



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**  
**held at 10am on Thursday 7<sup>th</sup> July 2016 at**  
**Nick's, Judge's Cottage, 29 Main Road Sundridge TN14 6EF**

|             |  | <b>Action</b> |
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| <b>123</b>  | <p><b>Present</b><br/>           Jim Purves (Chairman), Beryl Mansell (Vice-Chair), Brian Cairnie (Treasurer), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Sue Henson (Groups' Organiser), Pam Walshe (Social Committee), Nick White (Monthly Meetings).</p> <p><b>Apologies</b><br/>           None</p> |               |
| <b>2124</b> | <p><b>Welcome</b><br/>           The Chairman welcomed everyone especially the 2 new members Jill Davies and Jackie Bradforth</p>  |               |
| <b>2125</b> | <p><b>Minutes of the Meeting held on 5<sup>th</sup> May 2016</b><br/>           These, having previously been agreed by email, were signed as a true record.</p>   |               |
| <b>2126</b> | <p><b>Matters Arising</b><br/>           Item 2119 Jim had not yet contacted either the Computer Group or the Apple Group with the suggestion that they may wish to consider combining.<br/>           Doubts were raised by the Committee that either group would welcome this.</p>   | <b>JP</b>     |

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| <p><b>2127</b></p> | <p><b>Chairman's Report</b></p> <p>1.0 Purchase of laptop for a media kit (replacing outdated current laptop) was approved from Sevenoaks Computers as per quotation.</p> <p>2.0 Purchase of laptop for the Web Team (new acquisition) was approved from Sevenoaks Computers as per quotation.</p> <p>3.0 Because we are transferring to a direct mailing system the following was agreed with regard to U3A flyers</p> <p>Sevenoaks U3A flyers would be included with the Newsletter and eNewsletter as current practice</p> <p>Other U3A flyers would be noted in the Newsletter but could not be included as a separate flyer. Such flyers would be posted on the website</p> <p>Third Party Fliers: it was agreed that we no longer include fliers from outside organisations with the Newsletter. They could be placed on the Information table at Monthly Meetings. A note to this effect to be placed in Newsletter. They may be included on the website at the web team's discretion but this required further clarification with the Web Team .(Post meeting advice from the web team that they do not intend to post 3<sup>rd</sup> party flyers on the web site).</p> <p>4.0 It was agreed that membership cards will not be provided to members for the 2016/17 Season. Beryl had provided a draft of an alternative type of card, and the matter would be discussed at a future date.</p> <p>5.1 Election of Officers by postal vote. As this would involve the drawing up of a new Constitution it was decided not to go ahead.</p> <p>5.2 Beryl will look into the analysis of members' interests and liaise with Sue Christy.</p> <p>5.3 The system whereby Group Organisers are approach as an automatic choice to be committee members was not the way forward. A personal approach rather than requests in Newsletters was considered the most appropriate method. We are still looking for Chairmen for the Communications Group and Computer Group.</p> <p>The Secretary was asked to confirm the dates with Pamela Murphy for the Arts Exhibition to take place April 24-27. Pamela would be asked to come to a meeting to work out a system for the hanging.</p> <p>The Chairman's Report was accepted</p> | <p><b>BM</b></p> <p><b>JB</b></p> |
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| <p><b>2128</b></p> | <p><b>Vice-Chairman's Report</b><br/> Beryl had attended a National Office workshop and reported that it had been suggested the Constitution be reviewed after each AGM, also each member of the EC should sign the Constitution after the AGM. The Secretary would bring a copy of the Constitution to the next Meeting for Committee approval and signatures.</p> <p>Kent Network Meeting: Beryl was unable to attend but Minutes would be circulated. At present they are without a Secretary. Kent Network no longer hold study days.</p> <p>Obituaries: it was agreed that we do not acknowledge a member's death or put an obituary in the Newsletter or on the website.</p> <p>The Vice-Chairman's Report was accepted.</p> | <p><b>JB</b></p> |
| <p><b>2129</b></p> | <p><b>Treasurer's Report</b><br/> Brian had submitted a report prior to the meeting. Because of the transfer to direct mailing we would have a surplus of 2<sup>nd</sup> class postage stamps which were purchased prior to the postage increase in April. The surplus stamps would be used for postage for administration and future distribution of the handbook. Any EC members requiring stamps for U3A business should apply to Brian.</p> <p>Brian's report was accepted</p>   |                  |
| <p><b>2130</b></p> | <p><b>Recruitment and Membership Report</b><br/> Jill, as the new Membership Secretary had not submitted a Report prior to the meeting. The Data Protection policy will be given to all new members.</p> <p>Nick said the new subscription rate for couples may present a problem in that their standing order may not have been amended and a reminder may have to be sent to them.</p>   |                  |

