

**ILKESTON U3A  
COMMITTEE MEETING HELD ON 11 April 2017**

**PRESENT:** Ann Riley(Acting Chair), Marian Stopper John Smart, Barbara Green, John Bell, Ann Richards, Deborah Bond, June Harrison, Valerie Buxton (Rex Toplis, Equipment Manager in attendance for part of the meeting)

**APOLOGIES:** No apologies for absence

		<b>Action</b>
<b>17.024</b>	<b>Minutes of Meeting held on 14 March 2017</b> Confirmed as accurate and signed, but note that "actions" in relation to liaison with volunteers should be ascribed to Anne Shoebridge.	Ann Richards to advise
	<u>Matters arising</u> Newsletter – John Bell will monitor the collection of printed newsletters and report back to a subsequent meeting.	John Bell
	Interest Groups – Relaxation and Meditation has folded. Computer Group not meeting but IT help is available on an individual basis as requested.	
<b>17.025</b>	<b>Open Meetings</b>	
	<u>a. Tea/Coffee</u> Agreed to serve refreshments after the welcome and announcements and before the speaker, but to allow a longer time for members to finish their drinks and return crockery to the tables. Review again at the next meeting.	May agenda
	<u>b. May Meeting</u> John Smart to chair.	
	<u>c. June Meeting</u> Social event planned by Programme Planning Sub Group. This will include a presentation from Helen Mitchem (Victoria Park Ranger). Notes of Programme Planning Group attached. The Arena has confirmed that the room layout can be adjusted to allow for members to be seated around tables and crockery can be provided.	
	<u>d. July Meeting</u> Details relating to the presentation by the RAF have been circulated. Note that the Presenting Team will arrive by 9.15 at the latest.	All to note
	<u>e. December (Christmas Party)</u> Notes of Programme Planning Group refer. Agreed to explore the option of the Arena being agreeable to an external caterer (Rex Toplis contact) delivering hot food. The Programme Planning Group to review this, and compare with costings and facilities at the Festival Inn before making a final recommendation.	June Harrison Prog Planning group
<b>17.026</b>	<b>Derbyshire Picnic</b> Full details now received – to be passed to Janis Henshaw for inclusion in the newsletter.	Ann Riley
<b>17.027</b>	<b>Routine Reports</b>	
	Finance – Report circulated. John Smart explained the small inaccuracies reported in February and which had been carried forward to March. The balance in hand in April in the sum of £8518 is an accurate record. The capitation report and payment to the Third Age Trust will be made asap – accurate membership figures to be provided by John Bell.	John Smart John Bell
	Membership – Report circulated, no further information to add.	

Interest Group Report – arrangements for Interest Group leaders lunch on 25 April are in hand. The time together to be used to:

- provide refresher briefing on how groups should be run
- advise group leaders of the procedures in place for accident/incident reporting
- answer any queries raised

Business Secretary Report – communication received from “When you wish upon a Star” charity with a request to provide a talk/presentation to members. Agreed that this was not appropriate subject for a talk – John Bell to respond accordingly.

John Bell

**17.028 Reports from other meetings**

Details of a seminar – aimed at Treasurers and Chairs - organised by the East and West Midlands region have been circulated. Val Buxton and Ann Riley expressed an interest in attending. (Birmingham location)

Eastwood/Hucknall/Alfreton/Ripley networking – John Smart confirmed he had provided a positive response to the request but no follow up communication had been received.

**17.029 Supporting other U3A's**

It was clarified that the request for loan of PA equipment related to its use by Andrew Hawkins on two occasions when he would be attending meetings at Wirksworth U3A. This was agreed – Andrew to be asked to liaise with Rex Toplis to record the collection and return of the equipment.

Hand Bells – agreed to suggest to Brenda Straw that the hand bells could be used/made available in Long Eaton.

John Smart

**17.030 Other Business**

Communication – Ann Riley advised that she had not been receiving communications from the Third Age Trust in her capacity as Deputy Chair and was concerned that important information might be missed. John Bell advised that when changes in roles are notified it could take several months for these to be actioned but the submission of information, at the same time as the capitation report was submitted, may prompt records to be updated.

Equipment Register – Rex Toplis noted some further updates to the equipment register.

Archives – John Bell agreed to collect files containing copies of previous committee minutes from Celia Briggs and store these with files held by the Business Secretary.

John Bell

**17.031 Next meeting**

Tuesday 9 May 2017 at 10.00 am

Signed .....  
Ann Riley, Deputy Chair