

## Committee Meeting Minutes

**Venue:** John Storer House

**Date & Time:** Wednesday 12th February 2025, 10.00 am.

**Present:** Pam Upton (PU) (Chair), Debra Hardwick (DH), Pam Towers (PT), Geetha Bala (GB), Bev Gillman (BG), Margaret Kelvey (MK), Garry Rigby (GR), Helen Reid (HR), Jennie Lock (JL), Sam Hardwick (SH), Stephen Morris (SM), Sue Ronald (SR)

**cc:** Martyn Speight (MS)

**Apologies:** None

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### 1. Minutes of last meeting

Corrections:

Item 2: Bullet 1: Change December and January to read November and December.

Item 2: Bullet 4: Change Pam U to Pam T.

Secretary's Report: Add 'of the Membership Handbook' re hard copies being available.

AGM: Para 3: Change Pam U to Pam T.

### 2. Matters arising (items not included in agenda)

- 'Coffee and Chat' – It was agreed to pause these sessions for now and discuss viability again at the April meeting. It was suggested that the summer months may be more inviting.
- Pam queried closed groups. Pam T reiterated that where the groups still hold funds they need to be marked as 'not active', but not removed.
- Start-up Loan form is still pending. **Action: PT**
- The TAT insurance cover note is now on the website under Group Leader Guides. Bev to inform Group Leaders that both this document and the revised Group Management Guide were now available. **Action: BG**
- It was agreed that the hard copies of the revised Membership Handbook would be available for those without computer access at the end of the monthly meetings.
- Under Treasurer's Report, Margaret and Pam T confirmed that the Speaker expenses for December had been paid in January.
- Pam U confirmed that the Contact Form on the website is working and a variety of enquiries had been received.
- After some discussion about changes of email addresses, it was agreed that members should be encouraged to update their own details. If they are unable to do this, assistance is available but only when

the request is verified and the Membership Secretary, Garry Rigby has been notified.

### 3. Reports

These were all taken as read, with discussion of specific items outlined below.

#### a. Secretary (DH)

Debra had nothing to add to her circulated report. Pam U also recommended to Committee members the EDI workshops that TAT is running on February 17<sup>th</sup> and May 16<sup>th</sup>.

#### b. Group Co-ordinator (BG)

Pam U asked for clarity as to which groups wanted to display information/photos at the AGM. There is display space available at Emmanuel and our own notice boards are available if extra space is required. Bev to check with the groups that displayed last year so that notice board space can be assessed and permission given by Group Leaders to use again. Bev to email Group Leaders directly within the next two weeks. Mike Hood has requested that our notice boards be found an alternative storage space. Group speakers should send slides to Garry.

Bev confirmed the four speakers: Brian Waters: Sustaining the Planet; Mike Hood: Wine Appreciation; Penny Bryce: Architecture and Phil Bass: IT for Everyone.

**Action: BG**

The draft document from Martyn regarding 'Arrangements when a Group Closes' was discussed here as it relates to groups. It was generally felt that the guidance was straight forward and the approach should be adopted. It was reiterated that enquiries about inactive/closed groups using the generic group email address would come to Bev.

#### c. Membership Report

The numbers are ever changing, so some slight changes since the report was written. Current membership is 1088, an increase of 18 new members.

#### d. Treasurer's Report

In view of a large bill in January for paper and toner cartridges relating to the AGM, Pam T has increased the budget to take this and postage charges into account. January and February hire costs for Emmanuel have now both been paid. The Group Leader for Badminton is in the process of transferring the group's banking to the central system. Pam T and Martyn have done some training and supplied the required paying in books etc. The Group Leader for Science and Technology has decided to take the group outside of the u3a from March. He has been informed that any TAT insurances will not cover the group. It was also agreed that the use of the Cu3a projector will not be available. Once the group members have agreed his decision, the group's web page will be removed.

Pam U suggested there might be an audit to see if there are any other groups using a personal account for banking. Since, for smaller amounts, TAT allow

group leaders to hold monies temporarily on behalf of a group, Pam T suggested that there could be a threshold at which this can happen. This would be discussed after the AGM so that the rules from TAT and the Charity Commission could be restated and any financial levels agreed.

