OF COMMITTEE MEETING HELD AT 2PM ON MONDAY, 8TH
NOVEMBER 2021

AT THE OLD BOWLING GREEN, CIRENCESTER ROAD,
TETBURY.

PRESENT: Carmel Alan Audrey Bernadette Douglas Gail Lawrence
Anita

1. APOLOGIES FOR ABSENCE:

An apology was received from Judith.

2. MINUTES OF LAST MEETING:

The Minutes of the meeting held on 11th October were discussed.

National Office had confirmed that, should we wish to join their tree-planting initiative, trees would have to be paid for by individual members, not by the branch.

A test financial transaction had been carried out by the incoming Treasurer as suggested.

Actions set out regarding the AGM had been taken and the finance policy had been updated.

Photos were gradually being added to the web site and a note asking for people with IT skills to back-up the Business Secretary had been placed in the "Tetbury Advertiser".

IT WAS PROPOSED BY AUDREY AND SECONDED BY LAWRENCE :

THAT THE MINUTES OF THE MEETING HELD ON 11TH OCTOBER 2021
SHOULD BE PASSED AND APPROVED.

3. INTRODUCTION:

The Chair reported that there had been very little communication from National Office or the Cotswold Link.

In view of the impending absence of the Speaker Secretary on holiday in January, steps had been taken to set up all necessary communication links to the Speakers both in January and February. The Secretary would prepare draft notices to go out at the appropriate time and the Chair would undertake to introduce the Speaker.

4. FINANCE STATEMENT:

(A) The reconciliation statement and spread sheet were both straightforward. Cheques that had been received for the social account had first to be paid into the ordinary account and the total then transferred as there was no facility for paying in cheques into the social account.

The year-end Statement of Account had been checked by the Auditor and he had confirmed that this was all in order. In order to facilitate a set format, the Auditor had also audited the first year's accounts at the same time as the current year. The Statement of Accounts could be put on the web site in draft form whilst awaiting signature by the Treasurer and the Auditor in the next day or two.

ACTION: The Business Secretary to add the Statement of Accounts to the web site.

IT WAS PROPOSED BY LAWRENCE AND SECONDED BY ANITA:

THAT THE ACCOUNTS FOR THE CURRENT FINANCIAL YEAR BE PASSED AND APPROVED.

The Auditor had expressed a willingness to audit the accounts for next year and it was therefore decided that a motion to appoint Julian Upton as Auditor should be put to the AGM.

(B) A comprehensive process for the handling of cheques had been set out by the Membership Secretary, for which she was thanked.

The Committee expressed its thanks to the current Treasurer for the work he had undertaken since the formation of the branch.

5. AGM:

There was a discussion regarding the draft Agenda produced by the

Business Secretary. A slight alteration was decided upon in order to facilitate the correct order of voting at the AGM for the members and officers of the Committee.

A second email would be sent out to all Members regarding the AGM, this email to incorporate the reminder drafted by the Speaker Secretary regarding the Speaker at the monthly meeting.

6. GROUPS:

Some of the new groups were progressing well, some already having sufficient members. Others were still in the process of deciding exactly how members wished to approach their subject.

The Group Co-ordinator confirmed that it was still intended to hold a lunch for Group Leaders but this would not be until the New Year.

7. PUBLICITY:

Movement on the new brochures had proved a little slow and the Publicity Secretary proposed to enlist some more help.

The Secretary had attended a Zoom meeting with the National Office on Recruitment and Publicity. Many of the suggestions made were already in hand but the idea of including membership forms in leaflets was considered useful and also that details in the form of a visiting card would be convenient and reasonable to produce.

A possible visit to Steepleton on a Thursday when they hold a coffee morning was suggested.

8. MEMBERSHIP STATUS:

Membership now stands at 241.

9. WEB SITE STATUS:

The Web Master undertook to look at the web site produced for the Farnham branch as it was reputed to be a very good one. He confirmed that he was always pleased to receive any input or suggestions for the web site.

The Web Master had investigated other data bases being used by several

larger branches of the u3a who had obviously not been satisfied with Beacon. These might be of interest in the future but we are currently committed to the current system.

10. SPEAKER STATUS:

(A) There was nothing further to report since the last meeting. The Speakers for November, January and February had all been contacted and, as reported in the introduction, necessary steps taken to ensure the smooth running of the Meetings in January and February.

(B) The lunch in December had now reached its maximum number of eighty with menu choices and payments made. Everyone who had wanted to attend, had been able to do so.

The Committee expressed its thanks to Anita and Audrey for the organisation and work involved in setting up the lunch.

11. BULLETINS:

A date would be confirmed by the Chair for inclusion in the next Bulletin.

12. A.O.B.

The Play Reading Group's "live" performance at the Goods Shed had been very successful and it was thought that a further reading might go ahead in the New Year sometime. It had also been suggested that possibly other groups might be able to open up a meeting or a seminar to the public but, in consultation with various Groups, it was considered that this was not appropriate and there was no enthusiasm for the suggestion.

The next Meeting is to be held on Monday, 10th January, 2022 at 2pm at 26 Sherwood Road, Tetbury.