



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING held at 10.00 on
Thursday 9th May 2019**

		Action
2366	<p>Present Sue Christy (Chair), Jackie Bradforth (Secretary), Jim Purves (Treasurer), Jill Davies (Membership Secretary), David Taylor (Chair Communications), Richard Baxter (Meetings Manager). Susan Henson (Group Development), Barbara Coleyshaw (Speaker's Secretary). Pam Walshe (Social Committee) - Part Meeting In attendance: Nick White, David Lowe, Chris Dance, Elaine Elston</p>	
2367	<p>Welcome Sue welcomed everyone, particularly the four prospective new members to the EC, who were in attendance.</p>	
2368	<p>Minutes of the Meeting held on 7th March 2019 These, having previously been agreed by email, were signed as a true record.</p>	
2369	<p>Matters Arising</p> <ul style="list-style-type: none"> • Chris Streets would email members 10 days before AGM encouraging them to attend the AGM. • Richard to look at the TAT website to obtain risk assessment form in relation to St Nicholas Church booking. • The new mandate with CAF Bank was still in the process of being drawn up. • Sue collected in a number of 'Fit and Proper Persons' forms. 	<p>BC RB</p>
2370	<p>Chair Report Sue had sent in a report together with papers on the Code of Conduct and Safeguarding documents.</p>	
2371	<p>Vice Chair's Report and Monthly Meetings Report</p> <ul style="list-style-type: none"> • Richard had sent in a Report on parking, catering and audio visual at St Nicholas Church. • Sue and Susan offered to act as Marshalls at the next Monthly Meeting, duly fitted with florescent jackets, to help utilise the car parking spaces more efficiently. There was provision for 120 cars. • A request for a catering organiser as well as volunteers to help with teas will be made in the Newsletter. New members will be approached. In future we will only provide biscuits/cookies rather than cakes. • To rectify the audio visual, which was causing problems due to the afternoon sunlight, we will use the Church screen, which will be placed in a lower position. Members would be asked not to sit in the side aisles. • Richard will ask the Caretaker at the Community Centre to safely house the large Notice Board, until further notice. Sue will establish whether we still need it. • Barbara submitted a report listing speakers booked for the 2019-20 season, which was accepted. 	<p>SH/SC JD/RB/SC RB RB/SC</p>

2372	<p>Treasurer's Report</p> <p>Jim had circulated Year End Accounts together with an explanation on how the consolidated accounts are compiled, the reserves policy and questions raised at the last AGM. The EC unanimously approved the 2018/2019 audited accounts.</p> <p>David, the new Treasurer, and Jim will liaise on a Budget for 2019/2020 to be presented at the next meeting.</p> <p>Contact details of Sub-Committees who submit accounts to the Treasurer would be given to David Lowe.</p> <p>Jim's report was accepted.</p>	<p>DL/JP</p> <p>JP</p>
2373	<p>Recruitment and Membership Report</p> <p>Jill's Report had been circulated.</p> <ul style="list-style-type: none"> • Susan had compiled a follow-up report outlining offers to volunteer from the forms completed by new members. • The 2020 Coffee Morning will take place on approximately 20th March, depending on availability of venue. • Contact details would be requested on the Questionnaire for New Members. 	EKE
2374	<p>Group Development Report</p> <ul style="list-style-type: none"> • Susan had sent in a report. The GO Luncheon on 8th May was considered a success with 60 members attending. Elaine would explore options for a change of venue for 2021. • Arrangements to celebrate the 25th Anniversary of Sevenoaks U3A were discussed and it was agreed that the Anniversary would be celebrated on 25th September instead of the Open Day. Richard would make enquiries at the Bowls Club as a possible venue and obtain quotations from caterers to provide afternoon teas. Tables and chairs would be set out. The event would be publicised in the June Newsletter and announced at the AGM. Numbers were required for catering purposes; Elaine would create a flier to be included with the Newsletter. • Barbara would make enquiries for a harpist to play for 2 hours during the celebration. EC agreed to pay a reasonable fee. <p>Susan's Report was accepted</p>	<p>EKE</p> <p>RB</p> <p>EKE</p> <p>BC</p>
2375	<p>Social Committee Report</p> <p>Pam had sent in a report. Cambridge trip was a great success. For the Christmas event a booking had been made for the Brick Lane Musical. Pam will contact Douglas Howie, a new member, as he had shown interest in tours and outings.</p> <p>Pam's Report was accepted.</p>	
2376	<p>Communications Chair Report</p> <p>David reported that Sevenoaks had been live on Beacon for two weeks. In addition to Jill and himself, Jim can now obtain reports for TAM, and Chris Streets had access to files, each with a personal password. There had been a deduping issue which is now resolved and a password problem which David is sorting. Elaine, Nick and David Lowe will be given access to Beacon. Membership Cards each with a personal number will be considered at the next meeting. David's report was accepted.</p>	<p>DT</p> <p>DT</p>

