



MINUTES OF THE COMMITTEE MEETING

HELD ON TUESDAY 7th MAY 2019

AT 23 BULLFINCH LANE, RIVERHEAD

In attendance: Stewart Armstrong, Lesley Allum-Jolly, Lionel Parks, Alan Heyes, Pene Stambollouian (Sec), Magda Sweetland (Chairman), Sharon Willmore, Christine Walls, Janet Willcox.

Apologies: Delma Moore, Richard Clout, Gill Walker

1. Minutes of the Committee Meeting held on 5th March 2019

The draft minutes of this meeting were circulated for approval by those who had attended the meeting, and once agreed by email, were placed on the website. Magda has signed a hard copy of these minutes for the file. There were no matters arising not included in the agenda at this meeting.

2. General Administration

Magda thanked Alan, Lionel and Pene for their help in finalising and distributing the papers in advance of the AGM to be held on 20th May. Some hard copies will be available at the AGM for those attending who have not seen or forgotten to bring their papers.

It was agreed that at the AGM there should be a table at the front of the hall for the Officers, and additional seating angled alongside the table for the remaining Committee members. Alan will ask Simon McIntyre to provide a clip-on microphone and standing microphone for the speakers, and a roving microphone for any questions from the floor.

Alan will send out a reminder about the AGM and the monthly talk which will follow the meeting. Members will also be advised that they can renew their membership at the AGM, and should bring their cheque books/cash to make payment. The Treasurer has recommended that the subscription charge remain at £16 for 2019/2020.

Three copies of the membership list will be given to the Greet & Meet team so that they can tick off members as they arrive for the purpose of recording attendance. 98 members will be needed for the AGM to be quorate.

Magda advised she had received some notices in the post from The Third Age Trust having not previously received anything by post from the Trust since taking up office. As these cannot be easily digested she intends to circulate them by hand around the Committee, starting with Christine. They should then be initialled and passed on. Magda asked for members to raise any questions or concerns anyone has with any of the contents, once read.

3. Social Events

Two Festive Lunches are planned for 6th and 7th January 2020, each accommodating 50 – 60 people, in the Miller & Carter Restaurant at Riverhead. It is understood a 2-

course menu will be available at £10.95. Janet will be confirming the coffee morning dates until the end of the year with the M & C management and will finalise details for the lunches at the same time. Using this venue for our Christmas party is a way of thanking the Company for accommodating our monthly coffee mornings over the year. A Xmas flier inviting bookings will be sent out in September.

To date 46 bookings have been made for the Anniversary event on 16th July. Alan was asked to send out an email reminder about the event and to have copies of the booking form available at the AGM. Tickets are still to be printed but will be sent out to all those who apply. The Entertainment group will be meeting shortly. Alan will organise the photos for the display panels and produce posters of the range of activities enjoyed by Knole members. At present we have 77 groups, 24 shared groups and 10 under development. Magda is organising the tablecloths and napkins while Lesley will sort out the main cake with Knole U3A's logo (additional Costco cakes will be cut into individual pieces beforehand).

4. Knole U3A Holiday 2019

Christine confirmed that 46 people will on the holiday at the end of May, including 6 Sevenoaks members. Two cancelled places have already been re-filled and there is a waiting list for any further spare places should they arise. Margaret Thorpe has taken care of most of the arrangements; Christine is organising the pre-trip gathering at Holmesdale. All costs will be covered by those attending. Christine is returning the credit card previously acquired for use by the holiday organiser to Lionel, who will arrange for any balance to be added to general funds.

Christine also reported that 12 members had volunteered to help with lifts to U3A events if and when requested by U3A members unable to attend under their own steam. Sylvia Tillitson has agreed to help Christine run this scheme which will be regularly advertised in the Newsletter. There have been no requests to date.

5. Report on Study Groups

In Delma's absence Magda referred to the note Delma had circulated regarding the helpful meeting which she and Alan had attended on 29th April with Sevenoaks U3A to discuss shared groups. The next meeting with Sevenoaks U3A will be on 13th August. Meetings are still to be held with Edenbridge and Westerham regarding sharing opportunities.

The London Studies Group Contacts have been asked to draw up lists of the venues they have visited recently to share with other such groups. This is not to let new groups off the hook in terms of researching and recy-ing venues but simply to encourage the sharing of experiences. Alan thought these booklets could be published and sold to other U3As for a nominal sum to cover printing costs. There is to be a meeting of London Studies Group Contacts on 3rd June.

Magda then reported on the meeting she had with the Chairman of Orpington U3A to discuss their respective ways of operating. Orpington U3A has about 90 groups, one third of which focus on board games. 97 current members of Knole U3A come from the Orpington area. Magda said Orpington U3A were keen to learn from Knole U3A's success, but she was unsure as to what commitment we could make to help them. After discussion Magda agreed to circulate a draft letter for approval by the Committee before sending to the Orpington U3A Chairman.