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

After some discussion it became obvious that the issue regarding Master Documents and their visibility to committee members, members and the public is more complicated than first thought. Therefore it was agreed to discuss this at the next Web team meeting and then make a proposal to the Committee.

It was agreed that those with Communication Manager access should only have access to the emails they have sent.

More testing on the barcodes for Membership badges is required. Stephen needs to contact Ric and in the meantime Garry can test in the development system.

#### **4. Speaker Programme (MK)**

Margaret reported that speakers for April, May and June are confirmed subject to any expenses being approved by the Committee. Margaret to supply details. The arranged speaker for August needs to be changed to July if possible, as there is no monthly meeting in August. September and October need to be finalised and as yet there is no activity for December. Confirmed events will be advertised in the next News & Views. Any suggestions for future events to be forwarded to a member of the Speaker Programme Team.

Action: MK /HR

#### **5. National u3a Board Candidates/Nominations**

Prior to this meeting all committee members were asked to review the candidates as shown on the TAT website. Cu3a Committee can vote for 4 candidates. Each of those we nominate will receive 4 votes. A show of hands was requested for each nominee. Following the vote, Cu3a will be voting for David Blanchflower, Nick David, Pauline Green and Laurence Wale. Pam U will vote on behalf of Cu3a by 21 February.

Action: PU

#### **6. Notes from EDI Meeting – January 13<sup>th</sup>** The last couple of EDI Team meetings have concentrated on a review of the EDI Policy. Pam U will re-draft the policy and bring it back to committee for the April meeting.

#### **7. AGM**

Pam U and Debra are collating a list of 'Apologies' (2 so far) but will confirm the list at the March committee meeting.

Action: PU/DH

The deadline for motions and AOB was February 10<sup>th</sup> which has now passed therefore we only have one motion requiring a vote and no AOB.

Debra confirmed that she has received nomination forms/emails for current Trustees Sam and Jennie. Garry has done his and will scan it to Debra. Bev still has to complete her form.

Action: GR/BG

Following the agreed timeline, Official Notification of the AGM will be emailed on February 19<sup>th</sup>, along with the accompanying documents; postal notification to be sent by February 15<sup>th</sup>.

The AGM Agenda was approved subject to an 'effective from' date being added to the motion and 'annual' added before 'subscription'. The same amendments to apply to the motion on the Voting Form.

The Notification of AGM 2025 was approved by Committee.

The Voting Form, subject to amendments above was also approved. A covering letter would explain the reasons why the subscription for postal members needed to increase.

The Chair's Report and the Treasurer's report were approved by Committee. Debra to send her template document for the Cu3a and Charity Commission header for the Treasurer's Report. **Action: DH**

Margaret asked about the value of the financial reserves held in the Savings Account. Pam T confirmed that this level was in line with the recommendation from TAT and the Charity Commission that 6 months' worth of costs should be kept in reserve.

The Annual Accounts for 2024 have been independently audited.

The auditor's report to the Charity Commission does include a disclosure, because individual group accounts could not be verified. The auditor asked for a small selection

of groups to provide more details of their transactions and cash held. These details were checked by members of the Executive Committee and the auditor is happy that those groups figures are correct. Since this is likely to be the case next year, Pam T would like to initiate sample checks every couple of months through the year.

The Budget Forecast 2025 has been amended slightly to reflect increased costs in printing and posting AGM documents. Debra to make any necessary amendments to documents and send to Pam U.

**Action: DH**

It was confirmed that voting forms for members who cannot attend the meeting cannot be used to vote on nominations for Committee Members. Since the deadline for nominations is one week before the AGM, these positions have to be voted for at the meeting.

## **8. AOB**

Pam asked for a volunteer to take the Minutes for the April meeting as Debra will be unavailable. Garry stepped forward.

Sue raised the issue of 25% of new members not renewing for a second year.

This was discussed at previous committee meetings and whilst it would be good to know why and how we can change it, there is currently no mechanism for finding out. It was suggested that the issue be raised at the next Group Leaders meeting, while exploring possible methods to collect this information.

## **9. Trustee Business: None**

- 10. Date and time of next meeting**  
Wednesday 12<sup>th</sup> March 2025.  
Meeting Closed at 11.58am.

Accepted as a true record. Pam Upton, Chair.

A handwritten signature in black ink, appearing to read 'P. Upton', written in a cursive style.