	<p>Supporting Committee Reports</p> <p>Computer Group Mike sent in a report. There was a lack of committee members and the Group may need more knowledgeable people to bring in new ideas. Sharing the Group with Knole is an ongoing discussion. Mike's Report was accepted.</p> <p>Technical Support Group Bob had sent in a report. David Lowe will liaise with Bob for all assets to be listed in the Asset Register. Assets worth more than £75 held by groups should be included in this. Bob's Report was accepted.</p> <p>Science Committee Bob had submitted a report. The Seminar is oversubscribed with 60 on a waiting list. As a result of this, the Seminar is likely to make a profit, so next year should see some undercutting of costs or the Committee may pay for more expensive speakers. Bob's Report was accepted.</p> <p>Web Team Bob had sent in a report, which was accepted.</p>	
2378	<p>GDPR, Policy Procedure Documents</p> <p>There had been no known breaches of our database reported. TAT has recommended changing from Consent to Legitimate Interest or Contract, but as Consent is the toughest and works for us, there is no reason to change. Sue had drawn up a Safeguarding Policy and Procedure document, the basic principles of which are that any of us can become vulnerable, e.g. after a fall or bereavement and that it is possible for abuse of a vulnerable person to be reported to any of us. It is important that we each understand what we need to do in those circumstances. Sue requested everyone read all documents as the appendices of the TAT document are very helpful.</p> <p>The detailed document drawn up by TAT will be available on our website as a link from the short document. The EC approved uploading these as well as the Code of Conduct complementing them.</p> <p>National Office has confirmed that none of the changes made to the TAT document impact our insurance cover. Sue will now liaise with the web team regarding uploading the Code of Conduct and Safeguarding documents.</p>	<p>All</p> <p>SC</p>
2379	<p>AOB</p> <p>The EC approved the booking of a speaker from the Camera Club for next year's AGM, and the higher fee to be charged by Richard Rawlins.</p> <p>There was a discussion around the fact that given our healthy finances, we could afford higher charges for speakers invited to the Monthly Meetings. We have had a mailing from TAT informing us that the Financial Policies and Procedures document was updated in April 2019. The meeting felt we need a written financial policy which reflects our current system, which works well. As Social Committee treasurer, Sue would be happy to contribute to this.</p> <p>It was noted that the financial section in the GO handbook will need updating as part of a wider financial policy. Currently, in the GO's Handbook, groups with money over £50 are supposed to declare them to the Treasurer.</p> <p>Sue has had paperwork from TAT regarding election of national officers and she would circulate the information outside the meeting.</p>	<p>BC</p>
	<p>Dates of future meetings</p> <p>Thursday 4th July:</p> <p>Thursday 5th September:</p>	

Distribution: Jim Purves, Sue Christy, Jackie Bradforth, Jill Davies, Pam Walshe, Susan Henson, David Taylor, Richard Baxter, Barbara Coleyshaw, Nick White, David Lowe, Chris Dance, Elaine Elston