

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 4th July 2019**

		Action
2380	<p>Present Nick White (Chairman), Richard Baxter (Vice-Chair), David Lowe (Treasurer), Chris Dance (Secretary), Jill Davies (Membership Secretary), Elaine Knight-Elston (Group Development), Barbara Coleyshaw (Speakers' Secretary), David Taylor (Communications), Pam Walshe (Social Committee)</p> <p>Apologies none.</p>	
2381	<p>Welcome The Chairman welcomed everyone, especially the new members David Lowe, Richard Baxter, Elaine Knight-Elston, Barbara Coleyshaw and Chris Dance.</p>	
2382	<p>Minutes of the Meeting held on 9th May 2019 These, having previously been agreed by email, were signed as a true record.</p>	
2383	<p>Matters Arising</p> <ul style="list-style-type: none"> • 2371: Nick had asked members for a volunteer catering organiser for Monthly Meetings, but nobody had come forward. RB is willing to continue to procure ingredients and cups. • 2378: The Code of Conduct and Safeguarding documents had been uploaded to the website. Chris will suggest to the web team that a link be provided to the Code of Conduct from a page more likely to be seen by members, possibly under a heading 'guidance for members'. • 2379: The need for a written financial policy, reflecting our current system, will be considered when TAT issues its forthcoming template for Financial Policies and Procedures. <p>Other matters and actions arising from the previous meeting were dealt with under the relevant Agenda item.</p>	<p>RB</p> <p>CD</p> <p>CD/DL</p>
2384	<p>25th Anniversary Celebration</p> <ul style="list-style-type: none"> • The Indoor Bowls Club had been booked for 25th September. Richard had obtained quotes for food and refreshments and had asked for 13 tables of 8 to be provided. There is a limit on attendees of 100 for insurance purposes. A deposit is due to be paid 7 days before the event. • Most members could be expected to arrive between 13.45 and 14.15. Attendees will be advised in the Newsletter, and on the issue of further tickets, to bring their tickets with them. Elaine and Jill will check off arrivals against a list of attendees. The SDC Chair and Vice-Chair had been invited to attend - Nick and Richard will provide 'meeting and greeting'. 	<p>DL</p> <p>EE EE/JD NW/ RB</p> <p>EE</p>

	<ul style="list-style-type: none"> • Elaine had obtained a quote for the cake and will discuss further with the cake-maker its design, for which the Committee made some suggestions. • Barbara will liaise with the Centre Manager regarding the time for the serving of food, the provision of prosecco and soft drinks and the cutting and serving of the cake. • Barbara will check out the Centre for suitable performing space for the musicians who had been booked, and for the provision of power for a keyboard, which the musicians will bring. Barbara will discuss with them suitable times for them to play background music and to talk about their music. 	BC BC
2385	<p>Vice-Chair and Monthly Meetings Report</p> <p>The a/v arrangements at the second Monthly Meetings in St Nicholas Church were felt to be an improvement on the first. The Church had been booked for the meetings until November 2020. No suitable alternative had been found. Barbara has arranged for speakers until May 2020 and has passed on details for inclusion in the Handbook. It was confirmed that we can afford to spend more on payments to speakers in future.</p>	
2386	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • David had provided a report giving cumulative income and expenditure at EC meeting date against each budget item, and account balances for the General and Group funds. The EC accepted these as providing sufficient information for its purposes. • David had asked TAT for the date at which the capitation fee is due to be paid. • RB will arrange for a note to go into the Newsletter asking members to consider whether they need a printed copy of Third Age Matters. 	RB
2387	<p>Recruitment and Membership Report</p> <p>The Recruitment and Membership Report was noted. Jill will pass on to Pam contact details of new members expressing an interest in joining the Social Committee, and to others according to their expressed interests at the Coffee Morning. The Coffee Meeting form will be enhanced to collect further particulars.</p>	JD JD/EE
2388	<p>Group Development Report</p> <p>Elaine's report was noted. GOs will be asked to inform Group Development of deaths and those who move away to help keep membership records up to date.</p>	EE
2389	<p>Communications Report</p> <p>David (T.) had submitted a report. <i>Handbook:</i></p> <ul style="list-style-type: none"> • David reported that information for the next Handbook was almost complete. As some groups had ceased to function, there is space in the Handbook for full information on groups shared with Knole U3A, both Sevenoaks and Knole groups. There remained some uncertainty about the group led by Valerie Whomes, and Pamela Murphy needs to clarify the future of the Arts and Drama Group. It was confirmed that should half that group's activities cease the group could retain its funds for the 	DT

	<p>continuing activities. (<i>David (L) clarified that only if a group held a bank account is there a requirement for an EC member to be a signatory.</i>)</p> <ul style="list-style-type: none"> Nick will consider amalgamating two or more of the walking groups. <p><i>Beacon:</i></p> <ul style="list-style-type: none"> The Beacon system had been operating well, though Chris Streets had experienced a login problem, thought to be caused by the timing out of access permissions. GOs names will be added to the system but at present there are no plans to add details of individual group membership. The apparent discrepancy in the Beacon fee was explained as representing 11 months payment. David will arrange for a group email to be set up for the Newsletter Group. 	<p>NW</p> <p>DT</p> <p>DT</p>
2390	<p>Social Committee Report</p> <p>The minutes of the most recent Social Committee meeting had been submitted in lieu of a report. Events had been going well and there was an interesting forthcoming programme. The South Wales tour next year looked particularly promising.</p>	
2391	<p>Supporting Committee Reports</p> <p>Reports submitted by the Science, Computer, Web Team and Technical Support Groups were noted.</p>	
2392	<p>AOB</p> <ul style="list-style-type: none"> Chris collected a number of 'Fit and Proper Persons' forms. Nick will arrange for a note in the Newsletter asking for a volunteer for an External Communications responsibility. David (L.) raised the issue of publicity of commercial interests in the Handbook and Newsletter (e.g. Sevenoaks Bookshop and members' publications). The EC did not feel that the limited instances of this at present were a cause for concern. Chris will provide the EC with a list of EC members contact details and will confirm the dates of forthcoming EC meetings. 	<p>CD</p> <p>NW</p> <p>CD</p>
2393	<p>Dates of future meetings</p> <p>Thursday 5th September</p> <p>Thursday 7th November</p>	

Distribution: Nick White, Richard Baxter, David Lowe, Chris Dance, Jill Davies, Barbara Coleyshaw, David Taylor, Elaine Knight-Elston, Pam Walshe