

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

**Present:** Ros Gowers (RG) (Chair)  
 Tony Powell (TP)  
 Alan Chambers (AC)  
 Cath Cox (CC)  
 Diane Nicholls (DN)  
 Lorna Slaughter (LS) (as a Member from Item 6)

**Also Present:** Paul Ribchester  
 David Daniels  
  
 Graham Smith

Item	Minute	Action
1.	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were received from Helen Hutt and Amarjit Marwaha.</p> <p>Claire Allen had also intended to be present and had sent apologies for her absence.</p>	
2.	<p><b>Introductions</b></p> <p>RG introduced Paul Ribchester and David Daniels, who were taking the opportunity to observe Committee proceedings.</p>	
3.	<p><b>Minutes of the Meeting held on Monday 17 February 2025</b></p> <p>The Minutes of the Meeting held on Monday 17 February 2025 were agreed as a correct record for signature by the Chair.</p>	RG
4.	<p><b>Publishing Minutes and Agendas</b></p> <p>The Committee determined that the agreed Minutes of these Meetings should be published on the Branch website with access for Branch members only.</p> <p>It was further agreed that Meeting Agendas should also be so published.</p>	
5.	<p><b>Branch Roles and Recruitment</b></p>	

	<p>TP reported that the next Meeting of this Committee would likely be the last he attended. The Committee noted that it would need to appoint a Vice Chair on his resignation.</p> <p>RG explained to those observing the Meeting the Constitutional requirements regarding the appointment of trustees and officers.</p>	
6.	<p><b>Co-option of Trustees</b></p> <p>With their agreement, Lorna Slaughter and Claire Allen were co-opted as Trustees and Committee Members.</p>	
7.	<p><b>Group Liaison</b></p> <p>One group had indicated that the group leadership would change in May and had requested the necessary changes on Beacon.</p> <p>The Group Leader of another group had indicated the intention to stand down and no-one else had come forward to take on the role. AC and RG would investigate whether offering a mentor would assist.</p>	RG AC
8.	<p><b>Branch Constitution</b></p> <p>The Committee agreed that, after consideration of TAT's FAQs, it would not be seeking changes to the Constitution.</p>	
9.	<p><b>Document storage</b></p> <p>AC reported that he had not found a suitable method to store electronic documents on line. Access after a change of officers was problematic, as had been found when DropBox had been used.</p> <p>He suggested, while further investigations were made, that documents could be kept on a hard drive.</p> <p>It was further mentioned that a Document Retention Policy or Schedule may need to be considered.</p> <p>DN would make enquiries of those attending the next Cotswold Link meeting about practices in other Branches.</p>	DN
10.	<p><b>Finances</b></p> <p>Branch funds at 28 February 2025 were £20,548.97.</p> <p>The Branch account had now been changed to a charity account and the two additional accounts had also been set up.</p>	

	<p>Claire Allen would look after the Concert Group account while DN would manage the Branch and Groups accounts.</p> <p>A Finance Policy and Financial Guidelines had been agreed by the Finance Group and were circulated to members of the Committee for approval. The Committee gave approval. It would be published on the website.</p> <p>Claire Allen has full access and signatory to all 3 accounts. Claire was approved as signatory of the 3 groups. David Keeling would have read only access to the Concert Group account. Concert Group funds and Pickleball money would be transferred to the new accounts on 1 April.</p> <p>Beacon would have to be updated to include the Concert Group account and the changed date for membership renewal.</p> <p>Groups would be sent the new guidelines with the intention that Group funds be paid into the Groups account from 1 May. DN and/or Claire Allen would be available at the April and May monthly meetings to answer questions.</p> <p>£50 had been paid by Lloyds as compensation for problems caused in setting up the new accounts.</p>	
<b>11.</b>	<p><b>Reduced membership subscription</b></p> <p>The Meeting agreed that, with the change in the membership year, reduced subscriptions for part year membership would apply to members joining on or after 1<sup>st</sup> October.</p>	
<b>12.</b>	<p><b>Monthly Meetings</b></p> <p>Speakers were now arranged for 5 meetings in 2026.</p> <p>An additional volunteer had come forward to assist with the PA system in the Methodist church. One more would make things easier and a request for a volunteer would be put in the next newsletter.</p>	AC
<b>13.</b>	<p><b>Membership</b></p> <p>HH submitted a written report summarised here.</p> <p>On 8 March there were 1133 members of whom 31 were associate members and 74 were visitor members.</p>	

	<p>Some progress has been made with an online membership form through Beacon, but it left a number of issues to be resolved.</p> <p>A letter was ready to go by email to Branch members about a Concert Group Reserve Ticket Group. A copy was included in the report. A paragraph would be added to the Concert Group page on the web site.</p> <p>6 more members had agreed to switch to the online newsletter..</p> <p>The former Membership Secretary had been reimbursed for the monthly fees for the Branch phone up to early February. HH hoped to meet her before the end of the month to sort out the transfer of the account into HH's name.</p> <p>The home membership of Visitor and Associate Members was still being checked. This should be completed by the end of the month.</p> <p>Further to the report:-</p> <p>DN would ask at the upcoming Cotswold Link meeting if there were any views on how to carry out the membership check for Visiting and Associate Members in a simpler and more co-ordinated manner.</p> <p>Further to Minute 5c of the previous Meeting and HH's comment on the matter, the Meeting agreed that it would not pursue sending out an electronic "membership card".</p> <p>It was agreed that the letter to members about the Concert Group Reserve Ticket Group could be sent.</p> <p>HH, AC and Frances Kilburn would meet to resolve issues about the online application form.</p>	<p>DN</p> <p>HH</p>
<p><b>14.</b></p>	<p><b>Open Day</b></p> <p>The Committee was informed that if the Open Day were to be held during the February school half term, it would have to be on the Tuesday, as Wednesday was the first day of Lent and the Church was not available on that day. The fee for the use of the church had increased.</p>	
<p><b>15.</b></p>	<p><b>Branch Policies</b></p> <p>TP would present an updated Safeguarding Policy to the next Committee Meeting.</p>	<p>TP</p>

<p><b>16.</b></p>	<p><b>Year Planner</b></p> <p>Changes were needed to the year planner to reflect alterations to the membership year, the Open Day and the financial procedures.</p> <p>Current tasks for March and April were in hand. An agenda for the Branch AGM would be prepared for consideration at the next Meeting.</p>	<p>AC</p>
<p><b>17.</b></p>	<p><b>Outside Events</b></p> <p>Arrangements were made to represent the Branch at events at Yates Court on 25 March and Wallace House in May.</p>	
<p><b>18.</b></p>	<p><b>Venue for Committee Meetings</b></p> <p>The Committee agreed that AC should book Richmond Wood Norton for meetings of the Committee for the rest of this calendar year.</p>	<p>AC</p>
<p><b>19.</b></p>	<p><b>Date of Next Meeting</b></p> <p>The date of the next Meeting was confirmed for Monday 14 April 2025 at 10am at Richmond Wood Norton.</p>	