

Minutes of the committee meeting on 10 October 2025 10:00am, Golf Road Centre

<u>Agenda</u>	<u>Actions</u>
1. <u>Welcome and apologies</u> Present: Ellie Brooks, Carol Fowler (Chair), Denise McCoy, John McCoy, Sara Miller and Ponda Thomas. Apologies: Heather Jackson. Carol welcomed everyone to the meeting.	
2. <u>Minutes of the previous meeting</u> a. The minutes were accepted as a true record.	
3. <u>Matters arising</u> a. Christmas entertainment 2026 will be put on the agenda for the August 2026 meeting. b. Sara will contact the bellringers to confirm they will be providing the entertainment at the Christmas event on 3 December 2025. c. Sara will contact JB, who is a musician and raconteur, to see if he is available as a backup for entertainment at the Christmas event. d. Carol will discuss the offer of a quiz as backup for the Christmas event with Bill and Mary.	a. DM b. SM c. SM d. CF
4. <u>New committee</u> a. Carol proposed the creation of a short, concise Welcome Pack for all future committee members/trustees. Denise will put together a pack, it will include e.g. the Constitution, role descriptions, communication protocol, etc. Committee to let Denise know of suggestions for inclusion, and Carol will ask the Kent Network if any other u3a has done this. The pack will be put on the website and kept under review. b. Carol presented a document on committee communication and email etiquette. It was agreed to adopt the protocol. It was noted that some members may need support with opening attachments, which would need to be addressed at some point in the future. c. Denise has developed an action list in Excel listing agreed actions from each committee meeting. She will circulate this to committee members with the final minutes of meetings. Committee members are asked to update Denise by email regarding their actions within a week of receipt. d. Sara may have difficulty accessing the list of actions in Excel. John to provide support. e. Carol requested all committee to look at their role descriptions ready for review at the January meeting. The Third Age Trust has role descriptions for all committee roles except Talks Coordinator. Each role description to have an additional section on communication with individual committee members. Sara to develop a role description for Talks Coordinator, with offer of help from Carol.	a. DM a. All a. Carol b. DM d. JM e. All
5. <u>Finance</u> a. Carol signed off the September accounts.	

b. John has arranged for signatories other than John McCoy (Treasurer), Eleanor Brooks (Vice Chair), Val Tierney (outgoing Treasurer) and Mary Venables (former Secretary) to be removed from the bank mandate. John was thanked for the time and effort he has spent arranging this. c. The committee agreed that Carol Fowler (Chair) and Ponda Thomas (Membership Secretary) should be added to the bank mandate to enable core business to be undertaken. John will discuss the process with Mary. d. The committee agreed that, in due course (once the transition period is over), Val Tierney and Mary Venables should be removed from the bank mandate. e. John will discuss access to, and authorisation for, the PayPal account with Bill and Mary. f. John is establishing processes for the financial arrangements, including enabling oversight of the income and expenditure for groups. g. The process for authorising ad hoc expenditure to be reviewed. John will check if this is in the WCC u3a Financial Policy and develop a protocol if necessary. Ellie is happy to help with this. This will be put on the agenda for the next meeting. Carol, as Chair, takes responsibility for authorisation. h. Financial budgeting and forecasting will be developed in due course. i. Val has been very helpful to John, and they are still meeting regularly.	c. JM d. JM e. JM g. JM & EB g. DM
6. <u>Membership</u> a. Ponda was thanked for all the effort that she has put into attracting new members. b. There are currently 439 members, up from 426 last month. c. At the talk in Dover on 17 September by Heather on Dungeness Power Station, there were 30 attendees: Dover 7, Deal 8, Walmer 9, Whitfield 3, Eythorne 1 and Kingsdown 2. d. Heather was thanked for delivering such a good talk on Dungeness. e. At the talk at the Astor on 1 October on '45 Years of Aviation', there were 48 attendees: Dover 5, Deal 26, Walmer 5, Whitfield 4, Kingsdown 2, Woodnesborough 1, Sholden 1, Sandwich 2, Martin Mill 1 and River 1. Feedback was excellent. f. It was agreed to emphasise to members the broad appeal of both the subject and the event as a whole in communications to encourage attendance from a wide range of members. g. It was agreed that it is not necessary to keep separate lists of members for the Dover and Sandwich areas on Beacon. The list for Sandwich members is no longer needed. Ponda will amend the addresses on Beacon for members from Dover to include the word 'Dover' so they can be selected using the 'Search' function. h. It was agreed that additional venues should be considered for events. They should be on a bus route and should have parking available. Denise will recirculate the criteria for venues for discussion at the next meeting. All to think of possible venues. i. The venue for committee meetings will be discussed in the next meeting. j. It was suggested that the donation received through Riviera Travel could be used in Volunteer Week (first week of June 2026). Options will be discussed at a future meeting. k. Ponda will add new members' meetings and other events (e.g. Carnival, Pride March) to the Events page on the website. It was agreed that all events should be on this web page. l. Ponda's questionnaire for new members was agreed and will now be used. There is an electronic version, which is not used very often. Ponda will discuss deleting it with Bill. m. Ponda and Carol will attend the new members' meeting on 6 November. If Heather is also able to attend, she will have a specific time slot on the agenda. n. It was agreed that guests should not be invited to join on the spot at talks event sessions. They should be given the new member sheet, which has a QR code for them to join online. If someone is not online, their name and phone number should be taken, and Ponda will call them. o. Membership renewal on the door at the Astor will be discussed in the New Year.	g. PT h. DM h. All i. DM j. DM k. PT l. PT o. DM
7. <u>Talks, coffee mornings and visits</u> a. Carol has discussed the Christmas lunch with The Courtyard and has the menu. She will return with Bill to finalise arrangements and expects to send booking instructions out to members later in October.	a. CF

