



Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 11th March 2026 10.00am

Present: Pam Upton-CHAIR, Debra Hardwick (DH), Garry Rigby (GB), Pam Towers (PT), Bev Gillman (BG), Sue Ronald (SR), Martyn Speight (MS), Ann Maddocks (AM)

Apologies for absence: Geetha Bala

Guest: Sam Hardwick

1. Minutes of last meeting to be ratified and signed

Pam T requested one sentence be removed from her report. Pam (Chair) will amend and send to Martyn for uploading to the website.

Action: PU/MS

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

Sue contacted organisations about First Aider local training.

John Storer have confirmed that places are available on their course running on Wednesday 20th May, at a cost of £45 per person.

St. John Ambulance have a First Aid Awareness Programme (basic first aid essentials). They can conduct the session for up to 20 people and we would have to hire the venue. They have run courses at Gorse Covert before.

Sue also looked into First Responders, but as they are a private organisation they are expensive.

It was felt that the St. John Ambulance option may be favourite. Ann offered to check Gorse Covert as a venue.

It was agreed to add this to the Group Leaders meeting and potentially have an item in the Newsletter.

Action: AM

Recently, the use of defibrillators was raised. It was suggested that group leaders could check that the venues they use have one and where it is located. This information can then be added to the Venues Register.

Geetha is stepping down from the New Members Liaison position. This is an important role, although not necessarily at Trustee level. The committee need to ensure this role continues, possibly as a combined role with the Welcome Team.

Geetha is stepping down from the Speaker Programme Team as a Committee position, but will remain a part of the team. Two other members of the team have health issues. So the team needs to be expanded. The new committee need to find a solution.

It was noted that the Speaker Programme for this year is confirmed and there is a waiting list of speakers for 2027.

It was suggested that the website/group management guide should reflect some wording on hosting meetings. The following wording was agreed.
'Where groups meet in members' homes, offering to host a meeting must be purely voluntary, without any expectation on group members to host'.

Action: AM

Garry has checked the projector and replaced the current lead with a shorter one and it works. The survey of use is still outstanding. It may still be worth considering the purchase of a newer projector, but it is not urgent. The equipment register will be reviewed in April as usual.

Martyn tabled a related issue, in that groups that use centrally owned equipment are in effect being subsidised, especially where specific groups need equipment that is specialised. After some discussion, it was determined that any centrally owned equipment is available to all groups and that any specialised purchases should be considered on a case-by-case basis. As a separate note it was agreed that the equipment register should be more widely publicised and mentioned at the group leaders meeting.

3. Reports

a. Secretary (DH)

- Contacted National office for guidance on the storage of sensitive documents. Their response only reiterated already known information, so discussion at committee level will lead this topic. If such information was stored on Simple Management, then it would be available for them to see. Martyn confirmed that a 'stand alone' storage repository would be required. The starting point for this needs to be knowledge of what is currently saved. Further discussion is required, but as a starting point, Debra will collate a list of what documents she has saved and the file format and forward to Martyn.

Action: DH

- The next Leicestershire & Rutland Network meeting is planned for Monday 22nd June. This led to a related discussion. As Pam U is stepping down from committee, she doesn't feel it would be right to be representing Cu3a directly with the Network or to be involved in the Regional Network. However, Jean Hogg (Regional Support) has suggested that her experience should not be lost and that the role of 'convener' for L & R Network would be appropriate. Committee agreed that Pam U should take up the convener role and remain involved. We also need to determine whether another committee member wants to attend the meetings with Debra. This is open for committee members to think about. Pam U will discuss further with Jean. This also prompted a

discussion about the Facebook Chairs Forum. Currently, people who have stepped down from a Chair position are still involved. Committee agreed that Garry (as proposed for Chair) would join the Forum and Pam U would continue to be a part of the group. Action: PU

b. Membership Report (GR)

- Currently, membership is approximately 10% down, but people are still renewing. Garry has been contacted by one group, who didn't realise that their telephone contact details were available on the Groups Activity List. Only members have access to this list. Contact information is mentioned in the Group Management Guide, but it doesn't explicitly state telephone numbers. Members and non-members can access the list with a generic email address without logging on. Only members can see telephone numbers when they log in to the system. Group leaders need to be comfortable with their telephone number being visible to members. It would be interesting to know what other u3as do so contact with the Chairs Forum could be worthwhile.

