



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**  
**held at 10.00 on Thursday 10<sup>th</sup> January 2019 at**  
**Sue Christy's home, 110A Kippington Road Sevenoaks TN13 2LL**

		<b>Action</b>
<b>2338</b>	<p><b>Present</b>            Sue Christy (Chair), Jackie Bradforth (Secretary), Jim Purves (Treasurer), Jill Davies (Membership Secretary), Pam Walshe (Social Committee), David Taylor (Chair Communications), Richard Baxter (Meetings Manager).  <b>Apologies for absence:</b> Susan Henson (Group Development), Barbara Coleyshaw (Speaker's Secretary).</p>	
<b>2339</b>	<p><b>Welcome</b>            Sue welcomed everyone.</p>	
<b>2340</b>	<p><b>Minutes of the Meeting held on 8<sup>th</sup> November 2018</b>            These, having previously been agreed by email, were signed as a true record.</p>	
<b>2341</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• As the Charity Commission had requested the change to the Charitable Purposes clause in our Constitution a revised copy was not sent to them. A copy of the new Constitution was sent to TAT and to the Sevenoaks Web Team. The Charity Commission will be updated on the Trustees elected at the 2018 AGM, once the CC Return has been completed by the end of this month for the year ending 31<sup>st</sup> March 2018.</li> <li>• An announcement will be made in the February and March Newsletters regarding the move from the Community Centre to St Nicholas Church in April. Signs will be printed, and members of the EC will be positioned to help guide members to the new venue. Teas served in environmentally disposable beakers will be purchased and served from the back of the Church following the meetings. Richard will confer with Di Latter.</li> <li>• David Lowe has confirmed he will take over the role of Treasurer as from the start of the new financial year in April.</li> </ul>	<b>RB</b>
<b>2342</b>	<p><b>Chair Report</b>            Sue confirmed that a notice had gone into the February Newsletter regarding the EC vacancies as of June, and volunteers required for Group Development.            Sue's Report was accepted.</p>	
<b>2343</b>	<p><b>Vice Chair's Report and Monthly Meetings Report</b></p> <ul style="list-style-type: none"> <li>• Barbara had sent in a report. She had identified 4 possible speakers for the GO lunch, Martyn Harris was selected, and if he was not</li> </ul>	

	<p>available Geoff Bowden. Len Goodman was suggested as a speaker following the 2020 AGM.</p> <ul style="list-style-type: none"> <li>Richard would continue to monitor the progress of the Community Centre Development Plan, and a review of the success of the move to St Nicholas Church as against a return to the refurbished Community Centre would be discussed at the end of the year.</li> </ul> <p>Richard and Barbara's Reports were accepted.</p>	
2344	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>The General Account holds funds in the bank account and in stamps to the value of £20,788. Surplus stamps will be sold at a discounted price.</li> <li>The status the Support Groups Accounts was noted.</li> <li>The Treasurer provided further information on interest bearing accounts. In view of the change of signatories at year end and when the new Treasurer takes over, it was decided not to take any action until that time.</li> <li>The draft Reserves Policy was reviewed by the Committee and was accepted in principle subject to minor changes.</li> <li>David Lowe has confirmed his willingness to take on the Treasurer's role from 31<sup>st</sup> March 2019.</li> <li>It was agreed that any donation received from Riviera Travel through one of our members booking a holiday with them should be treated as follows: 50% retained by U3A Sevenoaks and 50% returned to the member booking the holiday. Members are to be advised of this arrangement.</li> </ul> <p>Jim's report was accepted.</p>	<p>JP</p> <p>JP</p>
2345	<p><b>Recruitment and Membership Report</b></p> <p>Jill's Report had been circulated. A coffee morning for new members was to be arranged in March. Jill would liaise with Susan and Sue. The Holmesdale Bowling Club would be approached as a venue and the date was to be determined.</p>	<p>JD/SC/ SH</p>
2346	<p><b>Group Development Report</b></p> <ul style="list-style-type: none"> <li>Susan had sent in a report. For the GO Luncheon on 8<sup>th</sup> May it was agreed that a free drink be offered guests on arrival at Salomons. Barbara and Susan would liaise over the choice of speaker. David would liaise with Pat Rawlings over starring all GO leaders and volunteers on the database. This would enable an automated invitation list.</li> </ul> <p>Susan's Report was accepted.</p>	<p>SH/ BC/DT</p>
2347	<p><b>Social Committee Report</b></p> <ul style="list-style-type: none"> <li>Pam reported that the Brick Lane Christmas Show was a great success. For the Wildernesse Luncheon on 15<sup>th</sup> February 91 members had booked so far Joyce Allen would continue to organise</li> </ul>	

	<p>the UK Trip in 2020 and Taylor Travel was to be asked if they could provide a tour manager to accompany the trip. Pam's report was accepted.</p>	
2348	<p><b>Communications Chair Report</b> David will go ahead with the transfer to Beacon 1 for the membership database before the end of January. The SE Region Beacon Co-ordinator, Lesley Asman has been in touch with Pat Rawlins who will be sending our current Excel membership file(s) to her, and Lesley Asman will do the conversion herself. She will deal directly with Pat, and Jill and David will meet with Pat after the event. The code re-write for Beacon 2 will be done by the external software company and will, in the first instance, provide the same functionality and layout as the current programme. The capitation fee for Beacon will increase to £1 per member (83p net of VAT) as from 1<sup>st</sup> April 2019. David's report was accepted.</p>	
	<p><b>Supporting Committee Reports</b> <b>Computer Group</b> Mike sent in a report. It was suggested that new Committee members should be selected from within the Group. Mike's report was accepted. <b>Technical Support Group</b> Bob had sent in a report. The microphone for Meetings had been corrected. Bob's report was accepted. <b>Science Committee</b> Bob had submitted a report, which was accepted. <b>Web Team</b> Jackie will send a copy of the revised Constitution to the Web Team. Bob's report was accepted.</p>	JB
2350	<p><b>GDPR &amp; Policy Documents</b> There had been no known breaches of our database reported. The Safeguarding Policy and Procedure document was discussed. Sue had established from TAT that it is a recommendation to have a Safeguarding Policy rather than a requirement. She suggested a half page document summarising our safeguarding policy, with a link to a more detailed document, if required. Sue would look further into the safeguarding procedures the EC should consider. Sue would ask Susan to liaise with David and Bob regarding a revised GO Guide.</p>	SC
2351	<p><b>AOB</b> Richard asked if our Financial Year end could be aligned with our academic year end. The date of 31<sup>st</sup> August was suggested and will be discussed further when the new Treasurer takes up his role. The date for the May EC Meeting followed by a pot-luck luncheon will be changed to the second Thursday, namely 9<sup>th</sup> May 2019.</p>	
	<p><b>Dates of future meetings</b> <b>Thursday 7<sup>th</sup> March:</b> Pam's, 8 Crownfields, Sevenoaks TN13 1EF <b>Thursday 9<sup>th</sup> May:</b> Jim's, 9 Avenue Road, Sevenoaks T13 3UR</p>	

**Distribution:** Jim Purves, Sue Christy, Jackie Bradforth, Jill Davies, Pam Walshe,

Susan Henson, David Taylor, Richard Baxter, Barbara Coleyshaw.