

MINUTES OF THE COMMITTEE MEETING
HELD AT THE PARISH ROOMS, RICHARD JORY PLAYING FIELDS, PULLA CROSS
18 NOVEMBER 2017 AT 10AM

Present: Richard Allen (Groups' Co-ord), Mark Breach (Vice Chair), Dave Crawshaw (Treasurer), Helen Ellis, Margaret Ingles (Mem Sec), Caroline Saunders Martin (Chair), Mike Tapp, John Whomersley

Also attending: Sue Swinchatt, Chris Breach (Minutes)

1	<p>Apologies: John Bishop, Pam Cox, John Dearman, Tony Herring; these were all accepted.</p> <p>The acting chair opened the meeting with a welcome to everyone and thanked them for attending. She said that before starting on the agenda she would, as acting chair, like to make some comments.</p> <p>Since taking on the new role CSM had found that some essential matters had not been attended to and said that this needed to be addressed now in order to comply with legislative and organisational demands. Some trustee documentation had to be read and completed; it will be then be kept in a file to be held by the General Secretary. This included the Trustee Code of Conduct and a Declaration of Eligibility of Trustees as some of the committee members had not previously completed this paperwork. All members of the committee were also urged to ensure that they were fully aware of their trustee responsibilities and were referred to the websites for the Third Age Trust and the Charity Commission. This was particularly stressed as there had been <i>four</i> recent breaches of confidentiality; this was a serious matter.</p> <p>CSM said that she would like her emails answered as they were frequently being ignored or questioned by many members of the committee. She also made a plea for inter-committee criticisms of her and the other trustees (received in relation to <i>nine</i> committee members in the last week alone) to cease; complaining about each other was not helpful as the committee has to work together to raise morale and improve things or the entire organisation is likely to collapse.</p>	SS
2	<p>Declaration of pecuniary and other interests: There were none.</p>	
3	<p>Vote re General Secretary: There had been one offer from Sue Swinchatt who left the meeting so that the committee could consider this. A vote was held and it was agreed that SS join the committee as General Secretary until the AGM next April.</p> <p>MB will arrange induction re duties as General Secretary.</p>	MB
4	<p>Trustee documentation: All committee members should have signed trustee documents and Charity Commission document setting out eligibility and responsibilities. DC has some which he will pass to Gen Sec. Others signed the forms circulated at the meeting</p> <p>Committee members have been asked to complete a skills' audit which most committee members have done. MB will collate these to discuss at a later meeting.</p> <p>Job descriptions to be kept up to date and mentioned in the newsletter, also put on the website as it is important for committee members and prospective members to be aware of responsibilities.</p> <p>Venues for monthly meetings to be booked by Gen. Sec.</p> <p>Membership is to be discussed at the next meeting.</p>	DC, SS MB MB SS MI/JW/SS