c. New Members Liaison (GB)

No report

d. Speaker Programme (GB)

No report

e. Treasurer (PT)

- Pam reported nearly £37,000 in the bank in February. There was an increase in Membership admin and the Newsletter due to paper and stamp costs. JSH didn't invoice us for the January committee meeting as we had to use an alternative room due to their administration error. Miscellaneous payment of £62 is for the new Cu3a leaflets. The Speaker from the January group meeting has still not invoiced for expenses.
- There is a change of group leader for the gardening group. Therefore, the credit card associated with the leader will be deleted today and a new one for Christine Harris will be with her soon.
- Pam suggested that we should look at moving more monies into the savings account and suggested it be discussed at the next meeting.

f. Groups Support Team (MH/AM)

- Two new groups will be starting soon: Explore Humanness lead by Ross Lange will meet at 2pm on the 4th Wednesday of each month and Contemporary Music Appreciation, led by Mike Hood will meet at 2pm on the 2nd Thursday of each month.
- Groups using paid external tutors have been asked to complete and return Self-Employment Confirmation forms. The form asks for the tutor's unique tax reference number, which actually is not proof of Self-Employment. It was agreed to remove this from the form.
- An email has been sent to the group leaders advising the time and date of the next Group Leaders Meeting, which will be on the 29th April. The meeting itself will be 10.00-11.00 am, followed by lunch. Several items for the agenda have already been highlighted by this Committee Meeting.

- Bev confirmed there was no paperwork to hand over to Ann/Mike. However, Martyn suggested that it might be useful to have any notes from previous Group Leaders Meetings available on the website. **Action: MS**

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

- Monitoring of generic email issues continues and 'bounce-back' messages are now being requested. **Action: SM**
- Our system was hit with a problem at the weekend, when Simple Membership was targeted. Though there were no security issues, sending of emails on Monday morning was affected. Ric is now working on a fix.
- Prompted by the introduction of new groups, the imagery for the website came under scrutiny. We need to ensure that images on group contact pages represent Cu3a, incorporating the ethos of EDI.

4. AGM 2026

- It was agreed, based on the current membership level, that we need 108 members present or by proxy, for the meeting to be quorate.
- Members have already had access to all documents, but the agenda will be visible on the screens.
- Approval of reports, committee nominations & our independent auditor will be done through a show of hands.

5. New Cu3a Leaflet

- Following a brief discussion, committee agreed to use the leaflets as printed.
- The original file needs to be corrected so any re-print is correct.
- A distribution list now needs to be collated, ideas for next meeting.

Action: ALL

6. EDI

- Pam U is standing down as the Chair/organiser of the group. There needs to be a reset on EDI. A lot of work has been accomplished, but it was agreed that the EDI group meetings should be paused for a while allowing the committee to assess the way forward. One suggestion was that a member could be co-opted to the committee to be a spokesperson for EDI. Other u3as handle EDI by having an Accessibility Officer. So options need to be explored, including how it is named and presented.
- Safeguarding was also raised in relation to another u3a, where some members had concerns over the driving ability of someone offering lifts to other members, highlighting the need for group leaders and group members to be vigilant. Our Safeguarding Policy mirrors the TAT template. There is also a report form which will be sent to the Groups Support Team for their input.

Action: DH

7. AOB

- Pam U reported that on behalf of the committee she had voted for John Butler and Rosie Allen as East Midlands Regional Representatives on the u3a Council.
- Pam U asked for a vote of thanks to be registered for Geetha Bala and Sue Ronald, as they step down from the committee.

- Garry asked for a vote of thanks to be registered for Pam Upton, as she steps down from the role of Chair and Trustee.

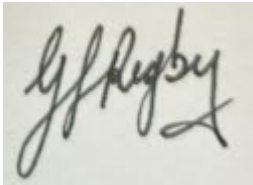
8. Trustee Business

None

9. The meeting closed at 11.58am.

The next meeting will be: Wednesday 8th April 2026, 10.00 am

Accepted as a true record. Garry Rigby, Chair

A handwritten signature in black ink, appearing to read 'Garry Rigby', is written on a light-colored rectangular background.