

**Rutland U3A Committee Meeting Thursday 15<sup>th</sup> May 2025 @ 9.30am  
Oakham Town Council Offices, Long Row**

**Attendees:**

Stuart Mason SM, Hedley Greaves HG, Keith Townsend KT, Christopher Clark CC, Caroline Spark CS, Janice Ferguson JF, Flic' Brewster FB (Late arrival)

**Apologies**

**Wanda Allen**

**Minutes of Last Meeting**

Minutes Approved and signed

**Chair's Report (SM)**

Verbal Report of AGM Report.

**IT Report**

**Written IT Report from Mike Shea**

Copy of report submitted previously – all agreed

**Further Items arising for IT**

Chair's Laptop to be cleaned & donated to local Charity

Membership Laptop to be cleared and left at Victoria Hall as back up for Speakers etc

***Actions – Ask Mike to do these***

Update Microsoft 365 Subscription on Chair's Laptop

***Action – Chair to do this, liaison with KT***

**Data Protection**

Still no designated Committee Member for this. We use the National U3A Guidance which is on Website and monitored by Committee members in the meantime.

### **Speaker Secretary Report (WA)**

Verbal report by Secretary from WA who is away.

Thanks to those promoting the Speakers through website and Newsletter

Wanda is happy to continue in her role for a further 12 months however she would like to promote the idea of someone shadowing her. Speakers are booked until November 2026.

National Arboretum Visit Thanks to KT for Managing the Finances. The Risk Assessment is complete. ICE contacts to be held by JF in case of emergencies.

### **Membership Secretary Report (JF)**

We are not having Associate Membership from April 2025.

If members haven't renewed their membership, then they are now recorded as Lapsed (Some cheques had been sent but arrived. – Postal issues)

Some members had paid on line but not put their membership number as a reference, this took some time to unravel.

88 Members lapsed, others moved so marked as "resigned" As of 15/05/25 we have 644 members, a slight decrease on previous year.

### **Groups Secretary Report CC**

The website will be updated following the AGM

Several requests for new groups but unwillingness to lead a group.

**Action** – *Newsletter and in person at meetings to try to reassure that you don't need to be a specialist just an interest to work together and develop a group. Always help at hand to set up a group.*

Siteworks is very user Friendly!

### **Secretary's Report (HG)**

Caroline (CS) has been shadowing HG ready to take over as Secretary after the AGM

All Policies are on the Website

Nomination forms for Committee received. No new members offering which is a concern for the future. To be voted for at AGM.

AGM needs to have 15% to be quorate – as last year, forms to be sent out prior to the AGM and voting paper returned electronically.

Auditor's Report completed.

Follow up from last year's minutes of AGM that have been changed. Nick only did the Audit Report for 2023-24 Statement of accounts.

### **Treasurer's Report (KT)**

Statement of Accounts presented and accepted. Balance is to cover Liabilities. Report needs slight amendment before AGM documents sent out.

Continue to promote BACs payments not cash or cheque (the latter account for only a few members).

Bank Card Handed back to Treasurer.

***Actions** - To be transferred to Keith & Caroline.*

*Cheque signature to be changed from Hedley to Caroline*

Chair left at this point.

*The Treasurers Report for AGM needs to be amended in light of discussion.*

*Confirmation of Murray Walne doing End of Year Audit for 2025-6.*

### **AOB**

Elections at AGM to confirm Committee then we can arrange the next Meeting.

Meeting Ended @ 11.33am