5	<p>Minutes of the last meeting:</p> <p>These were agreed and signed as a true record.</p>	CSM
6	<p>Matters arising:</p> <p>4. DC now has the definitive equipment list <i>but has still not heard from committee members who are holding equipment</i>. The treasurer's emails about this have largely been ignored; this is frustrating and preventing him from completing this task. All equipment holders to respond to DC.</p> <p>7. MI has had the cost of Third Age Trust magazine amended on website.</p> <p>7. Membership system has not yet been reviewed. As SS set up the system in the past she will assist. (Membership generally will be on the December agenda).</p> <p>7. Gift Aid claim done.</p> <p>7. Signatory for Monmouth BS - MB to be added.</p> <p>7. Events account mostly cleared – rest to go into main funds.</p> <p>9. No offers yet received for coffee servers for Perranwell. Not needed for Dec.</p> <p>10. Group Leader's pack. Risk assessments need to be included. Venue checklist – a tick list once a year. Venue checklist for day of use – responsibility of group leader. Walk leader risk assessment – mostly already covered by the group leader in the newsletter. Group leaders will be warned of the insurance position if this requirement is not complied with as will those attending groups.</p> <p>10. New projector and laptop - Needs to be checked regularly for condition and accessories as several groups use them. New storage box needs combination lock. RA will ask for a suitable volunteer to take responsibility for this equipment</p> <p>PAT testing. RA to check, test record results and note date to repeat process.</p> <p>Attendance registers due at the end of November. JW to assist DC in sorting data and report back to the committee at the December meeting.</p>	<p>All holding equipment</p> <p>DC,JW,SS</p> <p>DC, MB</p> <p>MB</p> <p>RA, JB</p> <p>RA</p> <p>JW DC</p>
7	<p>Information:</p> <p>Training to be arranged according to requirements</p> <p>Expenses. The rules on this have been emailed to all.</p> <p>Need to consider publicity materials for display by all for wider advertising.</p> <p>Data Protection: Advice awaited from the TAT partly in relation to new law next May which will affect the U3A.</p> <p>Minutes now on a separate tab on website homepage. Webmaster will update minor errors on website. Incorrect group info will be notified by JD but all should pass on details of errors.</p> <p>To consider at a future meeting: Should policies be added? Section for events?</p> <p>The website could do with a complete update. Those who had done some research on this agreed that there were one or two impressive sites amongst many just following the U3A model. A subcommittee to look into new tech and costs in the Spring.</p>	<p>CSM</p> <p>JD/all</p> <p>HE,JW,SS</p>
8	<p>Matters for consideration:</p> <ol style="list-style-type: none"> a. Request for updated email addresses and to encourage members to receive newsletters by email. b. Accept payment by BACS. DC to look into costs of Direct Debits. c. Joint membership – to be discussed at next meeting. d. Accept subcommittee's revised constitution to be put before the TAT then recommended to all members to vote on at AGM. Report to be resent to committee to read before the next subcommittee meeting. e. Invitation received from Brenda Burgess to attend prize giving for Poetry 	<p>MB</p> <p>DC</p>

and Prose competition. All have received this and should respond individually.

f. Are we getting too many emails? Decisions can only be made at committee meetings but the alternatives to email discussions outside the committee would be to have longer or more frequent meetings. Nobody wanted either, or had any other suggestions, so email correspondence will continue, when necessary, but decisions **must** be made at committee meetings **only**.

g. Too many monthly meetings. Speakers and helpers difficult to find. Meetings need to conform to U3A aims.

Truro to continue at the Conservative Club – booked till June 2018 – to be reviewed then.

Perranwell meetings for Dec. Christmas Show and for AGM but others cancelled.

Falmouth meetings to continue but alternately with new venue of Kea Community Centre, Playing Place, which has better bus links and parking than Perranwell.

The following calendar was proposed:

Jan	PP	Playing Place	Jul	Fal
Feb	Fal	Falmouth	Aug	PP
Mar	PP		Sept	Fal
Apr	PC	Perranwell Centre	Oct	PP
May	Fal		Nov	Fal
Jun	PP		Dec	PC

MT suggested other than Wednesdays for meetings as the 2 biggest groups, croquet and choir meet then. Friday is available at PP. All voted for this proposal which was carried with 1 against.

all

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Groups

Cost of carpet bowls venue to be raised by 33 1/3 % after the New Year. Either an alternate venue needs to be found, a lower rate negotiated, or number of sessions, at present weekly, decreased. The group will be consulted, particularly as one option was for the meetings to be held at another venue which is vacated early and would keep costs down.

RA

Group Leaders need to be contacted to remind them that registers are due.

RA

Scrabble group wishes to start in January and have provisionally booked a venue in Threemilestone at £11 per month. They need to have a minimum of 10 people and then will be given a 3 month trial period.

RA is to visit the Family History Group as they are nearing the end of their 3 month trial.

RA

A new member will be taking over the French Film Group and will use the unused time slot following short tennis at Feock.

RA

DC has been attending Link meetings. They would like us to host the 2 meetings next year at a cost of £32 per time. He would like someone else to take on the meetings. HE volunteered.

HE

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Next Meeting:

Meeting to be held on Saturday 9 December from 10am to 12 noon at the Perranwell Centre.

There being no other business the chair thanked attendees and the meeting closed at 12 noon.