Minutes of the 461st Meeting of Barnstaple Third Age Group Committee
Held on Friday 21st March 2025, at 10am
At Fremington Methodist Hall.

Present: Keith Luckhurst, Ian Woodward, Norma Woodward, Nigel Wright, Sue Thomas, Julia Denton, Maureen Penny, Laurence Hillel.
Mike Blower to discuss auditing accounts. Philip Hawkins - observer

Keith introduced Mike Blower as above and Philip Hawkins who is interested in joining the Committee and was attending as an observer
Mary young has completed a nomination form to join the committee. The committee therefore, voted unanimously to co-opt her onto the committee and Keith welcomed her in her absence.

1.Apologies: Andy Jones. Mary Young. Linda Southgate

2. Mike Blower: - Mike confirmed he is not an auditor, would like to be called the Accounts Examiner. Mike has gone over the annual accounts for the last 8-9 years. He congratulated Sue on the good job she does. Whilst policy should be decided on by the committee there are 3 things of small concern that he and Sue would like to address.
A) Members when they leave should actually not receive a gift on leaving, or for services rendered, as the Constitution states no member should benefit financially. Therefore, any gift should be made from a separate personal collection from the committee members, if appropriate. Mike continued to say he had previously received a gift (a bottle of wine) for examining the accounts, which he intends to reimburse back to the accounts.
B) Group leaders who run meetings at the library, should be allowed to claim car parking fees? Discussion by the committee- we have always said that group leaders should not fund or be out of pocket for running groups, therefore, we considered this to be an out of pocket expense. Keith proposed a vote that we allow these expenses for the group leader, to ensure the group continues. Ian seconded and all members voted in favour.
C) Over recent years the groups have not been well organised in how they present their monies to Sue. Sue has devised a paying in slip for all Groups to use, which would provide the information she requires and every group is using a single and consistent format. No groups should be holding any excess/legacy funds, for any reason. It should be paid in to the treasurer and then ring-fenced for that particular group whenever they require the money. There are 8 groups who regularly collect money from their attendees. Laurence confirmed he is happy for all groups to use the new format. The committee voted unanimously in favour of using the new format, and to be implemented as soon as practical.

Action: Laurence to draft an email for groups approval from Keith, Mike and Sue, prior to sending out to all group leaders. He will supply the paying in forms to each group with the aim to start using in April 2025, and ask all groups to declare all legacy funds held.

Maureen suggested legacy monies in the accounts be itemised separately in that they cannot be spent because as they are allocated for other expenses. The Charity commission recommend sufficient monies for 6 months be held in accounts, should we have a bad year. At this point in time, we do not know how much this would actually be, therefore,

Action: Keith asked Sue to determine the approx operational costs for 6 months and provide the committee with this information please.

3: Minutes for approval: - noted the meeting was held on a Monday and not Friday. Minutes corrected by hand and initialed by Norma. Minutes for approval proposed by Maureen and seconded by Nigel. Minutes signed by Chairman

4: Matters arising: - Actions outstanding from previous meeting. All others considered closed.
Action: Keith to purchase lanyards for all members, to be reimbursed - pending
Action: Sue to contact the choir and enquire on their availability and costs for December 2025 -pending
Action: Maureen to email Comms communications to Norma, for inclusion into the minutes- pending
Action: Laurence to contact Ann Brand who has had to give up as Rummikub and Canasta group leader, to arrange collection of the card table that belongs to U3a.

5: Chairman: - Keith advised on U3a communities: This is a national monthly lectures, available online for all to attend as zoom meetings and covering a vast amount of different subjects.
Action: Nigel to provide link to U3a communities onto the website.
Action: Keith to ask Lynne Dickinson to include this information into the newsletter.
Keith said we have had a request from Honiton U3a to join a Pickleball league. We currently do not have an pickleball groups to do this.

6: National Office: - election results available from Keith.

7: Business secretary: - Constitution: AGM - Ian advised that the vote for the new constitution was overlooked at the AGM He asked if any committee member had received any feedback or comments from our membership about the New Constitution, which no one had. Therefore, he suggested 2 choices.

i) We could leave this until 2026 to take a formal vote at next year's AGM, or

ii) ii) at the next coffee morning ask members for a vote to agree that the constitution is up and running and are they happy with this? This will need to be proposed and seconded in order to take the vote and it was noted that it must be ratified at the next AGM 2026. It was agreed by all that we take option ii).

Ian advised that he is required to submit our membership numbers to National Office on 31st March 2025.
Action: Julia to email membership numbers to Ian on 31st March for submission to National office.
It was noted that the AGM will be later next year due to our financial year changing. Our Constitution states that AGM's must be no more than 15 months apart. However, we would be compliant with this as the plan is to hold the next AGM no later than the end of June 2026

8: Beacon: - nil

9: Treasurer: - Current finances: £10,614.63 in the bank and £3.71 in cash
Sue advised that the Bonsai group was in deficit of £43, as group numbers had reduced with a change of day. It was agreed by all that we support groups and the deficit be recorded as miscellaneous and a noted to Bonsai.

10: Membership secretary: - Membership numbers. 270 full members and 26 affiliated members

11: Groups coordinator: - Laurence said we have sadly lost groups recently. Science group as no new leader came forward, and both Rummikub and Canasta. He expressed concern, and for a future discussion, on how we encourage new group leaders to step forward and or start new groups.
Maureen suggested that maybe we could look at arranging for a professional leader to take an exercise or sports group, or language group. This was considered to be a good idea.
Action: Maureen to make enquiries to see if she can identify a professional sports or exercise group leader.
Action: Laurence to enquire at the library if there are any professional language classes/specialists available.
The first aid course is still outstanding and we have been offered a date in May, or into autumn. It was agreed that May might coincide more with members holidays and that autumn will allow more time to advertise.
Action: Laurence to see if he can get an autumn date confirmed for the first aid course to go ahead.

12: Secretary speaker: - all present agreed that last month's speaker was excellent. 10/10.
Action: Keith to feedback to Linda Southgate.
Our speaker for the April coffee morning is Roger Bartlett from the Freedom Centre.

13: Newsletter editor: -
Action: Mary or Maureen to ask Lynne Dickinson to add the next diners club details onto the newsletter.
Action: Nigel to put next diners club details onto the website.

14: - nil

15: Policies: - nil

16: Lunches and coffee mornings: - Sue advised she currently has 19 members going to the next quarterly lunch.

17: Website: - Nigel advised that hits to the website have settled down. He provided analytics for 30 days from Feb 12th 2025. The average session duration being 4.25 minutes with 1568 visits to the site. He expressed that he needs members to provide him with up to date information and pictures. He thanked contributors for their pictures.
18: AOB: -
Ian announced that he and Norma are moving house and relocating to a different area. Therefore, they will both be leaving the committee. Sadness expressed and all members wished good luck with their new

move.
Keith has had details passed to him regarding a sea shanty group, named Scuttebutt, and wondered if this might be appropriated for the Christmas dinner.
Action: Laurence to enquire if the Lynton Sea Shanty would be available for December 4th Christmas dinner, and the coatings.
Phil confirmed that he would like to join the committee. He has completed a nomination form and therefore the committee voted unanimously to co-opt him onto the committee. Keith welcomed him.,
Action: Keith to enquire from Brenda if the booked 18th April {Good Friday} day was still available for the April committee meeting

Next coffee morning 3rd April 2025
Next committee meeting: Friday 18th April 2025
Coffee and tea rota - Sue

There being no further business, Keith thanked all for attending.
The meeting closed at 11:30