**MINUTES**

**WEA COMMITTEE MEETING: 14TH May 2019**

**Present**

Pauline Skerritt (Acting Chairperson), Joyce Rodger (Secretary) Joan Cole (Treasurer) ,Angela Wilson, Sue Hayward, Pauline Smith

**Apologies**

Anne Ingram, Peter Norfolk, Sally Whiteman

**Previous Minutes and Matters Arising**

* The end of Year Meal at the Yachtsman's Arms went well with approximately 27 members and guests attending
* Sixteen members went on the minibus trip to the British Museum
* Financial Statement - Joan reported she is awaiting a bank statement, but has completed all forms and received confirmation from the WEA that that all is okay
* Federation - Peter gave an update at the AGM - this item to be brought forward to the next meeting

**Feedback on China Course**

* Despite the number of setbacks due to the tutor's ill heath it was felt that it went well after a slow start. Consideration would be given to booking the follow on course. However, it was felt that it would be better to have a two hour slot with a break in the middle rather than one and a half hours with refreshments at the end.

**Next Year's Courses**

* Confirmation of both first choices has been received and Angie emailed Graham Platts regarding the first course.
* The term will start on 24th September 2019, half term on 29th October 2019 and the course will finish on 3rd December 2019
* Joyce to contact Graham Platts for library books recommendations

Numbers

* Agreed 40 would be the maximum, 37 being preferable although BTC has suggested a possible 50 for the room
* Joyce to check limit with WEA
* If too many non WEA enrol Joyce may have to agree a limit with the WEA to ensure any interested Brightlingsea members are able to enrol
* Names to be taken at forthcoming coffee mornings for those interested in signing on

**Newsletter**

* Joyce to send out newsletter with:
* course and enrolment details, both internet and telephone, fees, etc. once official confirmation has been received
* dates of forthcoming coffee mornings

**Committee and Roles**

Secretary

* Angie has completed the appropriate forms for Joyce to take over but as yet it appears that has not happened.
* Angie has emailed a reminder to Claire - Joyce to monitor the situation

Library

* Anne would like to delegate the library role
* Agreed that fewer books needed - once reading list received enquire which are the most essential

Visits

* Sue will check with the tutors for suggestions, perhaps the British Library for the first course
* Sue reported that the cost of transport has increased significantly due to increased motoring charges in London. This directly influences the cost of any visits to the city

Accommodation Survey

* This needs to be completed this year - Pauline Smith agreed to take this on

Coffee Breaks

* Pauline to circulate the coffee rota
* If numbers attending reach the maximum it was suggested drinks are preprepared and served on trays to save time (this has worked before)

**AOB**

Angie

* Angie reiterated her thanks for her tokens and will send Joyce a thank you paragraph to be included in the next newsletter

Expenses

* Committee members must claim for any expenses incurred whilst carrying out their roles, i.e. stationery, photocopying, etc.
* It was suggested an account be set up at Spirals (Joan has since confirmed that she has arranged this - thank you)

Bank Signatory

* Joyce to be added to Natwest account - details should be included in the welcome pack (yet to be received)

**Date of Next Meeting**

**22nd October 2019 at 12.15**