

**Minutes of a Meeting of the Committee of the Evesham and District u3a
held on Monday 17th February 2025 at 10.00 am**

Present: Ros Gowers (RG) (Chair)
Amarjit Marwaha (AM)
Tony Powell (TP)
Alan Chambers (AC)
Cath Cox (CC)
Helen Hutt (HH)
Diane Nicholls (DN)

Also Present: Claire Allen
Hazel Marshall
Stephen Timms

Graham Smith

Item	Minute	Action
1.	Introductions RG introduced Hazel Marshall and Stephens Timms, Group Leaders, who were taking the opportunity to observe Committee proceedings.	
2.	Minutes of the Meeting held on Monday 20th January 2025 The Minutes of the Meeting held on Monday 20 th January 2025 were agreed with an addition to Minute 5. <i>"After further discussion, and CA's preference for becoming Assistant Treasurer/helping with the above, HH agreed to stay on as Membership Secretary, with help from CA during the summer. CA and DN would liaise over the Treasury roles."</i> With this alteration, they would be signed by the Chair as an accurate record.	RG
3.	Matter Arising from the Minutes Further to Minute 15, RG reported that the printer mentioned there and a laminator had been donated to the Branch and were now stored on the premises of Imagine where they could be used.	
4.	Branch Roles and Recruitment RG reported that, following the Group Leader meetings, four more individuals had indicated that they were willing to help the Committee. TP mentioned that he would not seeking re-election at the AGM as he would be moving out of the area to be closer to family members. The roles he currently	

	<p>undertook would need to be re-allocated. The Committee wished him well with the move.</p> <p>HH confirmed that she would continue as Membership Secretary. Claire Allen, with appointment as a trustee, would be Assistant Treasurer.</p>	
<p>5.</p>	<p>Group Leader Meetings</p> <p>The meetings had been well attended. There had been no response from three groups. Four Group Leaders who had indicated that they would attend had been absent due to illness. The general response from the 42 completed feedback forms was positive. The main criticisms were the length of the meeting and insufficient information about parking arrangements.</p> <p>The Meeting discussed the queries and suggestions made at the meetings or on feedback forms as follows:-</p> <p>a) Adding emergency contacts to Beacon.</p> <p>This was raised in connection with any group activity where there might be a need to contact someone in the event of accident or illness. The meeting concluded that the GDPR issues (privacy, consent and security) outweighed the benefits of logging the names on the system. Individual groups through the Group Leader could have a system within the group to access emergency contacts for those who wished to have them available. The point was made that it would be unusual for Beacon to be immediately available where an incident happened during a group activity.</p> <p>b) Groups should be invited, on a rota, to send a representative to observe Committee Meetings.</p> <p>It was calculated that, on current numbers, each group would get an invite about every 2 years. It was considered more appropriate that any Group Leader or other group representative who wished to observe a Meeting should contact the Trustees to make an appointment to attend.</p> <p>c) Members should receive an electronic membership card.</p> <p>There appeared to be little obstacle to this. HH would test it before the next Meeting.</p> <p>d) Create a Group Leader Mentoring role.</p> <p>Mentors could support a new Group Leader or some-one who might consider taking over the role where a Group Leader was about to stand down. 5 volunteers have offered their services in this role and AM will arrange a meeting with them – and anyone else who would be interested. – to establish some guidance on when, how and for how long they would make themselves available.</p> <p>e) Title of Group Leader</p>	<p>HH</p> <p>AM</p>