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| <p><b>2131</b></p> | <p><b>Group Development Report</b></p> <p>Susan apologised for not presenting a report. She said the new Table Tennis and Crossword groups were proceeding well. She was up-to-date with producing the new Handbook.</p> <p>The Group Organisers luncheon would be held at either Aylesford Priory or the Plough at Leigh. Hilvary Robinson will be invited to attend the GO luncheon and to give a talk, which could be followed with a chat around the lunch tables on the national scene and other group matters.</p> <p>Open Afternoon: notes for each stall holder would include a request for details of those put on waiting lists, with a view to setting up another group should numbers demand. Last year there was no meaningful feedback. It would be useful to have details of the number who turned up, the number who signed up and the number rejected as a group was full. The Handbook will be posted to members in August. Nick would be in touch with Kevin, the Caretaker on duty that afternoon to ensure he was aware of our exact requirements.</p>   | <p><b>SH</b></p> <p><b>NW</b></p> |
| <p><b>2132</b></p> | <p><b>Monthly Meetings Report</b></p> <p>Nick had submitted a report prior to the meeting. He further reported that he had booked all the speakers for next Season. He had come across a website called Speakezee <a href="http://www.speakezee.org">www.speakezee.org</a> with the names of 2000 speakers, mostly scientific, which had been forwarded to Bob Ruffles.</p> <p>Nick attended the Community Centre user group meeting on 29 June when the redevelopment of the centre was discussed. Funds are not yet to hand, the final plans have not been agreed, and completion is not now expected before mid-2019. The Town Council chief executive, Linda Larter, stated that they had already decided that the number of parking spaces on the site would be the same as at present. They were not prepared to reconsider that decision and there would be no further consultation. The following factors though indicate that additional parking will be required: the new hall will have twice the capacity; there will be no facility to overspill into the field at the back; the Town Council Offices will be on the site; and there is a proposal to build houses on the site. The Town Council accept that there may not be sufficient parking spaces at times, but they will expect some users to park in the surrounding streets. Nick will contact a member of the Town Council to emphasise our concern.</p> <p>Badges were circulated for EC members to wear at Monthly Meetings.</p> <p>Nick's Report was accepted</p> |                                   |

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| 2133 | <p><b>Social Committee Report</b></p> <p>The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. It is hoped that new people have been found to join the Committee. Visits by train had proved popular. Outings up until Christmas 2016 had been organised and plans for visits for next year were in hand.</p> <p>Pam's Report was accepted</p>   |    |
| 2134 | <p><b>Supporting Committee Reports</b></p> <p><b>Computer Group</b><br/>Report received and noted</p> <p><b>The Web Team</b><br/>Jeff Lee has taken over from Sheelagh Mayes.</p> <p><b>Technical Support Group</b><br/>Media kit was discussed. The Beacon System belongs to U3A volunteers who designed it. Discussions had taken place at the National Office who proposed each U3A group who used it should pay a subscription based on membership numbers. With our membership it would be in the region of £500. Questions were asked on who will run it and be in charge. Beryl, Bob Ruffles and David Taylor will keep in touch with National Office and report back.</p> | BM |
| 2135 | <p><b>Correspondence</b></p> <p>There was no correspondence</p>   |    |
| 2136 | <p><b>AOB</b></p> <p>Beryl will go to the National AGM in Nottingham in August.</p> <p>Invitation to Chairs of supporting committees to attend an Executive Committee Meeting will be extended in due course</p>  |    |
| 2137 | <p><b>Dates of future meetings</b></p> <p><b>Thursday 1<sup>st</sup> September:</b> Pam's, 8 Crownfields, Sevenoaks TN13 1EF</p> <p><b>Thursday 3<sup>rd</sup> November:</b> Brian's, Riverside, High Street, Otford TN14 5PH</p>   |    |

**Distribution:** Jim Purves, Beryl Mansell, Brian Cairnie, Jackie Bradforth, Susan Henson Jill Davies, Nick White, Pam Walshe