6. Report on New Study Groups

Sharon said that there was not much more to report since the last meeting as the new members and new groups that followed the September 2018 Open Afternoon were now established. She has spent a considerable amount of time helping the new groups get underway. LS 8 is now up and running but could do with a handful more members.

Looking forward to the autumn Sharon mentioned the embryonic London Walks 3 group, and the emerging need for a second film group. Magda suggested the possible interest in an Opera group, to run in the same style.

There followed a discussion on the role of Group Contacts and the apparent reluctance of members to take on the position. Magda stressed the value of having two members willing to share the role in each group. Reccies for outings are also best done by two people. There is some concern that Contacts are being asked to do too much – eg attend meetings, retain records, showcase their group activities. With regard to showcasing groups at monthly meetings, although this has been done willingly, the usefulness of showcasing groups which have no vacancies has been questioned.

Discussion followed on whether individual members should be advised if the physical activities envisaged in any U3A outing might be unsuitable for them in terms of their mobility or state of health, and asked to re-consider their participation. Members take part in U3A activities at their own risk and should not expect others to take undue responsibility for them. Alan pointed out that the U3A insurance did not cover pure accidents where no legal liability has been established and members need to be aware of this. Alan stated that the details about the U3A insurance is set out in the current Handbook and would be repeated in the new one. He would also draft something for the July newsletter and the website to reinforce this message.

Space may not allow for showcasing tables at St Nicholas Church. A meeting is to be held with a representative of the church staff to go through all the technical details of staging talks, slides and other presentations, and to explore ways of using the space available efficiently.

8. New Members

Lesley reported that there are 488 members listed on the Beacon system. 12 new members have recently joined and 2 renewals have at last sent in their payment. She hopes to enrol another 5 members at the AGM.

A discussion followed on how much marketing should be done this summer to recruit new members. 90 new members have joined this year after the intensive marketing campaign undertaken last summer. Sharon commented that it was new members that stimulated and supported the start of new groups. It was agreed that more limited leafleting could be done this year, and that the libraries and supermarkets should again be targeted.

9. Monthly Meetings

Stewart had circulated an online report before the meeting. Besides the speaker on 20th May there are two further confirmed talks after the summer recess on 28th October and 24th November which will be held in St Nic's. Stewart said he had met

twice with Harry Reeves to discuss the role he will be taking over once duly elected at the AGM. Stewart has offered to provide any support Harry needs following the formal handover of all the files.

10. Report on Finance and Accounts

Lionel reported that he had paid £1701 to the Third Age Trust for Knole U3A's capitation fees, and the catering deposit for the 10th Anniversary event. The Gardening Group had refunded its £100 float.

Lionel confirmed that he had agreed the main points he will include in his Treasurer's Report at the AGM with Magda. He will explain that potential Gift Aid income of approx £1200 had not been received last year, but this sum should not be considered as lost, but simply delayed. He recommended that the subscription fee for 2019/2020 should remain at £16 as per last year, and this recommendation was endorsed by the Committee. Andrew Dunk is will in to act again as the Independent Examiner for Knole U3A in the coming year, if agreed by the membership at the AGM.

Lionel confirmed that Richard Clout, who has been nominated for election as the new Treasurer at the AGM, has now been added as a signatory on the Knole U3A account at HSBC. Richard will be able to use HSBC's Sevenoaks branch for future Knole U3A transactions. Lesley and Richard will both hold paying-in accounts. Lionel will be handing over all the account files and briefing Richard within the next few days.

11. Communications

Alan said that 154 members had logged into the website mostly once. About 50 use it regularly 50 members access the website regularly (but only 4 Committee members are in this number). The website receives an average of 19,000 hits per month. Hits peaked at 25,000 last September.

The bi-monthly Newsletter remains our main marketing tool. Members continue to be very positive about its layout and content.

12. AOB

Christine suggested that the Handbook could be sent out later in August this year along with the July newsletter and membership cards, to allow time for membership renewals.

Magda expressed the hope that the monthly coffee mornings will be well supported over the summer to maintain momentum.

Pene asked that clarification be sought from the Third Age Trust as to whether the Film License held by Knole U3A to cover the viewing of films by members of the Knole U3A Film Club would cover the proposed once-off showing of a film at a joint Knole U3A Film Club /Halstead Elderly Citizens Luncheon Club event to be held in the Halstead Village Hall. It was agreed that this clarification be gained from The Third Age Trust.

Date of Next Meeting: 2nd July 2019, and bi-monthly thereafter on the first Tuesday of the month.