



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
held at 10.00 on Thursday 7<sup>th</sup> March 2019**

		<b>Action</b>
<b>2352</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), Susan Henson (Group Development), Barbara Coleyshaw (Speaker's Secretary).</p>	
<b>2353</b>	<p><b>Welcome</b> Sue welcomed everyone.</p>	
<b>2354</b>	<p><b>Minutes of the Meeting held on 10<sup>th</sup> January 2019</b> These, having previously been agreed by email, were signed as a true record.</p>	
<b>2355</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• An announcement had been made to the February Monthly Meeting and in the Newsletter regarding the change of venue to St Nicholas Church as from April.</li> <li>• The Treasurer had put a notice in the Newsletter regarding sharing the Riviera travel discount 50:50 with members.</li> <li>• The coffee morning for new members had been arranged for Friday 22<sup>nd</sup> March</li> <li>• Martyn Harris had been booked as speaker at the GO Luncheon; he would be asked to speak for no longer than 45 minutes. Invitations for the GO Lunch needed to be organised – this could either be done by email and/or via mail distribution through AJ&amp;T. In either event invitees needed to be identified on the database</li> <li>• Elaine Knight-Elston had agreed to be nominated as Group Development Coordinator.</li> <li>• A revised copy of the Constitution had been sent to the Web Team</li> </ul>	<b>SH</b>
<b>2356</b>	<p><b>Chair Report</b> Sue had sent in a report together with two papers on safeguarding along with the GO Guide. She would be speaking on Safeguarding later in the Meeting.</p>	
<b>2357</b>	<p><b>Vice Chair's Report and Monthly Meetings Report</b></p> <ul style="list-style-type: none"> <li>• Barbara had 4 more speakers to invite to complete the programme of speakers for the next Season. Len Goodman would be invited as a speaker following the 2020 AGM.</li> </ul>	

	<ul style="list-style-type: none"> <li>Chris Streets would be asked to email members 10 days before the Monthly Meeting to remind them of the date and give them more details on the speaker and/or topic of the lecture.</li> <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. The Church has been booked up to and including 24 June 2020.</li> <li>The TSG had inspected the visual and audio arrangements and their recommendation that Church technical team be utilised at a cost of £80 per session had been accepted. Bob Ruffles to be advised and Church technical team booked.</li> <li>Richard to look at the TAT website to obtain risk assessment forms.</li> <li>Marshalls would be in place to help with directions and parking at the Church. Teas would be served in paper cups at the back of the Nave.</li> <li>Barbara's and Richard's Reports were accepted.</li> </ul>	<p>BC</p> <p>RB</p> <p>RB RB</p>
2358	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>The General Account holds funds in the bank account of £22,214. Jim reckoned we would approximately break-even for the 2018/19 financial year.</li> <li>The status the Support Groups Accounts was noted.</li> <li>Application for Gift Aid had been made and approved by HMRC with a payment of £2,457.00 received.</li> <li>A new mandate with the Bank would be drawn up for additional signatories to be Nick, David Lowe the new Treasurer, and Richard.</li> <li>Mike Harwood, the new Independent Examiner would be given a list of duties by Richard.</li> <li>For the time being the Financial Year End would remain at 31 March. Jim's report was accepted.</li> </ul>	<p>JP</p> <p>RB</p>
2359	<p><b>Recruitment and Membership Report</b></p> <p>Jill's Report had been circulated. The Coffee Morning for new members would take place on 22<sup>nd</sup> March. Quite a few members had opted not to receive the TAT magazine.</p>	
2360	<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 the timing for the invitations be 12.30 for 1.00. Susan would introduce Martyn Harris's talk.</li> <li>New copy for the 2019/2020 Handbook should be available for issue to printers before the end of July. Editing and updating the Handbook falls under the responsibilities of David.</li> <li>Arrangements to celebrate the 25<sup>th</sup> Anniversary of Sevenoaks U3A would be on the May Agenda. It was suggested the event be held in September.</li> </ul> <p>Susan's Report was accepted.</p>	<p>DT</p>
2361	<p><b>Social Committee Report</b></p>	

	<ul style="list-style-type: none"> <li>• Pam reported that the Wildernesse Luncheon on 15<sup>th</sup> February was welcomed and a success with 100 members attending. It was agreed to hold a similar event in February 2020.</li> <li>• The programme of outings had been fixed until the end of the year.</li> </ul>	
2362	<p><b>Communications Chair Report</b></p> <p>David reported that Sevenoaks was the first U3A to be allocated an exclusive test site containing Sevenoaks data, rather than the fictitious data in the demo site. Only once we are happy with the layout of this will our data go live in Beacon. David, Jill and Pat Rawlins have a meeting on 14<sup>th</sup> March to practise using Beacon as a membership database. It was clear from the discussion that getting Beacon up, running, with the correct membership data and able to perform the functions currently done by Pat and Chris Streets (emailing Newsletter) is likely to take longer than the end of April, when Pat Rawlins retires.</p> <p>It was therefore agreed that:</p> <ol style="list-style-type: none"> <li>i) It was considered essential to keep the current Excel database up-to-date and in use until the transfer to Beacon had been tested according to the criteria agreed by David and the Chairman, and recommended to the EC by the Beacon Working Party, and had been approved by the EC.</li> <li>ii) The EC agreed to set up a Beacon Working Party comprising David Taylor (Site Administrator), Nick White, Jill Davies and David Lowe. David would approach both Nick and David Lowe to ask them to join the Working Party.</li> <li>iii) David is concerned about the lack of face-to-face training for Beacon and would speak to Knole U3A Beacon Coordinator who had successfully installed Beacon,</li> <li>iv) Jim would continue to send material to AJ&amp;T for mailing</li> </ol> <p>David's report was accepted.</p>	<p>DT</p> <p>DT</p>
	<p><b>Supporting Committee Reports</b></p> <p><b>Computer Group</b> Mike sent in a report, which was accepted.</p> <p><b>Technical Support Group</b> Bob had sent in a report. The Church Tech Team had agreed to support monthly meetings. Sue would consult TAT on risk assessments for the new venue. Barbara would advise speakers of presentation requirements to match the Church system.</p> <p><b>Science Committee</b> Bob had submitted a report, which was accepted.</p> <p><b>Web Team</b> Bob had sent in a report, which was accepted.</p>	BC
2364	<p><b>GDPR &amp; Policy Documents</b></p> <p>There had been no known breaches of our database reported. Sue had drawn up a Safeguarding Policy and Procedure document which was discussed. Sue suggested a half page document summarising our safeguarding policy, with a link to a more detailed document, if required (ideally this would be a document from TAT, the second draft of which is</p>	

	<p>expected end March/early April). Several amendments to the draft were suggested, TAT had been sent a copy of the short version for comment. Enquiries would be made as to whether the Charity Commission should be sent a copy when it is finally approved by the EC. Richard drew attention to the fact that the underwriters of our insurance policy need to be consulted. It was agreed to wait for the feedback from TAT and for the new document from them before deciding next steps. The intention is to place the document on the website in due course.</p> <p>Sue will now go ahead in summarising a short Code of Conduct for the GOs' Handbook.</p>	<b>SC</b>
<b>2365</b>	<p><b>AOB</b>  Nick, Mike Harwood, Chris Dance, David Lowe and Elaine Knight-Elston would be invited to the May Meeting.</p>	
	<p><b>Dates of future meetings</b>  <b>Thursday 9th May:</b></p>	

**Distribution:** Jim Purves, Sue Christy, Jackie Bradforth, Jill Davies, Pam Walshe, Susan Henson, David Taylor, Richard Baxter, Barbara Coleyshaw, Nick White