



Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 8th April 2026 10.00am

Present: Garry Rigby-CHAIR, Debra Hardwick (DH), Sam Hardwick (SH), Ann Maddocks (AM), Julie Chapman (JC), Mike Hood (MH), Stephen Morris (SM)

Apologies for absence: Pam Towers, Caroline Nash, Bev Gillman

Garry opened the meeting by asking everyone to introduce themselves and welcomed everyone.

1. Minutes of last meeting to be ratified and signed

Garry requested that the point about Geetha stepping down from the Speaker Programme Team been amended to reflect that she is only stepping down from the role as a Committee Position, but will remain part of the team. At this point he also noted that Sam had offered to join the team and report to Committee. Debra will make the change and then forward to Garry for signing. Garry will then forward to Martyn for uploading to website.

Action: DH/GR/MS

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

Ann reported that Gorse Covert do run First Aid courses, but they are expensive. They suggested the JSH course for training, which is where they send their own people. Debra to email Matt at JSH for details of their next course and re-confirm costs.

Action: DH

With regard to defibrillators, it was agreed to add this to the Group Leaders Meeting and that information can then be added to the Venues Register and any Risk Assessment.

Action: MH/AM

Garry provided a spreadsheet of the Equipment Register. PAT testing was undertaken last year and as it is only required every two years, a visual check will be done this year, apart from a small number of items that were not tested last year. This list will then be updated, put on the website and GL's made aware of the list.

Action: GR/MK/AM

Garry confirmed that he will join Debra in representing Cu3a at the Leicestershire and Rutland Network meetings. The next being 22nd June 2026.

Following privacy concerns over the information the Groups Activity list contains, Garry will only send a physical list to new postal members. For all other new members there will be an email link so that they can access on the website. Garry will re-draft the Welcome Letter accordingly. It should be noted that we need to have a contact telephone number for our postal members, without internet access. This needs to be made explicitly clear in the Groups Management Guide. Mike agreed that it was therefore an action for the Groups Support Team to get this closed off.

Action: GR/MK/AM

3. Reports

a. Secretary (DH)

- Debra confirmed that details are required from Caroline and Julie for entry on to the Charity Commission website.
- The Leicestershire & Rutland Network are putting together a spreadsheet of contact details for each u3a member so that information can be shared. Sam will be our contact on that document.
- A document was sent to Martyn listing the documents and file types that I hold on my Mac. There is clearly duplication with what is published on the website, but further information is required from other committee members about what they store. Martyn wants to discuss this further at the May meeting.
- Debra also noted that Charnwood County Council had notified her by email that Fusion (who run the leisure centres) have gone into administration but are seeking a new partner to run the businesses. There is no change to the current running of the facilities.

b. Membership Report (GR)

Now at 1091 members, with 7 awaiting activation and renewals still being processed. There may need to be clarification that the eligibility for membership is being semi-retired, not in full time employment.

c. Treasurer (PT)

- No questions raised about the report.
- Debra confirmed that the approval process for payments now worked for her.
- Committee agreed that we should give Pam authorisation to move more money into the savings account. This is protected by the requirement of a two person authorisation process.

d. Groups Support Team (MH/AM)

- Ten Mile + and French Improvers groups now have new group leaders.
- The Spanish Conversation Group is being assisted by two native speakers who will need to join the Cu3a, so as not to compromise TAT insurance.
- Pam Upton is hoping to establish a new group – Women in History – and is assessing interest.

- Provisional agenda for Group Leaders meeting: Mike ran through the general head line agenda points. Some of the key areas to be covered include the following:
 - Health & Safety –
 - GL's will be asked if anyone in their groups already has training. If training is required the cost can be met from central funds, but the person/s would need to regularly attend the monthly group meetings. Debra to email JSH training details to Mike ahead of the GL's meeting.
 - Representation of groups visually and typographically on the website.
 - Awareness of the Equipment Register and funding of equipment.

Mike also raised the issue of Safeguarding and the fact that as an organisation with over 1000 members, we do not have a Safeguarding Officer. It was suggested that this be an agenda item for next month including feedback from the GL's meeting.

There are more agenda items and further details will be issued when the agenda is sent to the GL's, asking for confirmation of attendance.

The meeting will be convened by Mike and Ann will take notes for the minutes. The main emphasis of the meeting is to raise awareness of issues and support GL's. It was suggested that it might be a good idea for attending group leaders to wear a badge, with name and group. Generally felt to be good idea as it may prompt discussion between people who don't know each other, but it would not be compulsory.

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

- Back ups of documents and reports is currently processed periodically.
- With regard to the storage of sensitive documents, this will be further discussed next week, but Stephen suggested that a paper copy of such documents held by the Chair and Secretary might be a suitable option, rather than saving on the system.
- Still monitoring the generic email processing with Krystal.

4. Speaker Programme, New Members Liaison & Welcome Team

Sam confirmed that he would be working with Geetha and Margaret on the Speaker Programme and would be the communication point for the committee. He will also be the Speaker Team contact for the L & R Network. Sam has a meeting with Margaret after the May committee meeting. Garry made the point that the New Members Liaison needs careful consideration. This is an important role which could be incorporated into the Welcome Team. Garry will contact Margaret to see if this is possible and if she knows anyone who would be willing to take on the role, not necessarily as a committee member. Failing any solution that way, an item in the Newsletter may be required.

Action: GR

5. New Cu3a Leaflet

Distribution ideas so far include:

- Doctors, supermarkets, places of worship, community centres & notice boards, larger employers within Loughborough, Post Office locations, hairdressers, venues currently used for groups meetings.
Debra will start to collate a list of those items discussed above and at the next meeting we can allocate distribution to committee members. Also Debra will provide Ann with a quantity of leaflets for the GL's Meeting. Also, Julie mentioned an organisation called Social Subscribers.

Action: DH

6. AOB

- Garry offered to ensure that the bank details of the days speaker were available.
- Shepshed 41 Club have asked if our presentation to them, planned for October 2026, could come forward to September. Garry offered to attend the event on Cu3a behalf. Debra to forward the email relating to the request.

Action: DH

- Garry raised the issue of reviewing Cu3a policy documents. Garry requested that each member of the committee read and review the following policies ahead of the May meeting:

- Data Protection Policy
- EDI Policy
- Health & Safety Policy
- Local Policies
- Privacy Policy
- Safeguarding Policy

There may also be a requirement to reinforce or clarify elements of the Groups Management Guide, which the Groups Support Team would take responsibility for.

Action: All

7. Trustee Business

None

8. Date & Time of next meeting

Wednesday 13th May 2026, 10.00am

9. Meeting closed at 11.33am

Accepted as a true record. Garry Rigby, Chair

