

**MINUTES OF A MANAGEMENT COMMITTEE MEETING**  
**held on Tuesday 12 September 2023 at 2.00pm at 2 Home Way**

Present: Charles Price (Chair)  
Jenny Thwaites (Vice Chair) – via Zoom  
Greg Cumming (Treasurer)  
Robina Whitehorn (Secretary)  
Peter Lake (Lead on Communications)  
Linda Hutton (Membership Secretary)  
Sandy Stephens (prospective Membership Secretary)

Apologies: Louise Fox (Groups Co-ordinator)

1. No interests were declared.
2. **Chair's Opening Remarks** – Charles Price reported that issues relating to the Tuesday afternoon Bridge Group had been resolved.
3. The lady who had sustained a broken wrist whilst playing Pickleball at the Taro Centre was now recovering. The Incident Report had been completed and filed.
4. It was understood that some members who were engaged in other activities at the same time as the Pickleball Group had found the noise distracting. It was recommended that the respective Conveners should attempt to resolve the issue but the MC felt they could not intervene directly as the Taro Centre sets the rules and can hire to whomever they like.
5. On wider issues, it was believed that the Management Committee's best avenue of communication with members was through the Conveners, and it was agreed to consider a regular schedule of meetings with Conveners. **ACTION:**  
**JT/CP**
6. **Minutes of the Previous Meeting and Matters Arising** – The Minutes of the previous meeting held on 22 August 2023 were agreed as a true record.

7. Peter Lake reported that further to MC comments, work on the Conveners Handbook was progressing, but that it was unlikely to be issued in October. **ACTION:**  
**PL/LF**
  
8. Greg Cumming, Treasurer, reported that the purchase of u3a branded mugs was still in process.
  
9. Jenny Thwaites, Vice Chair, reported that she and Marjorie Day would meet towards the end of September to review the Christmas event. MC members were content with the Welcome Team's proposed format and agreed to allocate a budget of £500 for the event, additional to ticket sales. **ACTION:**  
**JT**
  
10. **Annual General Meeting 9 October** – Robina Whitehorn, Secretary, reminded the MC of the planning timetable, and reiterated that the final deadline for Committee nominations and the approval of Reports was 27 September, for issue to members on Friday 29 September. She had discussed with the AV team whether it might be possible to display the Agenda and Finance Reports on screen, and they had agreed to conduct a trial. **ACTION: RW**
  
11. **Presentation of Accounts and Finance Report to AGM** – There was unanimous agreement to the Treasurer's proposed Report, including his suggestion that a review be undertaken of the date of commencement of the Membership year (currently 1 September) to prevent the renewal process taking place over two financial years.
  
12. The final accounts were presently still with the Financial Examiner pending resolution of a query arising from renewal payments spreading over two financial years, specifically the reconciliation of early payments. The Treasurer undertook to send the final accounts to all MC members by email for their formal approval. **ACTION:**  
**GC**  
**Post Meeting Note: Actioned 18 September**
  
13. The MC had already undertaken (4 May 2023) to review the Reserve Policy early in 2024.
  
14. **Chair's Report to AGM** – The MC agreed unanimously to the Chair's proposed Report, with its focus on achievements, the forthcoming review of the level of Reserves, and u3a members' responsibility for recruitment to the Management Committee. **ACTION:**  
**CP**

**15. Date of Next Meeting** – Tuesday 17 October at 2pm at 2 Home Way. Specifically to consider communication with u3a members and MC plans for the forthcoming year.

RW 14/09/2023

Signed ..... Chair

Date .....