

Minutes of the meeting of Culm Valley u3a
Executive Committee held at Halfway House, Willand
23 March 2023 at 14.00

Present: Chair, Margaret Chumbley (MC), Vice Chair, Janet Bryant (JB), Treasurer, Alison Waple (AW), Business Secretary, Lorna Knowles (LK), Membership Secretary, Susan Greenhough (SG), Group Secretary, Barbie Bradbury (BB) Marian Luck (ML) Beacon Administrator also attended.

Minutes: Lorna Knowles

GS = Gill Sole

SHL = Sue Hooper- Lawrie

1. Welcome

MC welcomed all to the meeting.

2. Apologies: None

3. To Agree the Minutes of the meeting 16 December 2022 –SG proposed and MC seconded that the Minutes be agreed as a true and accurate record of the meeting. All agreed. The minutes will be signed off by LK.

To Agree the Minutes of the meeting 9 February 2023 - SG proposed and AW seconded that the Minutes be agreed as a true and accurate record of the meeting. All agreed. The minutes will be signed off by LK.

4. Matters Arising therefrom – SHL has removed the Guidance for Group Contacts from the website. Money to help the group contacts will be paid in September 2023.

5. Marian Luck – Beacon Administrator – updates. Some additional features have been added to Beacon to enhance documents. Some Group Contacts do not want to use Beacon which hampers BB in keeping a record of group numbers and members. The system of signing new members on the sheets at a Monthly meeting needs to be streamlined.

ACTION: ML will assist BB

with her questions as to adding addresses to an email on Beacon and AW will be given a training as her role of Group Contact for History.

6. Officers Reports – All reports had been circulated prior to the meeting.

Chair (MC) – Part year payments from 1 September 2023 will be £5 for Full Member and £3 for and Associate Member. Two tables at the April meeting will be implemented to help reduce queuing at the door. Cupcakes will be purchased for the May monthly meeting to celebrate the King's Coronation. It was agreed to not provide printed copies of UPDATE unless a specific request has been made to the Committee. On the signing of the 200th member an announcement will be made at a Monthly meeting. A letter from Hospiscare has been received thanking our members for their donations of £55 following the talk in February. Other contacts for future talks have been discussed for AGM.

ACTION: MC will inform the Tea

Team of May meeting plans.

MC will contact GS regarding plans

if a speaker does not arrive

LK will contact SHL re: the

Membership Form from the website and what cost will be involved to ensure it automatically goes to SG and AW so the can reconcile membership to payments easily.

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BB left the meeting at 15.00

Treasurer (AW) – A Fixed Asset Register is in place in line with the Financial Policy. The current balance is £3451.76 for 11 months.

Business Secretary (LK) – The Policies and Procedures have been completed and after signing they will be put onto the website. LK felt that the Notices need to be presented to the Membership at the start of the Monthly meeting to keep interest.

ACTION: MC will speak to GS in case of implications for the speakers.

Membership Secretary (SG) – There are currently 186 paid members with 36 not yet renewed (29 Full Members and 7 Associate Members). Marian Luck came and helped at the March meeting. Very helpful. She is interested in becoming the Membership Secretary at the AGM. SG is happy to help out after that date as and when needed.

Group Secretary (BB) – BB's report listed all the groups and their current numbers. SHL has launched a new Art group since the report was written. The Committee thanked BB for her detailed report and work in administering the post.

7. To adopt and sign the revised CVu3a Policy and Procedures as discussed at the meeting 9 February 2023: Policy Statements, Data Protection Policy, Safeguarding Policy and Procedure, Health and Safety Policy.

All policies were signed by MC and LK and will be sent to SHL to upload to the website. Others, thought to be unnecessary, will be removed.

8. Culm Valley u3a Constitution Review –Culm Valley u3a in itself is not a charity and with that change to references to 'the charity' to 'CVu3a' the Constitution was otherwise adopted as it is. It will be signed at the next Committee meeting in June following the changes.

ACTION: LK to re-type the document using the revised CVu3a logo heading and changes as described.

9. Timing at CVu3a Monthly meetings/AGM/ December 2023 Meeting

The notices will be given out at the start of the meeting as teas are served. The AGM will include an Art Exhibition showing examples for work from the creative groups.

ACTION: LK will contact SHL re the Art Exhibition

MC will contact WVH re the change of date for the December meeting to accommodate the chosen speaker. She will then contact GS with the Committees preferred option for the talk.

10. Date of Next Meetings – 22 June 2023 at 2pm Halfway House Willand.

The meeting closed at 15.37

Signed on behalf of the Chair following the Executive Committee Meeting 22 June 2023



Lorna J Knowles