**Minutes of WEA meeting held on Tuesday 31st October 2017 at 12 noon at the Parish Hall, Brightlingsea**

Anne welcomed everyone.

Present: Sally Whiteman, Anne Ingram, Pauline Smith, Sue Haywood, Joan Cole and Angie Wilson.

Apologies were given for Pauline Skerritt and Peter Norfolk.

1. **Minutes (24th January) and matters arising** The previous minutes of 24th January 2017 were read. Matters arising: PAT testing was queried. The urn was checked and the last test date was 15/9/15. Sally will ask Terry whether the urn was tested this summer or whether it can be tested through the Parish Hall. If not the committee will arrange for it to be tested. Angie had contacted Patrick Denney and asked him to arrange for the digital projector to be tested. Angie apologised for cancelling the summer committee meeting. The minutes were signed by Anne.
2. **Committee matters** Nell Green has resigned her position, Angie will send a card thanking her on behalf of the committee.

Joan Cole is now our Treasurer and we have had confirmation that she is now a signatory from the Nat West. Anne proposed that Joan be co-opted to the committee, this was seconded by Sally and Joan was voted in unanimously.

Angie explained that she would stand down as Secretary in May 2019 at the latest. It would be ideal if a new secretary stepped forward in April 2018 and then the post could be shared until it was handed over in full in May 2019. Sally suggested the post could be divided into separate tasks to spread it more evenly. Anne will inform the group on 14th November, when Angie will be absent.

WEA membership was discussed. The new scheme costs £15 but is free for volunteers (committee members). AW will forward the recent e mail to Sally, Joan and Sue. Everyone can decide for themselves whether they wish to join.

Coffee money stands at £63. It was decided this was very satisfactory. The tutor’s token at the end of term will be standardised to £25.

1. **Brunel course and trip** Sue was congratulated on her organisational skills. The trip is booked for 30 November. Sue questioned whether she was liable for any accidents while on the walking tour and was advised to tell people that they attended at their own risk. She will also add this to the written information she will give everyone. The coach and venues are fully insured.

We have enrolled 35 people on the Brunel course, eleven of whom are men. Angie had to turn down three people on the waiting list as the course was full.

Anne has been able to obtain some more books from the library, which are being used.

1. **Arrangements for Geoffrey Chaucer, Civil Servant and Poet: waiting list, advertising, enrolment** The list will be started on 7th November. It was decided that 35 is ample with 37 being a maximum for enrolment. Pauline Sk will do a poster and update the website. Sue will be in charge of coffee, as Pauline Sm will not be attending. Angie will check with the tutor regarding arrangements and half term.
2. **Choosing next year’s courses** Angie explained the process to Joan. We have not been given the date that the spreadsheet will be sent to branches. We will arrange dates for the shortlisting, voting and choices when the date is known. Anne, Sally, Pauline Sk and Angie will meet to sort out the shortlist.
3. **Update of Federation AGM** Peter attended the Federation AGM on 7th October. The Secretary (Ron Marks) and Chairperson (David Stubbs ) both stood down and the positions are still vacant. Ron has had a triple heart bypass a few weeks ago, Angie will send an e mail. The Cambridge office has relocated and been re-organised. Sarah Moore, Learning Manager, is our point of contact. Leeds is now the main office. Persons who enrol online can obtain a refund after the first class (taster).

1. **Upcoming dates, Regional AGM 4th November** Peter,Anne and Angie will attend and report back.
2. **End of term arrangements** Sue has this under control, we discussed wine, fruit juice, nibbles, napkins and paper plates.
3. **Date of next committee meeting Tuesday 30 January 2018 at 12.10 pm at the Parish Hall.**

The meeting closed at 1.15 pm.