



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
held at 10.00 on Thursday 8<sup>th</sup> November 2018 at**

		<b>Action</b>
<b>2323</b>	<b>Present</b> Sue Christy (Chair), Jackie Bradforth (Secretary), Jim Purves (Treasurer), Jill Davies (Membership Secretary), Pam Walshe (Social Committee), Susan Henson (Group Development), David Taylor (Chair Communications), Richard Baxter (Meetings Manager), Barbara Coleyshaw (Speaker's Secretary).	
<b>2324</b>	<b>Welcome</b> Sue Christy explained the change in roles, whereby she became Chair-person and Jim took over the role of Treasurer. Sue welcomed everyone.	
<b>2325</b>	<b>Minutes of the Meeting held on 6<sup>th</sup> September 2018.</b> These, having previously been agreed by email, were signed as a true record.	
<b>2326</b>	<b>Matters Arising</b> There were no matters arising.	
<b>2327</b>	<b>Chair Report</b> <ul style="list-style-type: none"> <li>• Kent Network has a directory with a list of speakers for use by U3As. They asked each U3A to send in the names of 3 of their best speakers. Names suggested were Janey Ramsay (Antiques), John Guyatt (speaker on history), and Tom Hart Dyke (World Garden).</li> <li>• Election of temporary Vice Chair – Richard put his name forward and was approved by the EC as Vice Chair</li> <li>• The amended Minutes of the 2018 AGM were ratified by the meeting on 24<sup>th</sup> October, and approved by the EC.</li> <li>• A copy of the Constitution with the new paragraph on Charitable Purposes will be sent to TAT. The Charity Commission and TAT will be advised of the change of EC officers following the reconvened AGM.</li> <li>• The position of External Affairs Coordinator is being reviewed.</li> </ul> Sue's Report was accepted.	<b>JB</b>
<b>2328</b>	<b>Monthly Meetings Report</b> <ul style="list-style-type: none"> <li>• As from April monthly meetings will be held in the church at St Nicholas' Church. Teas, served in disposable cups, will be served at the back after each meeting. Di Latter had not been approached as yet on the arrangements. Further requests will be made for tea persons to help with the serving.</li> </ul>	<b>RB</b>

	<ul style="list-style-type: none"> <li>The planning permission for the new development at the Community Centre had been received but no date as to when development would start was known.</li> <li>Speakers had been booked for October and November 2019, and Barbara was looking into bookings for 2020.</li> </ul> <p>Richard and Barbara's Reports were accepted.</p>	
<b>2329</b>	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>Currently £21,632 was held in the bank account plus stamps to a value of £580.</li> <li>The budget for the year, (2018-2019) is currently forecasting a small surplus.</li> <li>A summary of Support Group Accounts was reviewed and accepted by the EC</li> <li>Various options of interest bearing accounts suitable for charities were reviewed and agreed to discuss further at the January EC meeting</li> <li>The current account charges levied by CAF bank were reviewed. It was considered that in view of the high number of small transactions that the small charge was not unreasonable and we should continue our banking activities through CAF Bank</li> <li>David Lowe has kindly agreed to consider taking over the role of Treasurer as from April 1<sup>st</sup> 2019. A meeting is arranged with JP to review what is involved</li> <li>JP reviewed the reserves strategy agreed by the EC in 2015, against which we are currently showing reserves higher than previously forecast. Future possible scenarios were also considered. It was agreed that a new reserves policy needed to be developed for review at the January EC meeting.</li> </ul> <p>Jim's report was accepted.</p>	<p>JP</p> <p>JP</p> <p>JP</p>
<b>2330</b>	<p><b>Recruitment and Membership Report</b></p> <p>Jill's Report had been circulated and was accepted.</p>	
<b>2331</b>	<p><b>Group Development Report</b></p> <ul style="list-style-type: none"> <li>Susan wished to step down at the AGM. The GD Committee is rather depleted with only Susan and Elaine remaining. A request for a volunteer to take on the role of Group Development Coordinator would be made in the Chairman's Chat in the next Newsletter.</li> <li>Open day in September was not successful, and it was suggested a social occasion may be a better alternative; combining this with the 25<sup>th</sup> Anniversary celebration was a possibility to be discussed at the next Meeting.</li> <li>The arrangements for the GOs luncheon had been discussed with Salomons. The cost would be £24 per head + £450 room hire for a sit-down meal. Barbara would ask Len Goodman, or an entertainer to be the speaker and the date would be determined by his/her availability, suggested for the first 2 weeks in May.</li> <li>Group sharing should be left for the respective groups to determine. Susan's Report was accepted.</li> </ul>	<p>SH/SC</p> <p>SH/BC</p>
<b>2332</b>	<p><b>Social Committee Report</b></p>	

	<ul style="list-style-type: none"> <li>Pam confirmed that outings were going well. They are looking for someone to take over as tour manager on the study tours. Joyce Allen was happy to organise the trip but did not want to accompany them. Pam's reports were accepted.</li> </ul>	
<b>2334</b>	<p><b>Communications Chair Report</b></p> <p>The Support Officer for the SE area dealing with Beacon has accepted our application. The change over from Excel to Beacon for membership would take place in December/January. Training for Pat Rawlins and Jill would follow. There would be liaison between the Treasurer and Membership Secretary on payments. Provision had been made for the possibility of membership cards being issued in the future, and information on the circulation of the newsletter digitally or on paper.</p> <p>The purchase &amp; provision of a U3A laptop to the Database Manager &amp; the Membership Secretary was approved by the EC</p> <p>David's report was accepted.</p>	<b>JP</b>
	<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, which was accepted.</p> <p><b>Science Committee</b> Bob had submitted a report, which was accepted.</p> <p><b>Web Team</b> Following the ratified AGM, a copy of the change in the objectives of the constitution under Charitable Purposes will be forwarded to the Web Team. Bob's report was accepted.</p>	<b>JB</b>
<b>2336</b>	<p><b>GDPR &amp; Policy Documents</b></p> <p>There had been no known breaches of our database reported.</p> <p>The Safeguarding Policy and Procedure document was discussed. Policy documents, such as the Constitution, the TAT "Safeguarding Policy and Procedure", Insurance document, and Health and Safety were documents to be considered for inclusion on the website in the new Data Protection section. Sue would look into the procedure the EC should consider.</p>	<b>SC</b>
<b>2s337</b>	<p><b>AOB</b></p> <p>Jim, Jackie and Susan would be retiring at the next AGM. Nick White would be nominated as Chair, Sue Christy as Vice Chair, David Lowe as Treasurer. Notices would be put in the "Chair Chat" section of the Newsletter for a new Secretary and Group Development Coordinator.</p>	
	<p><b>Dates of future meetings</b></p> <p>Thursday 10<sup>th</sup> January:</p> <p>Thursday 7<sup>th</sup> March:</p> <p>Thursday 2<sup>nd</sup> May:</p>	

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