



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
held at 10am on Thursday 2<sup>nd</sup> November 2017**

		<b>Action</b>
<b>2239</b>	<p><b>Present</b> Jim Purves (Chairman), Nick White (Vice Chairman), John Fry (Treasurer), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Susan Henson (Groups' Organiser), Pam Walshe (Social Committee), David Taylor (Communications).</p>	
<b>2240</b>	<p><b>Welcome</b> The Chairman welcomed everyone and thanked John for hosting the meeting.</p>	
<b>2241</b>	<p><b>Minutes of the Meeting held on 13<sup>th</sup> September 2017</b> These, having previously been agreed by email, were signed as a true record.</p>	
<b>2242</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Outings: anyone who has mobility problems should contact the organiser of the visit that they are interested in joining to discuss any access problems.</li> <li>• Nick would continue to liaise with SDC regarding redevelopment of the Community Centre.</li> <li>• John will check with the Bank regarding the relative costs between Standing Orders and Direct Debits. In due course it would be necessary to ask membership if they would be happy to switch to Direct Debit.</li> </ul>	<p><b>NW</b> <b>JF</b></p>
<b>2243</b>	<p><b>Chair Report</b></p> <ul style="list-style-type: none"> <li>• Committee succession planning – Susan would be happy to continue in the role of Group Development Organiser, provided the responsibility for functions and the handbook could be passed over to Sue Christie and possibly Elaine Knight-Elston. She will discuss this with her Team and report back at the next meeting. Jill agreed to continue for two years. Jackie agreed to continue for one year. The remaining members of the Committee have been appointed for another year. Jim will retire in June 2019 and a new Chairman will have to be found. As Vice Chair, Nick would be the most suitable person to take over this role and he agreed to consider the possibility of becoming Chairman. Jim asked all Committee members to be aware of the need for new committee members and would welcome suggestions.</li> <li>• Future budget plans would need comparisons with the current and previous years. The proposed budget forecasts a £1000 surplus for 2017-2018, which occurs due to the increase in subscriptions, but would slowly be negated with rising costs, etc. The draft budget was approved.</li> <li>• The joint luncheon with Knole was pleasant and will be repeated.</li> </ul>	<p><b>SH</b></p>

	<ul style="list-style-type: none"> <li>Shared groups with Westerham and Edenbridge. Proposals had been made to Edenbridge that arrangements for their members attending Sevenoaks U3A groups should be formalised for the following: - Apple/Chess/ Circle Dancing/Cycling/Recorders/Writing/Industrial Heritage/Snooker/Table Tennis/Crochet. Similar discussions are planned to be held with Westerham U3A. Beyond the above, any new groups that wished to share would require the approval of the EC of the host U3A. Sevenoaks members would be given priority in any Sevenoaks U3A hosted shared group. At present as neither Edenbridge or Westerham were offering shared groups to Sevenoaks there was no need to make any reference on the website. Jim's Report was accepted.</li> </ul>	
2244	<p><b>Vice-Chair's/Monthly Meetings Report</b></p> <p>There was still a need for volunteers to help with teas. Nick would put a notice in the Newsletter and on the Notice Board.</p> <p>The representative from Carers' First was unable to attend the October meeting but has been asked to say a few words before the November Meeting. Nick did not feel that this would set a precedent for other charitable organisations.</p> <p>Nick's Report was accepted.</p>	
2245	<p><b>Treasurer's Report</b></p> <p>All groups were solvent. An up-to-date expenditure will be given in future for individual groups including the Science Group, who at present were operating on a high reserve. The Committee agreed to take no action at the current time and will review the Science Group account at the next Meeting.</p> <p>Average balances for any individual Group should not generally exceed £3000.</p> <p>John's Report was accepted.</p>	
2246	<p><b>Recruitment and Membership Report</b></p> <p>Jill had listed members who had so far not renewed their subscriptions, none was known to the committee. She would telephone members who had recently joined to ensure payment of their subscriptions had not been overlooked.</p> <p>A coffee morning for new members would be arranged in January/February.</p> <p>Jill's Report was accepted</p>	JD
2247	<p><b>Group Development Report</b></p> <p>Susan had submitted a report to the meeting. The 7 members of the new French Group were so keen they wanted to meet weekly. The Table Tennis Group had their first meeting on 1/11/2017, which went well. The second Science discussion group was not going well, and Susan would ask Edenbridge if any of their members would be interested in joining and forming a shared group. The Folk Dancing was a big success. The Snooker Group had problems as their venue is to be closed by Swanley Town Council and there was a search for a new site.</p> <p>Susan's Report was accepted.</p>	SH
2248	<p><b>Social Committee Report</b></p> <p>The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. The trips were going well with most outings near or fully booked. Next year's programme had been organised. The trip to</p>	

	<p>Northumbria had 37 applications and was now closed. Two new members had joined the Committee, which completed their numbers. Jim congratulated Pam and her Committee on arranging an interesting programme for 2018. Pam's Report was accepted</p>	
<b>2249</b>	<p><b>Communications Chair Report</b> David had been in touch with Carole Oakley at Knole regarding Beacon who explained they had adopted the membership element and were in discussion on adopting the financial system. The SSL certification for information from the website is encrypted. This will add an extra layer of security for Group Organisers. There would be a cost of £8 in the first year and £24 per annum thereafter. This was approved by the Committee along with the draft letter to be sent to all GOs advising them of their protected email address. The new Data Protection document had been sent to Bob Ruffles for the Website and Jill would be sending it out to each new member. David's Report was accepted.</p>	
<b>2250</b>	<p><b>Supporting Committee Reports</b> <b>Computer Group</b> Mike had sent in a report. <b>Technical Support Group</b> Bob had submitted a report. Jim acknowledged the importance of the work done by this Group <b>Science Committee</b> Bob had submitted a report. The EC would monitor the high reserves in the Science account and review with the committee chairman on a regular basis. See Chair Report. <b>Web Team</b> Bob had submitted a report. The policy for shared arrangements for Westerham and Edenbridge would be further clarified in January. Approval had been given for the expenditure of setting up encrypted email addresses for all GOs</p>	<b>JP</b>
<b>2251</b>	<p><b>Correspondence</b> A letter of appreciation for the October lecture had been received from a new member.</p>	
<b>2252</b>	<p><b>AOB</b> Invitations would be extended to two members of Knole to discuss the Beacon System at the January meeting. Pamela Murphy would follow in March.</p>	
	<p><b>Dates of future meetings</b> <b>Thursday 4<sup>th</sup> January 2018:</b> <b>Thursday 1<sup>st</sup> March:</b></p>	

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