

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 8th July 2026 10.00am

Present: Garry Rigby-CHAIR, Debra Hardwick (DH), Pam Towers (PT), Sam Hardwick (SH), Bev Gillman (BG), Caroline Nash (CN), Julie Chapman (JC), Ann Maddocks (AM), Mike Hood (MH), Martyn Speight (MS)

Apologies for absence:

None

1. Minutes of last meeting to be ratified and signed

There was one minor typo to correct. Martyn queried some missing information regarding Incident Reports, but as it was an agenda item it was agreed to cover at the meeting. Debra will correct the typo and send to Garry for signature and uploading to the website.

Action: GR/MS/DH

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

PAT Testing – Garry confirmed that the testing would be conducted today at the Monthly Meeting.

Action: GR

The local leisure centres are now operating under new management. However, not all systems appear to be in place, so there will be a period of 'bedding in'.

3. Reports

a. Secretary (DH)

- Charity Commission Annual Report will be completed today.

Action: DH/PT

- Garry attended the Network meeting.
There was discussion about Simple Membership. We are using it to its fullest, other u3a's are not using the finance model and one or two others are not happy with Beacon as it's not doing what it should.
There was mention of the fact that during the summer some groups suspend activities, whilst others continue.
Then there was discussion about how u3a's recognise Group Leaders, i.e. Group Leaders Meeting or a thank you meal. This raised discussion within the

meeting as to whether a meal could be part of a linked meeting or a separate meal as a thank you. A venue may be the issue, but further discussion and ideas are required.

b. Membership Report (GR)

- Now at 1093 members, with 2 awaiting activation.
- Gift Aid report is now with Pam and should receive £2463.75.
- Membership renewal will begin for most members at the beginning of September. A note will be posted in the September newsletter. Also, there will be note from Garry in the August newsletter asking members to check that their profile details are correct and to add emergency contact details.

Action: GR

c. Treasurer (PT)

- Pam reported £61 interest received on the savings account.
- The only none standard monthly expenditure, is £225 which covers the cost of the First Aid Training, due to take place in October.
- Gift Aid will be claimed with the next few weeks.
- Bev queried whether, as a Charitable organisation, we should be holding over £27000 in the bank. However, when you break the figure down, £12000 is actually group funds, which are further broken down into much smaller amounts. The remaining amount means that we are able to keep subscription at the current level. The savings account is to cover the cost of budgeted item such as the purchase of new assets, emergency contingency i.e. if Pam was incapacitated and we had to employ accounting services, and there is also a legal obligation to cover the cost of winding up the Cu3a. This reserve was set at £7500. The total in the savings account was increased as there is no interest payable on the current account.

d. Groups Support Team (MH/AM)

- Geoff Dodsworth is now taking over the 10 milers walking group.
- It looks, as reported in News & Views, as if the Singing for Pleasure group may continue. It seems someone will be joining that group and taking over the group leader role.
- It was suggested that there may not be the need for another Group Leaders Meeting in October, but that we could consider reinstating the Members Fair. This would be an opportunity for groups to advertise their group activities, somewhat like 'freshers week' at unis. A new venue may be required. After some discussion it was agreed that this could be open to all members and the public. This could also highlight those groups with a waiting list and therefore activities where another group is required. Mike and Ann will try and determine the best direction for the next meeting.

Action: MH/AM

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

- Martyn has started to restructure the various documentation and streamline the revisions, taking into account minor or major amendments.
- Helen will now upload the newsletter to the website, releasing Martyn and Stephen from this month end task.

- It was agreed that, in line with the web forum suggestions from Pauline, a more targeted approach was required when informing Group Leaders about minor or major changes to policies. The 'blanket approach' previously used needs to be updated.

f. Speaker Programme (SH)

- Meeting with Geetha and Margaret after the Committee Meeting will give Sam more idea of what is involved. He is already aware of around 4 parties who have approached Cu3a expressing an interest in speaking to the meetings.
- Martyn requested more information when speakers have been confirmed. This would enable Helen, with the newsletter, and him with the website to 'sell' the speaker to the members.

4. TAT revised Incident Report

- Debra reported that she had compared our current form against the revised TAT version and the differences are more than minor tweaks. Bringing our current form in line with the TAT revision, means a 6 page form. This seems quite daunting for Group Leaders to be completing. However, she suggested that it is likely that the form was initiated by the insurance company rather than TAT and if we didn't use it, the insurance cover could be an issue. Currently we have very few incidents reported, despite the number of groups within Cu3a. It was generally felt that this is due to under reporting or possibly downgrading an incident to something very minor. Before issuing the revised form Debra will contact National Office to clarify form usage and associated insurance cover. We also need clarity over what is consider a minor or major incident. This is subjective and needs some narrative from them. Martyn suggested that there should be an element of looking forward and therefore 'what you would do differently'. There is also the question of injury to themselves as opposed to others. Debra will seek clarity.

Action: DH

5. Cu3a Policy Review – Local Policies

- Firstly, Garry drew attention to the donation per mile to drivers. Currently the policy stated 45p per mile, however, HMRC have recently increased this to 55p per mile. The proposed change to the newly uplifted figure was agreed.
- The 'Visitors to Groups' section sparked a lot of discussion, especially about non-u3a members attending taster sessions, prior to joining u3a, and how many different groups they could try. It became clear that this is difficult to 'police' in practice. Further questions were raised about the document – particularly the 'First Aid' section, the 'Vacancies on trips and holidays' section and the 'Third party notices and advertisements' section. As the individual elements have been taken from existing policy documents, there was a question about this policies relevance or should it be incorporated in the Handbook document. Not sure when and why the document was originally created. It's not directed at Group Leaders only and seems to be an overview for all members. Garry and Debra will review the document in total and then committee can decide whether still required as a separate document or it should be incorporated into another.

Action: GR/DH

6. Document Storage

- The document Martyn prepared assigning responsibility for the policies was accepted at the last committee meeting. Therefore, those assigned policies should check when reviews are due and undertake a timely review. If amendments are required the changes should then be brought to committee for approval, if the changes are significant.

Action: All

7. 30th Anniversary

- 2027 is the 30th Anniversary of Cu3a. After a brief discussion it was agreed that we should celebrate. Further discussion required about the type of event and venue.

Action: All

8. AOB

- Debra reported an email relating to BBC Radio 4, Brain of Britain. Cu3a have been offered free tickets for show recordings in Birmingham at the end of the month. Garry will mention at the Monthly Meeting and also email all members. This is not a Cu3a event, so any members will be responsible for their own travelling arrangements etc.
- Garry raised the question of whether we need a committee meeting in August. In recent years there has not been a Monthly Meeting in August, so could committee have a rest in August as well. After some discussion, and the awareness of some committee members having holidays in August and September, it was agreed not to hold a meeting in August. If there are exceptional circumstances that arise, A meeting could be held with the Trustees, plus any committee members that are pertinent to the issue.

9. Trustee Business

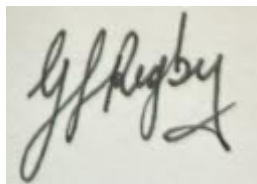
None

10. Date & Time of next meeting

Wednesday 9th September 2026, 10.00am

11. Meeting closed at 11.35am

Accepted as a true record. Garry Rigby, Chair



.....