

**Executive Committee meeting
held on Thursday 6th April 2023 at St
Peter's Hall at 4.00pm**

Minutes of the meeting

Present: Matthew Stephens (MS), John Bolt (JB), Vivienne Waterer (VW), Sandra Heard (SH), Barbara Hammonds (BH), Judy Hornigold (JHo), Juliet Hancox (JHa), David Thomas (DT), Mick Gill (MG), Mike Fairbrother (MF) and June Slatter (JS)

1	The chair welcome trustees to the meeting
2	Apologies: None
3	Minutes of the meeting on 2nd March 2023 were read and accepted as a true record with several minor amendments, and were signed by the chair.
4	Matters arising PAT testing: - JHa has contacted group co-ordinators and produced a list of equipment that needs to be tested - MG informed the meeting that he cannot remove the PAT testing equipment from its location. However, he may be able to test the equipment on TWAM's premises over a weekend. It was noted that PAT testing was recommended and not compulsory.
5	AGM - The detailed agenda was agreed. - The reviews and reports by the Chair, Treasurer and Groups' Liaison Officer were received. - The 12 policy documents were approved with several minor amendments. - The agenda and papers would be circulated to all members next week. There is a problem with VW's printer and an alternative ^{alternative} was available if necessary. - SH had several queries regarding the storage of membership forms, and had some issues with Beacon. She was advised to contact Peter Calver regarding Beacon.
6	JHa circulated a paper on Risk Assessments and also five individual risk assessment forms for different types of u3a activity. It was agreed that risk assessments are important and will be discussed at our next meeting.
7	Editor of the Sentinel. Trustees were reminded that Peter Calver took over the editor role on a temporary basis. Ideally the role should be taken over by a committee member or otherwise we will seek someone from the u3a's membership.
8	Dance and Supper 24 th June. Six trustees indicated they would be available to attend the event. Tickets will go on sale on 1 st May. Otherwise, arrangements are in hand. JHo, though unable to attend the event, will still prepare the quiz.
9	Coronation Picnic in the park 17 th June. 27 members have volunteered to support the event and the chair has produced rotas for car parking and stewarding duties. The event runs from 3pm to 8pm, though car park duties start at 1pm and all stewarding ends at 9pm.

10	Other Business • VW reported on the disappointing responses from the providers of first aid training. They were either unsatisfactory or too expensive. It was suggested that VW should contact the Lions. • DT reported that we have 347 members for the TAT national return • MS reported that the new West Midlands trustee is Jean Jackson from Lichfield u3a
11	Date of next meeting: 11th May 2023, after the AGM and core meeting.

Signed..... ..... Date..... 11. May 2023.....