



Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 11th February 2026 10.00am

Present: Pam Upton-CHAIR, Debra Hardwick (DH), Garry Rigby (GB), Pam Towers (PT), Geetha Bala (GB), Bev Gillman (BG, Stephen Morris (SM), Caroline Nash (CN)

Apologies for absence: Sue Ronald

1. Minutes of last meeting to be ratified and signed

One minor change, then Pam (Chair) will send to Martyn for uploading to the website. **Action: PU/MS**

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

First Aiders and local training not known due to Sue not being able to attend the meeting. However, Geetha stated that John Storer House have run such courses in the past and Pam (Chair) will investigate. **Action: PU**

An item for the Newsletter invited members to the EDI meetings, but as yet there have been no responses.

3. Reports

a. Secretary (DH)

Nothing to add to the circulated report.

- The local network meeting didn't go ahead due to illness, so we await a new date.

- However, the inaugural meeting of the Leicestershire network is due to take place on Monday 16th February.

b. Groups Coordinator (BG/PU)

- As already reported, Mike Hood and Ann Maddocks will be the Groups Support Team. The new role description splits the role into a Groups Co-ordinator and a Group Administrator. The new role descriptions were approved by committee and will evolve as Mike and Ann take up the roles and committee approved the appointments accordingly. Both will require the relevant permissions within the Simple Management system.
- It was agreed that committee members who are not Trustees will have access to committee documents, which highlighted that there may need to be a separate area where sensitive documents are only viewed by Trustees. However, it was determined that this requires more discussion and guidance from National Office. Action: DH

c. Membership Secretary (GR)

- Membership down to 1059. Although we have gained 22 new members, some still have to renew and unfortunately we have had a few deaths.

d. New Members Liaison (GB)

- Given the workload involved in the role, it was felt that there should be some discussion between New Members Liaison and the Welcome Team to determine the best way forward. Geetha and Stephen will also look at setting up an email template that can be personalised and sent to new members.

Action: GB, SM

e. Speakers Programme (GB)

- Geetha presented the Speaker Programme for 2026. More details will follow when the team meets shortly. The Speaker programme team is effectively down to 2 members due to illness and incapacity and may need to recruit additional members.

- Debra reported receiving an email from the Shepshed 41 Club. This is a male club with members who have mostly retired from Rotary or Round Table. They have requested a presentation from Cu3a. They will be inviting their wives and partners and have suggested October this year or February 2027. Debra to forward email to Pam (Chair). Action: DH

f. Treasurer (PT)

- Committee considered the accounts to 31st December 2025. Overall income has increased due to the increased subscriptions and therefore increased Gift Aid. We also received £177 in savings account interest. Other income came from the closing of groups and therefore the transfer of any monies to central funds. On expenditure: Speaker programme costs were less than the previous year, but this cost is always going to vary. The Group Support cost in 2025 is attributed to the IT for Everyone and the 2 initial trial sessions for the Get Active, Stay Seated Group. The tutor gave time free and central funds covered the cost of room hire. Both groups are successful and now self-funding.
- Bank Reconciliation shows that at the end of December 2025 we had just under £35,000 in the bank. £11,000 in Group Funds and £24,000 in Central Funds. So overall a very healthy financial position.
- The Proposed Budget for 2026 compares income and expenditure from 2025. Income is entirely driven by the subscription figures, while expenditure is allocated to the various headings and any monies left over are shown as Surplus. Projected subscription and TAT magazine costs are, again, based on membership numbers, while Central meeting costs are based on previous actuals. Although the money allocated to New Assets has not been used for the last couple of years, it is a contingency against equipment breakdown and general wear and tear. Bank charges have increased this month due to cheque costs increasing from 30p to 40p. Unfortunately, we do not meet the criteria for free banking. The Groups' Support Fund is now available to help groups with set up costs and also for existing groups that might temporarily get into difficulty. Committee formally accepted the proposed Budget for 2026. Both the Annual Account and the Budget Proposal now need to be presented to AGM for approval.

- Treasurer's Report for January 2026 shows no significant activity.

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

- Martyn is chasing the remaining fixes following the new release.
- The website/group management guide needs to reflect the fact that hosting a group meeting is not mandatory.
- It was agreed that non-Trustee committee members should have access to committee documents.
- There needs to be more discussion on how and where confidential/sensitive documents are stored and who has visibility, especially concerning complaints, safeguarding and accident/incidents. Potentially there is a lot of personal or medical information that individuals may not want revealed.

Guidance is also to be sought from National Office.

Action: DH

- Monitoring of generic email blocks is still being discussed with Krystal.
- Housekeeping on generic emails has started and will continue after the AGM.
- How committee members are displayed on the website needs to be confirmed after the AGM.
- It was agreed that the Chess Group should have a generic email address.

4. AGM 2026

- Required AGM documents confirmed as Official Notification, Agenda, Draft Minutes 2025, Chair and Treasurer Reports, Annual Accounts, Budget Projection 2026 & Proxy Voting Form.
- No Motions or AOB has been received by the timeline deadline (9th February) therefore the Voting form is not required.
- Amendments to the above documents will be made and then emailed to Martyn for uploading to website and link creation, Pam (Chair) and Garry for sending by email and post to all members, and Pam T. **Action: DH**
- Chair's and Treasurer's Reports were both approved by Committee and will now go forward to the AGM.
- Group presentations after the AGM will be an Architecture Quiz, Line Dancing display & Drama sketch.

5. New Cu3a Leaflet

Design and text were agreed at the last committee meeting. Helen provided quotes from the University for printing and Committee agreed to order 1,000 leaflets at just under £62.

Pam (Chair) will progress the order and Debra will collect when ready.

Action: PU/DH

6. New Members Meeting

On hold until post AGM

7. AOB

There seems to be an issue with some of the projector kit, particularly where the equipment has a plug-in option. Initially it was felt that our projectors should have dual function i.e. plug in and memory stick, but after some discussion it was suggested that it may be simpler to have equipment specific to one function. Garry will check the existing projector and also suggested doing a survey with those who use the projectors.

Action: GR

8. Trustee Business

None

9. Date & Time of next meeting

Wednesday 11th March 2026 at 10.00am.

The meeting closed at 11.54 am

Accepted as a true record. Pam Upton, Chair

