



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
held at 10am on Thursday 11<sup>th</sup> May 2017**

		<b>Action</b>
<b>2197</b>	<p><b>Present</b> Jim Purves (Chairman), Nick White, (Vice Chairman and Monthly Meetings), Jackie Bradforth (Secretary), Brian Carnie (Treasurer), Jill Davies (Membership Secretary), Pam Walshe (Social Committee)</p> <p><b>Apologies:</b> Susan Henson (Group Development) <b>In attendance:</b> John Fry and David Taylor</p>	
<b>2198</b>	<p><b>Welcome</b> The Chairman welcomed everyone and introduced John Fry and David Taylor, who are to be co-opted on to the Executive Committee.</p>	
<b>2199</b>	<p><b>Minutes of the Meeting held on 2<sup>nd</sup> March 2017</b> These, having previously been agreed by email, were signed as a true record.</p>	
<b>2200</b>	<p><b>Matters Arising</b> The Questionnaire to be given to newer members would be discussed at the next meeting. The capitation fee had been paid to the National Office.</p>	<b>JD</b>
<b>2201</b>	<p><b>Chair's Report</b> i) Trustees Annual Report, which had been submitted to the Committee was accepted. ii) The AGM Agenda, 2016 AGM Minutes had been submitted to the Committee, and the Report &amp; Accounts for 2016/2017 were circulated with Treasurer's Report. There were no amendments so were approved. iii) Approval was given to the appointments to the Executive Committee of John Fry as Treasurer and David Taylor as Communications Chair. iv) The amended Policy for Data Protection had been circulated to the Committee and after some discussion was approved. The Chair's Report was accepted.</p>	

2202	<p><b>Vice-Chair's Report &amp; Monthly Meetings</b></p> <p>There had been a misunderstanding over the April lecture but the speaker did give an amusing talk and promised to bring the ice creams to a later meeting, if appropriate.</p> <p>Sevenoaks Town Council's plans to redevelop North Sevenoaks were published in today's Chronicle and at the Council Offices. No dates had</p>	
	<p>been published as to when development would take place as discussions were still ongoing.</p> <p>Future Monthly Meeting talks: Ian Porter would be invited to return, and Brian Freeland was a possible speaker on theatres. The programme for 2017/2018 speakers was almost complete and would be in place by the time the Handbook went to press.</p> <p>A suggestion had been put forward for more Study Days to be arranged. Currently two had been organised for this year: it was suggested that we share any further occasions with Knole and divide the costs involved. Pam suggested a Study Day could precede an outing. However, over all there was a worry about the demand for Study Days and whether numbers would warrant the work they involved. The matter would be discussed with Susan Henson, who would be responsible for organising or allocating arrangements for a Study Day, at the July or September Meeting. Jim has already spoken to the Chair of Knole.</p> <p>Di Latter is having a problem finding members willing to make cakes at the Monthly Meetings. An announcement to this effect had been placed in the June Newsletter, and if little or no response was received it was proposed we buy cakes and no charge would be made.</p> <p>The Vice Chairman's Report was accepted.</p>	SH
2203	<p><b>Treasurer's Report</b></p> <p>Brian had submitted the Year End 2016/2017 Report and Accounts and they had been signed by Richard Baxter, the Independent Examiner and would be signed today by Jim and Brian. This year the Reserves appeared to be higher due to the rise in subscriptions but the aim would be gradually to reduce the reserves over the next few years. The Report was approved. Jim thanked Brian for his work as EC Treasurer over the past two years.</p> <p>Brain's report was accepted</p>	
2204	<p><b>Recruitment and Membership Report</b></p> <p>This is a quiet time of year for enrolment but people were still joining. During the course of the year there had been approximately 60 new members. Word of mouth was considered to be the most popular method of recruitment. The March Coffee Morning was a success. Jill's Report was accepted</p>	

2205	<p><b>Group Development Report</b> Susan's Report had been circulated. Several new groups had formed and full details were given in the June Newsletter. Sue's Report was accepted.</p>	
2206	<p><b>Social Committee Report</b> The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. Two new members Cherry Lynham and Elaine Berry had joined the Committee. The recent trips had gone well. The luncheon at Wildernesse Golf Club on 10 February was a success. Outings appear to be popular with waiting lists forming for some of them. Pam's Report was accepted.</p>	
2207	<p><b>Publications/Newsletter Report</b> AJ&amp;T, the Newsletter distributor, will be asked for a quotation to print the Handbook, which if distributed by them would save postage costs.</p>	JP
2208	<p><b>Communications Chair Report</b> The new Data Protection regulations come into effect in May 2018. These would involve securing agreement before any personal information is used. A signed disclaimer would be needed giving written consent, this disclaimer cannot be verbal. The regulation would affect the 2018 Handbook. Jim asked David to contact National Office for advice on how best to deal with this problem.</p> <p>David gave an explanation on the Beacon System. He would circulate leaflets on its application, which would detail its relevance to our accounting system and membership data. There would be a capitation fee of 50p per member per year if this system was taken up. David will give a power-presentation at the July meeting.</p>	DT  DT
2209	<p><b>Supporting Committee Reports</b></p> <p><b>Science Committee</b> Bob Ruffles had submitted a report. Note was taken that 72 bookings at £27 per head had been made for 14<sup>th</sup> June Study Day at the West Malling Research Centre.</p> <p><b>Computer Group</b> Mike Davies had submitted a report. The change of day from Monday to a Friday may have caused the fall in attendance. <b>Web Team</b> Jeff Lee had submitted a report.</p> <p><b>Technical Support Group</b> Bob Ruffles had submitted a Report. All Reports were accepted.</p>	

2210	<p><b>AOB</b>  AGM – it was agreed the four Officers of the Committee would sit on the stage and the other three members would sit in the auditorium. Two members of the U3A would be asked to count attendees to ensure we had a quorum of 10% of membership and to monitor car parking.</p>	
	<p><b>Dates of future meetings</b>  <b>Thursday 6<sup>th</sup> July:</b>  <b>Thursday 8<sup>th</sup> September:</b></p>	

**Distribution:** Jim Purves, Brian Cairnie, Jackie Bradforth, Jill Davies, Nick White, Pam Walshe,  
Sue Henson, John Fry, David Taylor