

Minutes of the meeting of Culm Valley u3a  
Executive Committee held at the Half Way House Willand  
25 September 2024 at 10.00

**Present:** Chair John Hayston (JH), Business Secretary Lorna Knowles (LK), Treasurer Alison Waple (AW), Membership Secretary Marian Luck (ML),

Minutes: LK      Andy Arnold (AA)      Gill Sole (GS)      Willand Village Hall - WVH

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**1. Welcome**

LK welcomed all to the meeting.

**2. Apologies:** Vice Chair Janet Bryant (JB), Groups Co-ordinator Sue Hooper-Lawrie (SHL)

**3. To Agree the Minutes of the meeting 26 June 2024.** The Minutes of the meeting 26 June 2024 were agreed as being a true and accurate record of the meeting. All agreed.

**ACTION: LK** will sign them off and send to SHL for the website.

**4. Matters Arising therefrom** – The positions of Chair and Groups Co-ordinator have been filled.

**5. Signing Trustee Code of Conduct Form** – Those in attendance signed the form. LK will contact JB and SHL to also sign as trustees for the coming year. ML informed the meeting that there was no requirement for our u3a to sign the Charity Commission Form, as we are not a registered charity with them. We would only be required to fill this in if our annual income was £5,000.00 or above.

**ACTION: LK** will contact JB and SHL

**6. Officers Reports** – All reports and related papers had been circulated prior to the meeting for consideration.  
**Chair (JH)** – JH is thinking of initiating an interest group to help people with public speaking & using the PA system along with the projector. Aims are to instil confidence in members who then are more likely to have a go at presenting a topic for the monthly meeting speakers spot. He considers public speaking fear is very common which can be managed & controlled, emboldening people to express themselves with confidence. SHL has confirmed that she is able to help.

**ACTION:- LK** to contact AA regarding a training for the PA system for other members.

**Treasurer (AW)** – The current reporting period (01 June to 31 August) shows business as usual although there was no monthly meeting in July due to the General Election. The £395.98 fixed asset purchase was the microphone for the wireless audio system. Forecast for the year to 31 March 2025 is showing a closing bank balance of just over £2.3k. The reduction from £4.8k at the start of the year is mainly due to the anniversary lunch. This balance will, comfortably cover a year's costs which, given that our members pay once a year, seems a reasonable level of reserves for CV u3a to hold.

The Committee will keep the Annual Fee and charge for monthly meetings under continual review should circumstances change with WVH fees for example.

JH asked the meeting about the Capitation Fees paid annually to the Third Age Trust. This is £4 per full member as of 31 March each year. This covers our Insurance for members and guidance on any matter relating to u3a's.

**Business Secretary (LK)** – We had a successful AGM with John and Sue joining us to fill the vacant spaces left by Sue Greenhough and Barbie Bradbury. Our thanks again for all their input to CVu3a over the years. The PA system seems to be working well and Andy Arnold will inform a core number of people in its use in due course. Our thanks to him for his advice on this.

JH will inform the members via UPDATE about the magazine 'Third Age Matters' and how to register to receive a copy to your home.

Our bookings for WVH have been made for 2025 and our monthly meeting on 1 May will still go ahead despite the possibility of a DCC election.

**ACTION: JH** to write a piece for

UPDATE on Third Age Matters

**ACTION: LK** to inform GS that 1 May

will go ahead as a Monthly meeting

## **Minutes of 25 September meeting cont.**

**Membership Sec (ML)** – There are 234 members at present. Membership runs from Jan- Dec and is £10 for a full year. As of Oct each year £5 will be charged to the end of the year or £15 can be paid to cover to the Dec of the following year. ML will advise as new members come forward.

ML is attending the Third Age Trust AGM. ML is also undertaking Beacon training for Online Payments. She wants to be fully informed as to how the system works as PayPal can be used as an option. She will inform AW when training complete.

ML received a Certificate from the Third Age Trust celebrating our 5<sup>th</sup> Anniversary.

**ACTION: LK** will frame and it will be on display at the Christmas Meal.

**Groups Co-Ordinator (SHL)** – SHL is meeting with a proposed new Interest Group contact. The committee had a discussion about Group Contacts and felt that it is not essential that they contact a group through the Beacon System. With other social media forums groups could choose their preferred method. SHL requested permission to purchase acrylic stands for Group Information at monthly meetings. The Committee can see this would be a good way of standardising the information but is concerned that storage at WVH is limited. It was decided to suggest 1 pack x 5 is purchased but unless the Group Co-ordinator was taking them home each time, a flat option rather than angled should be considered.

SHL raised the matter of transferring the generic email addresses for the committee when members change. ML will contact Third Age Trust to ask if Site Works (website used by many u3a's) can also support email addresses.

**ACTION: LK** will add to December

Agenda

**7. Ratified Constitution:** The Constitution was ratified at the AGM 2024 and was signed by those present at this meeting.

**8. Voting at Third Age Trust AGM** – ML registered to vote 16 October 2024. Covered in the Membership Secretary Report.

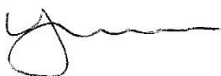
**9. Christmas Anniversary Lunch 11 December 2024** – All 100 tickets have been sold. ML will set up another meeting with the hotel to confirm arrangements. It is hoped that members may be able to help with table decorations. We will purchase crackers.

**10. Date of next meeting-** 2pm 18 December 2024 at the Halfway House Willand

The meeting closed at 15.30

**Minutes were signed off as being a true and accurate record at the meeting of the Committee**

**18 December 2024.**



**LJ Knowles**