

Minutes of the Committee Meeting May 6th 2025 at the Drill Hall 11.30 am

Note CMs = Committee Members

Present: Jenny Channing (Chair for the meeting), Rob Davies, Angela LeFevre, Rose Parkhouse, Viv Davies, Cathy Lewis, Pam Harrison, Tony Wilson, Sue Harkins, Helen Kirkcaldy, Stephen Dance, Derek Shottin.

Apologies: Brian Marshall

The minutes of the last Committee Meeting were formally approved. There were no matters arising that were not covered later in the Agenda

Chairman related Issues

- The review of the Strategic Plan was postponed to a later meeting
- An invitation to our Welsh Council Member Nicky Lee was extended to our June meeting. Derek has sent the invitation.
- Stephen will write an article for the June Magazine to advertise the u3a Friends Newsletter. **Action Stephen**
- Chair's Chain of Office
 - Shelagh Davies was authorised to proceed with the name badges for Shelagh and Nicky. **Action Shelagh**
- The new Chairs will take over the Chairs report (or whatever they want to call it) for the June issue of the Magazine.

Secretary – Derek

- There were three Incident Reports from Art Club, AwayDays and Easy Riders, none with any serious injury.
 - There was discussion on how to encourage members to provide their emergency contact details and medication in case of emergency. Derek will circulate a document to be included in the June Magazine for CMs to amend as they think fit. It will also be added to the Footer menu of the website where it can be kept up to date.
- The Data Protection and Privacy Policies had been reviewed with only minor amendments by the Secretary. It was agreed to review them again in 2027.
- Drill Hall.
 - Gemma Peters and Matt Kouba have now taken over from Mike Turner.

- Our tall cupboard still has no lock but it now contains our 'kitchen' equipment.
- Our smaller adjacent locked cupboard now contains all our PA equipment. It is a bit of a squeeze and some of it will be moved to the big cupboard when it gets a lock.
- The TAT Annual Return has been completed.
- The TAT contact details have been checked
- A Temporary Event Notice (TEN) for the Bandstand in August has been submitted to Mon CC.
- The Asset Register has been updated. Two items of out of date equipment have been removed and the Choir keyboard has been found with the Ukulele Groups Big Bad Woof. The Asset Register has been updated to reflect this.
- Groups with electrical equipment have been asked to check their equipment next time it is used.

Treasurer – Rob, Brian

- Financial & Groups Statements and Budget Comparison were presented to CMs.
- Rob and Brian will review the Reserves Policy. **Action Rob and Brian**

Programme – Cathy

- Cathy outlined the future Tuesday Live programme.
- Pimms on the Bandstand
 - Jenny will organise the Pimms.
 - There will be 'Chepstow u3a members only' signs displayed.
- In Cathy's absence at the June Tuesday Live, Stephen has volunteered to meet, greet and introduce Roger Browne.

Membership Team – Pam, Viv

- Then Membership Report was presented to CMs.
- Members who have not paid their Membership Subscriptions.
 - There are 111 who have not yet paid.
 - These are highlighted in red in Beacon Groups
 - Group Leaders will be emailed with a request to contact these members
 - The Membership Team will then email or phone these members.
 - Any members who have not paid by 31st May will no longer be Chepstow u3a members and cannot attend our Groups

Group Support Team (GST) – Rose, Sue

- Groups
 - Chair Pilates has 19 members with Nicky as Treasurer. A Group Leader is needed.
 - History needs a new Group Leader now Marian Thomas has stood down

- The Group Leader for Painting for Pleasure, Ruth Barton, wants to stand down. A possible replacement was suggested.
- Rock Music Appreciation 2 is now full so there is a waiting list for a third group.
- Science Group suggested. Phil Hewitt interested in helping to start one.
- Walking Weeks is no longer running so it was agreed to transfer the balance of funds to Residues, remove the Group on the Website and Beacon and inform the Walking Week Group Leaders. **Action Treasurer, Web Manager, Beacon Team, GST.**
- Only 16 confirmed Group Leader attendees (excluding Committee) for the Group Leaders June 6th Coffee Morning. Another email will be sent out. **Action GST**
- Only 3 members for Group Leaders Focus Group. GST would like more.
- Decided that RUG is not really a Group, just a list of members who are available to help a various functions. Helen will act as the effective Group Leader for the list which will be held on Beacon.
- Beacon Security Access of System Users has been updated by the Beacon Team. Derek has noted some anomalies and has emailed the Beacon Team. These have been actioned.

Social

- Skittles 23rd May – Jenny
 - 27 players and 3 spectators, Could take 3 more players.
 - Food booked.
- Chepstow Club booked for Coffee Mornings to the end of 2026.

Website and Domains – Derek

- Nothing

Beacon – Tony

- The new Chairs now have Beacon access and have been added to u3a Officer.
- Beacon Finance and Membership Reports are still not available automatically.

Next Meeting Tuesday June 3rd at 11.30 am at the Drill Hall