Kings Norton & District

Minutes of the Committee Meeting

Tuesday 17 December 2024

Present: Vicki Hone, Pauline Amor, Beryl Blood, Lorna Brown, Pauline George, Anne Jones, Roger Jones, Chris Locke, Margaret Lusher, Val Stowell.

1. Welcome & Apologies (VH) VH welcomed all to the meeting. Apologies had been received from Graeme Lanfear.	
2. Minutes of the November committee meeting (VH) Subject to amendment re action point at item 12, the minutes were accepted and agreed that they be posted to the website.	
3. Matters arising (VH) **Item 4** Discussion of the constitution will be deferred to the January committee meeting. PA advised that the speaker programme was now booked through to November 2025. The format of the December 2025 general meeting was for discussion at item 11.	
Speaker Secretary details on website to be amended to GL from the beginning of January 2025.	ML
Michael Skinner (potential speaker – Sea Shanties) had requested that he be able to bring collection tins for the RNLI, in addition to his (relatively low) fee. It was agreed that he should instead be offered a higher fee and left to make a contribution to RNLI himself.	GL
GL to liaise with the network regarding speakers.	GL
Item 12 LB to check inclusion of the advert in the South Birmingham Pages.	LB
LB will circulate information about the new u3a Council for members.	LB
4. Chair's Report (VH) VH advised that she had concentrated largely on arrangements for the Christmas Party, ensuring that an overview was kept of the arrangements and the afternoon. She was grateful for everyone's efforts, including ML for the booking arrangements, those in the kitchen (who had worked hard in the absence of the usual kitchen team), the Signing Group and those who had dressed up for the raffle! The professional band had cost £100 for their 2 x quarter hour sessions. They had been well received, but the band felt that the time had been too limited. We will need to take this into account when considering booking another professional act.	

5.	**Treasurer's Report and Accounts for November 2024 (CL)** CL had circulated a financial report for the year end to 30 November 2024 prior to the committee meeting. KNu3a's financial position is good. Reserves at 30 November stood at £10,359.26. This included payments received for the Christmas party, but before costs in respect of the party paid. Costs totalled £525 (not including room hire), including £100 for entertainment from Fiddlers Elbow. The bank balance at 11 December was £9,917.16. Bournville Quaker Meeting House has increased its charges from January. It was agreed at the November committee meeting that the various groups using the venue should sign their new contracts and that any shortfall should be covered by KNu3a's overall funds. CL had been unaware that the Textile group had approached BQMH to restart its hire of the front room. The group had previously run at a loss, and may do so again, given the increased costs. PA noted that, following the sad death of the former IGL, the new group leader may find some advice, including a copy of the IG Guidelines, helpful. PG stated that she would visit the group. PA suggested that a meeting with the new IGL outside of the group would be more appropriate.	
6.	**Charity Commission document (CL/All)** CL circulated the CC Trustee Eligibility documentation for all to sign.	
7.	**Policy documents required for Charity Commissioners, including Complaints (CL/VS)** CL had circulated discussion documents for policies on reserves and selection of external speakers. CL suggested that KNu3a maintains its reserves at a level that equates to the total annual costs (gross) of operating the charity. This approach was proposed by RJ, seconded by LB and agreed by all present. CL noted that the policy would provide a means of calculating future membership fees. CL suggested that the policy on the selection of external speakers should cover issues such as the range of appropriate topics, consideration of a speaker's background, where the decision to engage speaker is made, and contractual arrangements. PA shared the process currently used for general meeting speaker engagements. It was agreed that the process should be amended to include discussion of potential speakers by committee (not just Chair) and development of a form to serve as contract. CL will draft the policy documents.	CL
	VS had considered the requirement for a complaints policy. She recommended that the KNu3a policy be kept as simple as possible. Harborne u3a has a complaints policy in place, based on the u3a template. Kings Heath is going through the process of drawing up a policy. In outline, the process would include the following steps: 1. A person for contact named on the website, who could hopefully resolve the issue, but if not 2. 3 committee members to consider the complaint 3. Independent review by member of Network, as necessary. VS offered to act as named contact on website and to draft up policy document. Dedicated email address for VS to be set up on website for Complaints.	VS ML

8. Membership fees for 2025/26 (CL) It was agreed to discuss this item at January 2025 committee meeting. CL recommended that fees be kept at the present level.	
9. Membership (ML) ML advised that there are currently 298 members, 16 having joined since 1 September. The last new members coffee morning was 22 June 2024. It was agreed to organize another coffee morning for 25 January 2025.	VH/ML?
10. Interest Groups (PG) PG reported that most IGs had finished their meetings in November, some in order to attend Christmas lunches. 3 Christmas lunches had been arranged; with 30 attending the College of Food (23 November), 29 Karibunis (10 December) and 6 to attend the Bulls Head on 20 December. PG is considering writing to the College of Food after the holiday period concerning their arrangements for payment on the day of the meal.	
11. Future format of December General meetings (All) It was agreed to survey members to seek their views as to what format they wanted for the December 2025 meeting: • Party, similar to recent years; • General meeting, with Christmas themed talk; or • General meeting PA noted that it would be necessary to book a Christmas themed talk promptly, otherwise it would be difficult to find an appropriate speaker.	VH
12. Network (VH/VS) VH and VS to attend next Network meeting.	VH/VS
VH suggested that the Network could consider hosting one of the proposed West Midlands Regional meetings for Iain Cassidy, new CEO, 20/21 May 2025.	
A dedicated email address for VS as Network Coordinator to be set up on the website.	ML
13. Newsletter (All) A possible format for a monthly bulletin/information sheet as an alternative to the current quarterly newsletter was discussed, but it was agreed that no changes would be made until VH had had a discussion with the current newsletter editor.	VH
14. AOB None	
15. Date of next meeting 2pm Tuesday 21 January 2025 at Bournville Quaker Meeting House The meeting ended at 4.10 pm.	