Minutes of the 458th Meeting of Barnstaple Third Age Group Committee
Held on Friday 20th December 2024, at 10am
At Fremington Methodist Hall

Present: Keith Luckhurst, Ian Woodward, Norma Woodward, Andy Jones, Julia Denton, Sue Thomas, Laurence Hillel, Maureen Penny

Apologies: Nigel Wright
Minutes for approval: Correction to spelling of 'Lynne' Dickinson, not Lin. Apologies Lynne. Proposed by Julia Denton, seconded by Ian Woodward.

Matters Arising: Actions outstanding from previous meeting. All others considered closed.
Action: Laurence to confirm situation current poetry group. **Pending -** Laurence to phone Carol Young in the new year for feedback.
Actions: Keith to make Constitution announcement at coffee mornings prior to the AGM **Action:** Maureen to draft suggestion on wording via email to Keith.
Action: Julia to include the proposed new Constitution as additional information to be circulated with the Newsletter- **Pending**
Actions:
* Maureen to speak to Laurence as groups co-ordinator **- Pending**
* Maureen to ask Nigel to add to announcements on the website **- Pending**
* Maureen to ask Lynne to include onto the next Newsletter - **Pending**

Chairman:
* Christmas lunch comments - Julia reported very good feedback from people regarding entertainment by Footnotes. Positive feedback from everyone too on the food and ambience. Greatly enjoyed by all.
Sue provided financial breakdown for the event with an £82.25 deficit.
* Constitution signing - All new members to the Committee must review a copy of the Constitution and sign to this effect.
It was suggested we have a review date in 2 to 3 years time.
All Committee members present signed the proposed New Constitution, and Nigel to sign on return from holiday in the new year.
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National office: Ian advised there is a new video available from NO for members to view called, Redefining Later Living, produced by ITN Business.
Action: Ian to forward a link to Nigel for inclusion onto the website.

Business secretary: nil to report

Beacon/GDPR: nil

Treasurer: Accounts sheet provided to all from Sue. £11,986.62 in the bank with £3.71 cash.
Sue advised that Mike Blower is happy to review the accounts for 2024 and the committee members agreed they were all happy to contribute to a thank you gift for Mike for doing this. Sue to purchase and committee members will reimburse her.m

Membership secretary: Julia confirmed we have 326 members, of which 35 are affiliated. There are 211 full members and 21 affiliates to still renew their memberships for 2025.

Groups coordinator:

Austin, group leader for the **science group** has written to Keith advising he is stepping down from his role for this group.
Action: Laurence to write to Austin expressing our thanks for his commitment to the role and sorry that he is stepping down.
Action: Keith to ask Lynne Dickinson to add vacancy to newsletter.
Action: Laurence to ask Nigel to add vacancy onto the website.
Laurence would like an agenda item next month to discuss an idea that all individual members carry with them their own emergency contact names and numbers for all outdoor activities.
Action: Ian to add agenda item as above for next committee meeting.
Action: First aid course- suggested for April/ May time. Laurence to contact course providers to check their availability.
Speaker secretary:
Our speaker for January is John Riddington-Young, talking on Van Gogh's ear.
Newsletter: Keith to give final submissions to Lynne today after committee meeting.
Policies: Equality, Diversity and Inclusion (ED&I). Maureen had a 2 hour 1:1 discussion with Susan Parker, the Chair of Equality, Diversity and Inclusion committee, regarding the complaint the committee received. Maureen also attended a Zoom meeting on ED& I. As a result it was recommended we ensure we have a ED&I policy in place, with a sample provided which the committee discussed at length.
Action (all committee members): To produce a standard housekeeping announcement list (which can be added to as required) for the commencement of all coffee mornings, ie emergency exits,fire drills, alarms. To include onto this list, the availability of a loop hearing facility (if the hall is fitted with one) and the facility of an individual telephone app where attendees who have a hearing impairment may have the spoken word transcribed onto their telephone screens.
Action: Maureen to amend the sample ED&I policy as per committee agreements, and bring along to the next committee meeting. It was agreed to review this every 3 years.
Action: Maureen to review our Code of Conduct
Maureen advised that any positions advised from head office are open to the entire membership and not solely existing committee members. As such any such posts should be added onto our website for all to see. Maureen also advised she has been asked to become a member of the SW Region Support Team, which she is currently considering.
The Accessibility Policy will be discussed at the next committee meeting.

Lunches and coffee mornings: Sue will contact the Williams Arms in the new year to obtain a price for the quarterly lunches in 2025.

Website: nil

A.O.B.
Keith requested all Committee members to consider over the festive period whether the wish to continue on the committee in their current roles. All positions will need to be advertised in the Newsletter and on the website, to the general membership in the new year, ahead of the AGM.
Maureen proffered that with the adoption of the new constitution, whether this would be considered the start of a new committee, regardless of previous time in post held?
Action: All committee members, and new potential committee members should fill in a new form every year, prior to the AGM signed with a proposer and seconded.

Next coffee morning: 2nd January 2025
Next committee meeting: 17th January 2025
Coffee/tea rota- Norma and Ian
There being no further business, Keith thanked all for attending and wished everyone a very Merry Christmas. Keith thanked Julia for bringing along mince pies and stollen.

The meeting closed at 11:25