	<p>Although there was some support for a name change, this Meeting felt that it was insufficient to warrant the time consuming changes it would require.</p> <p>f) More meetings between Group Leaders and the Committee should take place.</p> <p>It was decided to arrange a further meeting in autumn and to review again after that. A meeting in autumn would provide an opportunity to review the changes in financial procedures.</p> <p>g) The Open Day should change in line with membership renewal changes.</p> <p>The Meeting agreed that in future it would hold Open Days in the February half term, but that the finance team would also make itself available at the Monthly Meeting prior to renewal for members who wished to pay in person.</p> <p>h) Re-establish meetings of new members.</p> <p>It was agreed to consider this in more detail after the AGM.</p> <p>i) Keep attendance lists for group meetings.</p> <p>Creating an attendance list of group members is recommended good practice. They should be kept securely for 3 years in line with Health & Safety requirements and in the event of any future complaints and claims.</p> <p>j) Emailing individual or a small number of group members.</p> <p>As a result of feedback during the meeting Group Leaders will be reminded that it was not good practice to download lists of members' contact details to their computers as it is difficult for the Committee, which has ultimate responsibility, to be certain that they were being kept and used in a manner that was GDPR compliant. All emails to group members should be sent through Beacon.</p>	
6.	<p>Group Liaison</p> <p>The Mah Jong and Rummicub groups intended to reflect current arrangements and amalgamate as a single group. The Spanish Basic group would be changing its name to Spanish Intermediate to reflect the progress made by members. As Beacon Administrator, AC would make the changes to Beacon.</p> <p>A reminder would be sent to Group Leaders that changes such as these, as well as any change of venue or charges, needed to be updated on Beacon, the website and in the newsletter.</p>	AC RG
7.	<p>Branch Constitution</p> <p>AC requested that Committee members read the FAQs on the TAT website about the Branch Constitution and then advise him whether formal changes to the Constitution were required.</p>	

<p>8.</p>	<p>Document storage</p> <p>AC said he was aware that a central storage facility for electronic documents had been considered in the past, but that no practical solution had been found. It had been raised again as the newsletter editor had numerous back issues of the Branch Newsletter which she wished to be stored other than on her computer.</p> <p>He undertook to consider available options.</p> <p>TP mentioned that he had been given a number of documents by a former Branch Chair. He was requested to pass them on the AC.</p>	<p>AC</p>
<p>9.</p>	<p>Finances</p> <p>Branch funds at 14 February 2025 were £20,396.</p> <p>The Group Leader meetings cost £385.</p> <p>There was a delay in setting up new bank accounts as Lloyds Bank had drawn to DN's attention that the main bank account was set up on the basis that Evesham and District u3a was a community and non-profit organisation but not with charitable status. Changing the account to one for a community and non-profit organisation with charitable status could see some changes to management of the accounts.</p> <p>The Committee gave further consideration to the membership year and the requirement to reduce Branch reserves. The Committee resolved:</p> <p>a) to rescind the decision recorded at Minute 8 on 20 January that membership fees be reduced to single membership, £11; joint membership, £21; associate membership, £7.50.</p> <p>b) that the membership year be co-terminous with the financial year and that the next renewal would be from 1 April 2026.</p>	
<p>10.</p>	<p>Monthly Meetings</p> <p>AC reported that speakers were booked to November with a few details to be sorted for the September and October meetings. Three speakers were booked for 2026.</p> <p>Phil Morton had indicated that he would not in future be able to assist with the presentation and sound system at Monthly Meetings. The Meeting decided to ask for volunteers to assist the other two Branch members who carried out this role.</p> <p>The Committee expressed its understanding and thanks to Phil Morton.</p>	<p>RG</p>

11.	<p>Membership</p> <p>HH reported that there were currently 1129 members of the Branch. 74 were visitor members and 31, associate members.</p>	
12.	<p>Policies and Guidance</p> <p>Policies and Guidance would need to be checked to see where changes would be required as a result of the decision to change the membership year and any other matters arising from it.</p> <p>Risk Assessment forms and guidance were now on the website.</p>	
13.	<p>Year Planner Tasks due February and March</p> <p>DN confirmed, for the reasons she gave at the Group Leader meetings, that she would not be contacting Group Leaders to enter their accounts on the Beacon ledger.</p> <p>HH confirmed that she would check that associate and visitor members were still members of another u3a Branch.</p>	HH
14.	<p>Training</p> <p>TP confirmed that he had attended the online training he had mentioned at the previous Meeting. There were no particular points from it that he wished to pass on.</p>	
15.	<p>Publishing the Minutes of these Meetings</p> <p>RG expressed the view that to promote openness and transparency, the Minutes of these Meetings should be available to members. She asked that it be placed for consideration on the Agenda of the next Meeting.</p>	
16.	<p>Confidential Items</p> <p>Visitors to the Meeting left while these matters were discussed.</p> <p>RG requested and received advice on replying to queries which required confidential consideration.</p>	
17.	<p>Date of Next Meeting</p> <p>The date of the next Meeting was confirmed for Monday 17 March 2025 at 10am at Richmond Wood Norton.</p>	