

**Minutes of Sandbach & District u3a Trustees Meeting
held on 9.30am Monday 20 May 2024**

Item		Action
1	Present: Kate Ashcroft, Linda Bilsborrow, Alan Casey, Barrie Hacking, Alice Holmes, Stuart Naylor, Paula Reilly Cooper, Ken Talbot, Linda Williams Apologies: Moira Egan, Jenny Haines, Keith Saywell	
2	Minutes of April meeting Accepted as an accurate record. Matters arising Item 3 – the new health & safety policy will be brought to the next Committee meeting for confirmation. The secretary will provide an annual review of accidents and incidents in September. Item 7 – a volunteer has come forward to join the website review team. Item 12 a) – Stuart hopes to collect a spare laptop from a member of Congleton u3a.	Linda W Stuart
3	Planning for membership renewal days Dates are fixed and the Masonic Hall booked. Refreshments will be provided for members. Dates and times, 9.30 – 11.30 am, will go on the website. We will staff 3 x renewal desks and 1 x information desk (Paula + ANO). Two of the desks will have a card reader plus printer, so we need to order a second card reader/printer for July. Linda B to organise this with Keith. We can also offer a table to any Group Leader wanting to recruit new members. Ken to organise volunteers for the desks; also to put a reminder in the update for members to bring the correct money if they wish to pay by cash as change may not be available.	Alice Alan, Linda B, Keith Paula Ken
4	Planning for GL training days in the summer Dates are now changed to 10th July and 14th August, to take the chair's availability into account. Paula will talk to Moira re confirming this with the Masonic Hall. Lunch to be provided by Wishing Well, as last year. Linda W to order food for each day for 12.45. Possible focus might include numbers in groups and managing waiting lists; succession planning for GLs; role descriptions for GLs; health & safety policy (revised risk assessments for later in the year). Paula and Linda B to decide on the agenda. We noted that it may be useful in the future to have 'notices' for GLs to read out at their groups to advertise important forthcoming events. Some members have a habit of not reading emails.	Paula, Moira Linda W Paula, Linda B Paula?

5	Role descriptions These are available for chair, VC, secretary and treasurer. Paula and Alan have one on One Drive; Linda W will send hers to the chair; Kate will provide one for the next meeting; Alice discussed hers with the chair after the meeting.	Linda W, Kate, Alice
6	Volunteer roles Ken's report and review of possible volunteer roles was welcomed. Alan provided a modified version for the website review role section. It was noted that some volunteers had not been used and that we have a tendency to use the same small number of volunteers for different events. The suggestion that the VC might organise a volunteers coffee morning, similar to the new members coffee morning, was supported by the Committee.	Ken
7	Finance update The finance report was accepted.	
8	Membership update The membership report was accepted..	
9	Update on groups Astronomy will move to the Wesley Centre in order to get better internet access. There is an issue with the Chapel St Scout Hut floor (used by table tennis groups). We have been asked to contribute to fixing the floor. The Committee did not agree to this request. There could be a possibility of making a financial contribution for storing the table tennis tables, but we would need some guarantee that the floor would be improved in the near future. Linda W will investigate this, including the health & safety aspects of the floor, and report back. Costs for the Wesley Centre main hall will increase to £22 per hour.	Linda W
10	Trustees admin a) Calendar – new dates (10 th July & 14 th August) for the GL working lunch in July and August to be added, instead of the existing dates. b) Library arrangements – we confirmed volunteers for future dates for the library rota.	Stuart
11	AOB a) Anniversary celebration – the chair noted how successful the celebration had been, and thanked the planning team, especially Kate, for all their hard work and ideas. Linda B will send her notes about the u3a history to Alan to go on the website. b) Country dancing will move from the scout hut in September. The large speaker and amplifier they currently use will no longer be needed. After discussion it was agreed that this would go to recycling rather than into storage. It was noted that the amp/speaker need to be removed from the asset list. It was also noted that there are several items which need to be added to the asset list. This probably needs to be a future agenda item.	Linda B, Alan Linda B, Stuart
	Meeting closed at 11.11 am. Next Trustees meeting on Monday 17th June at 09.30	