

| No | Minute | Action by |
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| 1 | Present: Sally Corbett Gary Russell, Marcia Humphries, Doug Jones, Laurence Parry, Andrew Collier, Andrew Mason, Ben Fielding, Richard Hopkins & Rob Middleton, plus Caroline Limbert for item 2A & Anne Davies for item 8. | |
| 2 | Apologies: None | |
| 2A | Satisfaction Survey. The survey was discussed & we decided to publish it on the website. Caroline will word an ad for the Newsletter. Members will be invited to email suggestions to the Secretary. We thanked Caroline for her thorough work. | Gary Caroline/Ben |
| 3 | Matters arising from the minutes: 2A. Sally thought we should have asked TAT's advice & discussed its opinion on continuing work with the school. Sally recommended we seek TAT's advice before we again visit the school. 2B. We need 3 quotes before buying first aid kits. Richard has not actioned this yet & it can be considered further. 8. Last point. Ben has written to members receiving hard copy Newsletters. 10 have agreed to switch to the electronic version instead. | |
| 4 | Minutes of the meeting held on 8th Oct : Andrew C proposed & Doug seconded acceptance, & the minutes were approved. | |
| 5 | U3A Chair: Sally accepted Life-Presidency & confirmed her acceptance of the Trustees' Code of Conduct. Date of AGM: after the 2pm talk on 12th March. Sally had been approached by West Park school about an allotment project, but Gardening group is not interested. Sally has been to a meeting on a new building for the Town Council. Sally has completed the annual return to the Charity Commission. She will set-up for Rob to take over this. Jeff Shell has resigned as auditor. We'll look to replace him. Sally laid a Remembrance Day wreath. V-C will take over. We approved Ben taking over Facebook postings. | Sally Rob All Richard Ben |
| 6 | Treasurer's Report: Rob handed out a report, which we discussed. We asked him to send future reports to Marcia to send out with the agenda, to allow us time to consider. Rob was concerned about who had access to Beacon. Gary said he would update everything & alter Jaci from full access to read only. He'll set-up Andrew M with committee access. Rob wants bank reconciliations done within Beacon. We agreed he accept an offer for a Beacon adviser to bring them up to date to end of the year, so Rob has a clean start in Jan. Rob asked who should authorise emails, Newsletter & Internet items. Sec will put on an agenda for after the AGM. | Gary Rob Marcia |

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| 7 | <p>u3a Procedures & Responsibilities: Sally had found spelling errors in the indoor/outdoor risk assessments. Ben will correct. Andrew M will amend them & send to Sec to send out with the agenda for the Jan meeting. We commended Ben for his work on the documents.</p> <p>Gary will amend the membership form so members give emergency contact details. V-C, Doug, Andrew M & Rob will set 4 dates for meeting convenors to explain the register changes. Sec will tell the Irelands.</p> | <p>Ben Andrew M Marcia Gary V-C, Doug, Rob, Andrew M Marcia</p> |
| 8 | <p>Membership Report. We have 434 members at present.</p> <p>Anne brought a draft membership renewal letter which was approved for sending in Jan. She & Rob will arrange to take fees at the Y Centre. Ben will mention renewals in the Newsletter.</p> <p>We discussed a budget forecast prepared by Rob, giving alternative possibilities for next year's expenditure. Membership fee for 2025 proposed as £45 by Andrew M, seconded by Sally & approved. Gary will tell Anne for her letter. Sec will send her the minutes (& each time in future).</p> | <p>Anne & Rob Ben</p> <p>Gary Marcia</p> |
| 9 | <p>Monthly talks, events & visits: Study Day needs more planning. Advertising should start in the July Newsletter.</p> <p>BBC Any questions. Venue booked. Andrew M will liaise with the police. Ticketing will be dealt with via Eventbrite or Ticket Source. Andrew M is dealing with paperwork & will sign the contract with the BBC. He will ask Caroline about advertising in Seaside News. We thanked him for his work.</p> <p>Theatre Visits. Grace Almroth will take over from Trixie & Anne.</p> <p>30th Anniversary. Approval was given to Playreading giving an evening performance with cheese & wine & for a u3a Green day headed by Sustainability & Wildlife. Marcia will tell them & remind them expenditure needs prior committee approval. Sec will put on Jan agenda the email from Elizabeth Smith.</p> | <p>Ben</p> <p>Andrew M</p> <p>Andrew M</p> <p>Marcia</p> <p>Marcia</p> |
| 10 | <p>Groups Co-Ordinator's Report: Doug has relocated 6 groups to Porthcawl AFC while the Seabank is unavailable. One will meet at the HiTide on some dates. Leaders have all been co-operative & are happy.</p> <p>Kay Boswell has resigned as joint Gardening leader & Sally has sent a warm letter of thanks.</p> <p>Gardening want to change venue & time in the new year. Doug is considering.</p> | <p>Doug</p> |
| 11 | <p>U3A South Wales Network: Sally reported they are using AI for minutes of their meetings.</p> | |
| 12 | <p>U3A equipment: Laurence has checked the Rugby Club cupboards & recommends keeping all the contents.</p> | |
| 13 | <p>A.O.B EddieMorgan has asked that the Community Action Porthcawl group be set up with him as leader. Gary proposed we say yes & Richard seconded. Passed. Sec will let Eddie know. Gary will set-up the group on Beacon.</p> | <p>Marcia Gary</p> |
| | <p>There being no further business, the meeting closed at 12.50.</p> <p>Next Meeting: 14th (being 2nd Tue of) Jan10am at the Atlantic (venue to be confirmed by Richard).</p> | <p>All please note Richard</p> |