



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
held at 10am on Wednesday 13<sup>th</sup> September 2017**

		<b>Action</b>
<b>2225</b>	<p><b>Present</b> Jim Purves (Chair), Nick White (Vice Chair), John Fry (Treasurer), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Susan Henson (Groups' Organiser), Pam Walshe (Social Committee), David Taylor (Communications Chair).</p>	
<b>2226</b>	<p><b>Welcome</b> The Chairman welcomed everyone</p>	
<b>2227</b>	<p><b>Minutes of the Meeting held on 6<sup>th</sup> July 2017</b> These, having previously been agreed by email, were signed as a true record.</p>	
<b>2228</b>	<p><b>Matters Arising</b> The Chairman confirmed that the joint lunch with Knole U3A Executive Committee would take place at the White Hart, Riverhill on 19<sup>th</sup> October 2017. Each person to pay their own way. John had rectified the error relating to the Social Account. Defibrillators. Dr Steve Plater to give a demonstration on Open Day at 3.00/3.15pm.</p>	
<b>2229</b>	<p><b>Chair's Report</b></p> <ol style="list-style-type: none"> <li>1. The publishing of the 2017/18 Handbook went well with few errors reported. Spare copies are available.</li> <li>2. The application for a grant to start up a Folk Dance Group had been submitted.</li> <li>3. The issue of members who are wheelchair users attending social outings was discussed. It was proposed that every outing organised by the Social Committee should state in the flier "Not accessible for wheel-chair users" unless they are able to climb the steps on and off the coach and the visit itself is wheelchair accessible. If a wheel chair is taken then we would expect the member to be accompanied by a carer. The Social Committee would look further into the situation and report their recommendations back to the EC.</li> <li>4. The cost of postage for the Handbook along with several fliers was overweight and extra had to be paid. A5 size fliers were discussed but considered unacceptable.</li> <li>5. Level-arch files A4 size were available from John.</li> </ol> <p>The Chair's Report was accepted.</p>	<b>PW</b>

2230	<p><b>Vice-Chair's/Monthly Meetings Report</b></p> <p>Nick showed the Committee the draft plans for the re-building of the Community Centre area and the new meeting hall. It was hoped to start development in 2019. There would be more parking spaces but they would be shared by other office/nursery/meeting room/flat users of the site. Nick will continue to liaise with SDC and report back.</p> <p>Bookings for the main hall, small hall and kitchen had been made for the afternoon lectures until the end of 2018.</p> <p>Nick has advised those responsible for the Open Day on 27 September to liaise closely with the deputy caretaker both before and during the event to ensure arrangements meet our requirements.</p> <p>Di Latter will organise teas with help from volunteers arriving on the day of each lecture.</p> <p>Nick's Report was accepted.</p>	NW
2231	<p><b>Treasurer's Report</b></p> <p>Subscriptions for 2017/2018 were coming in.</p> <p>A budget would be drawn up for next year with Jim, who asked Nick to give estimated expenses for meetings, and David and Jill for anticipated costs.</p> <p>Technical Support costs by way of new computers, software, etc along with postage, the thank you lunch for Group Leaders would be included.</p> <p>John's Report was accepted.</p>	JF/JP
2232	<p><b>Recruitment and Membership Report</b></p> <p>Reminders for membership subscription for those paying by cheque would be sent out shortly. John will look into the relative costs between Direct Debt and Standing Order and report back.</p> <p>The Questionnaire to be given to new members at the Coffee Morning was discussed in detail and duly amended. Members would be asked what skills they had in any of the following: editorial/publishing; bookkeeping/accounting; social events/outings/trips; website/technical support.</p> <p>Jill's Report was accepted.</p>	JF
2233	<p><b>Group Development Report</b></p> <p>Sue had submitted a report to the meeting. She reported that the Handbook had been successfully circulated with few comments.</p> <p>Susan would like more help with arrangements at the Open Day on 27 September, particularly on the door to prevent members who arrive early entering the main hall. Teas to be served in the Bar area.</p> <p>A Start Up Grant (£100) for the new Folk Dance Group was approved.</p> <p>The French Group wanted to pay for a tutor and asked whether the EC would agree to this arrangement. The Committee agreed that this did not conform to the U3A ethos and were against the idea.</p> <p>Susan's Report was accepted.</p>	

2234	<p><b>Social Committee Report</b></p> <p>The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. The outings and theatre visits had gone well. There were 8 seats available for the theatre visit to Sonning in December and these were to be mentioned in the Newsletter.</p> <p>The trip to Northumberland was fully booked.</p> <p>Pam's Report was accepted</p>	
2235	<p><b>Communications Chair Report</b></p> <ul style="list-style-type: none"> <li>• The new Data Protection Act was awaiting instructions from the National Office. There was a discussion on whether Group Organisers should be signed up for anonymous contact via email. The EC felt that this should be encouraged. Approval from each leader would be required.</li> <li>• David was arranging for two members from other U3As who have experience of the Beacon system, to attend the EC Meeting in January, meanwhile there would be a sub-committee meeting.</li> <li>• A proposal had been made from the former Chairman of the Web Team that a slight amendment should be made to our current data protection policy document, as follows:  <i>The Sevenoaks U3A website will protect personal data using anonymised links. These arrangements will be reviewed regularly. The website will display a member's personal contact data only if requested or agreed by the member concerned.</i>  This was agreed and will be issued as an addendum.</li> <li>• Joint Groups: We have an agreement with Knole U3A to share some activities; we do not have the same formal arrangement with Westerham and Edenbridge although joint groups are being advertised on their respective websites. JP to liaise with Westerham/Edenbridge to request they remove any reference from their website until such time that a formal sharing arrangement may be established.</li> </ul>	JP
2236	<p><b>Supporting Committee Groups</b></p> <p><b>Computer Group</b> Mike Davies had sent in a Report</p> <p><b>Science and Web Teams</b> Bob had sent reports for each group.</p> <p><b>TSG Group</b> The TSG Team do not have sufficient volunteers to operate equipment and a request would be made for more help at the October Meeting. It was agreed that another computer and projector could be included in the 2017/18 budget.</p>	
2237	<p><b>Correspondence</b></p> <p>There was no correspondence.</p>	

2238	<p><b>AOB</b></p> <p>Jill was occasionally asked about Membership Cards. It was confirmed that the decision previously taken by the EC not to print membership cards still stood.</p>	
	<p><b>Dates of future meetings:</b></p> <p><b>Thursday 2nd November:</b></p> <p><b>Thursday 4<sup>th</sup> January 2018:</b></p>	

**Distribution:** Jim Purves, Nick White, Jackie Bradforth, John Fry, Jill Davies, Pam Walshe, Susan Henson, David Taylor