b. Sara has sent out the email regarding the coffee morning on 15 October. She will contact Chris Bell about meeting and greeting. A decision on whether to hold further coffee mornings will be made after this one. c. Sara has contacted the speaker for the talk on 5 November to confirm arrangements. d. It was confirmed that members personally pay a small amount for refreshments for talks at the Astor, but the u3a is invoiced for refreshments at the AGM. The Astor are happy for the u3a to provide biscuits and cakes, etc, at the AGM and the Christmas event. e. The annual event to thank group leaders will be discussed at a future meeting. f. Carol is considering establishing a group leaders' forum to streamline processes. g. Sara will email members regarding discount for 'The Angry Boater' on 23 October at the Astor and will send it to the committee for input prior to sending it to members. h. Sara will circulate a list of suggested speakers for consideration by the committee.	b. SM e. DM g. SM h. SM
8. <u>Groups</u> a. Carol and Ellie are meeting Heather on 13 October and will report back. b. John was thanked for his constructive 'Lessons Learnt' document, which will be discussed in the future.	a. CF & EB b. DM
9. <u>Secretary</u> a. Group leaders should complete a risk assessment. A process is needed regarding updating and storing them. This could be agreed as part of the group leaders' forum. b. Denise recommended the TAT training 'Keeping it Legal' on Zoom, which covers insurance, EDI, data protection and safeguarding. Several other committee members had found it helpful. It was agreed that all committee members should attend. Financial Matters training was also useful but there are currently no dates available. Denise will feed back to Sally Ingledew about the lack of places on Financial Matters training and also training for Chairs. c. Policies for WCC u3a will be reviewed and streamlined in the new year. d. For legal reasons tokens of thanks to committee members should not be funded by the u3a.	a. DM b. All b. DM c. DM
10. <u>Scarecrow competition</u> a. The scarecrow competition is an important opportunity for marketing the WCC u3a and work is progressing well.	
11. <u>IT/website</u> a. John was thanked for covering support for Beacon and the website while Bill has been away. He is happy to continue to support if needed. b. Carol will be having a further meeting with PH to see if he would be prepared to take on the management of the WCC u3a IT services. Carol is also meeting with Bill and Mary to see whether they would be happy to continue to support the committee. She will then arrange a meeting with herself, PH, Bill, Mary and John to agree the way forward.	b. CF
12. <u>Network and TAT updates</u> a. Denise will keep abreast of updates from TAT, the Kent Network and the SER Network, circulating communication to the committee, and drawing attention to relevant issues.	a. DM
13. <u>Update from the Trips team</u> a. The 2026 programme is progressing well. Carol will present the programme to the committee at the November meeting for approval.	a. DM
14. <u>AOB</u> a. Carol will see if Mary is happy to continue to produce the newsletter and, if not, Denise would like to take it on. All to think of items for inclusion for the next meeting. Carol will formally thank LC for their donation via Riviera Travel and this will be included in the next newsletter. b. It will be WCC u3a's 30th anniversary on 15 November. Ways to advertise and celebrate this will be discussed in the next meeting. This should also be included in the Newsletter. c. Carol and Ellie to discuss refunding members with Heather in the meeting on 13 November. d. John will draft a process for invoicing for venues for discussion in a future meeting.	a. CF a. All a. CF b. DM c. CF & EB d. JM

e. Carol and Denise will sort and label the contents of the cupboard in GRC.	e. CF & DM
f. It was agreed that Carol should purchase a lightweight, portable flip-chart stand.	f. CF
15. <u>Next meeting</u> a. Friday 14 November, 10:00-12:00, at Golf Road Centre, in the Small Hall.	