Charnwood **u3a**

CHARITY COMMISSION
FOR ENGLAND AND WALES

Registration Number 1076107

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 8th October 10.00am

Present: Pam Upton-CHAIR, Debra Hardwick (DH), Garry Rigby (GB), Geetha Bala (GB), Sue Ronald (SR), Pam Towers (PT), Martyn Speight (MS)

Welcome to Elizabeth Peers, who was present as an observer.

Apologies for absence: Bev Gillman

Pam (Chair) reported that Char March has resigned from committee and wished her well in her future endeavours.

1. Minutes of last meeting to be ratified and signed

One correction to the Friday Line Dancing Group. 'The finances have been confirmed with the new acting Group Leader.' Pam (Chair) will correct and send to Martyn for uploading to the website. Action: PU/MS

2. Matters Arising and Actions (items not included in agenda)

- NLA agreement 2025-26 is now visible on the website.
- Sheila Crawley was elected as Vice-Chair to the TAT board. Cu3a decided not to vote in this election. No voting numbers have been released. Pam (Chair) wrote to Alan Walmsley to express our concerns about the process. He responded saying that the Nominations Committee is meeting and has been asked for recommendations for future election processes. It is unclear who the Nominations Committee is made up of.

3. Reports

a. Secretary (DH)

As stated in the report, the Charity Commission Trustee information will be updated. The Zoom meeting about the Leicestershire Network went ahead and there is a feeling that an informal set up is desired. A face-to-face meeting is arranged for November 17th for further discussion. There is also a smaller group hosted by Syston that are meeting on an informal basis. We will keep a foot in both camps for now and await further developments.

Further to an Accident/Incident report from Pauline May regarding a member's fall in the Tesco car park, Pauline wrote to the Manager of the store. As yet we know of no response.

b. Groups Coordinator (BG/PU)

Pam (Chair) selected highlights from her report:

- A separate document about the Group Leaders meeting will be discussed later on the agenda.
- Hopefully there will be more news shortly on a new GL for the 6 mile+ Walking group.
- Now that Cribbage 1 has closed, contact details have been updated on the website to reflect the change.
- Those managing the New Scout Hut on Nanpantan Road are now issuing booking details, although some information is still required. Action: PU
- Both the Potential Venues List and the Accessibility Audit documents are being updated. Once complete Pam (Chair) will send to Martyn for uploading onto the website. Action: PU/MS

c. Membership Secretary (GR)

Further to the report, we now have 1071 members. As of today there are still 87 members whose renewal is due. There are a few admin/payment issues to sort out and Garry will look into those. If membership lapses then that member is automatically removed from the system and GLs will see a correct list of their groups. Today will see the first time that members will use their new membership cards to register for the members meeting. Sue will keep a list of any members using an old membership card and Garry will use this as a prompt to print badges for them.

Garry suggested that December would be a good time to compare 2026 versus 2025 renewals.
It was suggested that some useful data could be drawn from the registration list and Garry offered to look at this after renewals are finished. Martyn will provide a list of members who don't belong to a group.
Valid badges will also be needed for the AGM to ensure those attending are current members.

d. New Members Liaison/Speakers Programme (GB)

Geetha contacted 10 new members by email and had positive responses from 2 who want to meet her at today's meeting.
The Speaker Programme now takes us to July next year. Geetha will arrange for an updated spreadsheet which gives a few more details behind each speaker activity and any associated costs. This will be circulated to the committee and Helen, once confirmed. Following some confusion after the last meeting, Pam T asked that payment details be made clear in advance of presentations. Action: GB

e. Treasurer (PT)

Pam T reported that the bank balance was looking healthy, mainly due to renewals. At end September nearly £12k of subscriptions had been received.
The United Reformed Church were seeking retrospective payments for room hire for the Classical Greek group. Pam T confirmed that no invoices had been received (back to 2021) from the church. So it seems that the invoices may have been created more recently. Pam T has contacted the church Treasurer, but after nearly two weeks has had no response. Geetha has a meeting tomorrow with them and will raise the issue. Action: GB/PT
For those groups who do not bank using the system, random audit checks will need to be done. This will follow the same format as last year. The independent auditor will select which groups to manually audit and using email/phone, Pam (Chair) and Debra will undertake the audit. We will also encourage more 'cash' groups to use the system.

f. System Administrator/Web Manager (SM/MS)

Martyn is still working through the IT Helpdesk issues.

He has now seen 5 group leaders to help update their website information and group members list. Overall we still have c. 25% of members who aren't in groups. Pam (Chair) will remind GLs to check and update their member lists.. Action: PU

The security protocol with the newsletter link is now resolved.

There are still some generic email blocks but Martyn and Stephen are monitoring.

Ric is now contactable and responding more swiftly.

Members are steadily updating their ICE information, but it remains at around 25%. Martyn and Garry can update the system, but it is better to encourage the individual members to input the information.

The guidelines for items in the newsletter or website, were reviewed taking into account proposed amendments from Helen. It was agreed that the following changes be made:

- Point 2-remove 'Their decision is final"
- Point 5-change wording to 'Content of items should meet the following criteria'
- All other proposed changes were agreed.

Debra will amend and add the revisions table. Actions: DH

4. Group Leaders Meeting Report (PU)

Most GLs who attended the meetings were agreed that the ability to socialise and have lunch were the main draws for the twice-yearly meeting. It was generally felt that the meetings were too long and concentrated too much on 'business', although the group leaders accepted that certain elements of 'business' were required.

The two meetings were very productive and have produced some interesting suggestions that can be used to structure future meetings. It might be interesting to trial alternative formats.

One suggestion was an hour's meeting, followed by lunch. Another option was to reinstate the 'Groups Fair'. This gave the opportunity for members (both old and new) to ask about group activities, followed by a short GL meeting and lunch.

Geetha suggested that each meeting could take a different format. One meeting could be a Groups Fair, the next about specific subjects (selected by GLs) and another less formal get-together, such as a coffee morning or lunch.

Different formats may require different venues. There was also support for having smaller group sessions for specific issues.
There are some excellent ideas which require more discussion, so this should be an agenda item for November.

5. Presentation Skills for Group Leaders

Unfortunately this has stalled over the last couple of months. However, Garry will pick this up once renewals are finished. 6 people have expressed interest. The original idea was to show how presentations can be created and how best to present them. Garry will contact the members, determine what format they would prefer and arrange meetings. Action: GR

6. New Cu3a Leaflet

Committee agreed to reinstate this initiative. We have confirmation that we can utilise the TAT template and use the University for the printing. We need to create a distribution list, including places like doctors' surgeries and businesses to give to upcoming retirees.
Debra offered to explore the TAT templates and bring something to the next meeting. There is also a Facebook option but this would need to be maintained. It was agreed to put a piece in News & Views to gauge interest among members. Action: PU/DH

7. AOB

- TAT AGM – Pam (Chair) has registered for the AGM next week, 15th October, so will attend on our behalf.

  Action: PU

- Garry raised the issue of our own AGM, the current number of committee members and who will replace Pam as Chair. We have to have officers in the positions of Chair, Vice-Chair, Treasurer & Secretary otherwise the Cu3a will cease to be. Therefore we have to find volunteers and potentially look at an alternative set-up. We may also need to look at the role descriptions to make positions more attractive. Action: ALL

8. Trustee Business

None

9. Date & Time of next meeting

Wednesday 12th November 2025 at 10.00am.

The meeting closed at 12.00 Noon

Accepted as a true record. Pam Upton, Chair.

P Upton

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