

**Committee Meeting:** Monday 14<sup>th</sup> April 2025 at 10.00 a.m.  
Venue: St. James and St. Luke Parish Hall.

**Present:**

**Trustees** Jane Winterbotham (JW) (Chair), Imelda Gunn (IG), Chris Chesham (CC), Christine Williams (CW), Joan Jones (JJ), Helen Simpson (HMS), Hazel Sugarman (HS), Ann Nutt (AN), Nusrat Shah (NS), Marion Newell (MN)

**Apologies:** Vipin Patel (VP)

**Also Present:** Lorna Walsh (LW)

		<u>Action by</u>
<b>1)</b>	<b>Chair</b>  Call to order and confirmation of quorum. Welcome to Lorna Walsh as new secretary	<b>JW</b>
<b>2)</b>	<b>Minutes</b> Committee Meeting of Monday 10 <sup>th</sup> March 2025 – <b>Approved.</b>	<b>All</b>
<b>3)</b>	<b>Matters Arising</b> (1) Committee formally coopted Lorna Walsh as Secretary. (2) Role Descriptions edited by IG were formally approved. (3) Agreed to store minutes, finance and AGM in Rainbow.	 Approved Approved Approved
<b>4)</b>	<b>Committee Organisation</b> (1) Secretary (2) Events organiser – vacant (3) Beacon Administrator – (4) Web Administrator - vacant	 <b>LW</b> <b>NS</b>
<b>5)</b>	<b>Safeguarding Policy</b>  (1) Draft to be clarified after further discussion.	 <b>IG</b>
	<b>Data Protection</b> (1) Formal decision to be deferred until May meeting.	 <b>All</b>

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**6) Secretary** **LW**

(1) Handover of laptop and Beacon information.

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**7) Treasurer** **HMS**  
2024/2025 annual accounts presented and explained. Approved  
Monthly reports for 31<sup>st</sup> March 2025 – general, groups, V&O Accounts. Approved  
Financial update from Charity Commission to be shared.

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**8) Group Co-ordinators** **JJ/VP**  
(1) Two new groups are still in planning

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**9) Membership** **CC**  
(1) Current membership **675** including **26** new members since the last meeting.  
(2) General meeting report :**115** members attended in February.  
(3) New Membership cards have arrived.  
(4) **Note.** The date for new membership has been moved from 1<sup>st</sup> April to 1<sup>st</sup> June.

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**10) Meetings** **CC**  
**New Members meeting 16<sup>th</sup> May** provisionally booked at **Link from 2- 4pm.**  
Facilitators to be contacted re new members meeting.

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**11) Beacon** **HS/NS**  
(1) NS attended the online Beacon Training. Information to be shared at next meeting.

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**12) Website** **IG**  
(1) An Admin person for the Website is still needed.

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**13) Newsletter** **IG**  
1) **Newsletter:** Deadline for contributions 17<sup>th</sup> April for publication 24<sup>th</sup> April.  
2) Due to the General meeting taking place on the 3<sup>rd</sup> Monday of May, the deadline for contributions to the May newsletter will be 9<sup>th</sup> May for publication on 16<sup>th</sup> May.

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**14) Speakers**  
APRIL – Social with Gary Benjafield  
MAY – Anne Small. Reflections on the life of an expatriate wife in Papua New Guinea and Kenya.  
JUNE – Tony Harris. Sherlock Holmes – Whitechapel Murders

JULY - Ian Davidson. Consumer Competitions – How to enter and win.  
AUGUST – Summer Social :Quiz  
SEPTEMBER – Bobbie Derbyshire. A Beginning, A Middle, and an End –  
Where do novelists get their ideas?  
OCTOBER – Liam & Tanya. Road Safety Education Programme  
NOVEMBER – Neil Hanson. The Inn at the Top  
DECEMBER – Christmas Social  
JANUARY – Nicholas Henderson. Churches part 3 and 4

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## 15) Visits and Outings (V&O)

HS

- (1) The Chiltern Open Air Museum visit was cancelled through lack of members. Since the coach was booked for 30<sup>th</sup> May, an alternative location is under discussion.
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## 16) Events

JJ

- (1) **New members meeting. 16 May, 2-4pm.** Provisionally booked at Link.
  - (2) **Museum Fete 16th August 2025** (Place-marker) JW
  - (3) **Planning for u3a Week 20-28 September 2025** to be followed up. All
  - (4) **General meeting** is on **22<sup>nd</sup> Sept.** Look into space at the Harvey Centre, Library or other town centre location. (IG)
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## 17) Continuing Items

- (1) Safeguarding draft to be discussed.
  - (2) Information from Beacon Training.
  - (3) Planning for u3a week 20-28 September.
  - (4) Financial Government update from Charity Commission.
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## 18) Any Other Business

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## 19) Next Meetings:

- (1) Committee meeting – Monday 12<sup>th</sup> May 2025 10 a.m. Location St. James and St. Lukes Parish Hall.
- (2) General meeting – Monday 19<sup>th</sup> May 10am the Link

### Attachments:

- (1) Monthly General & Committee Meeting Dates.
- (2) Data Protection and Privacy Policies.
- (3) Safeguarding guidance and Template Policy.
- (4) 2024/2025 annual accounts.
- (5) Monthly reports for 31<sup>st</sup> March 2025 – general, groups, V&O Accounts