

**Minutes of a Meeting of the Committee of the Evesham and District u3a
held on Monday 14 April 2025 at 10.00 am**

Present: Ros Gowers (RG) (Chair)
 Tony Powell (TP)
 Alan Chambers (AC)
 Diane Nicholls (DN)
 Lorna Slaughter (LS)
 Claire Allen (CA)
 David Daniels (DD) (as a Trustee from Item 4)

Also Present: Graham Smith

Item	Minute	Action
1.	<p>Apologies for Absence</p> <p>Apologies for absence were received from Cath Cox (CC), Helen Hutt (HH) and Amarjit Marwaha.</p>	
2.	<p>Minutes of the Meeting held on Monday 17 March 2025</p> <p>The Minutes of the Meeting held on Monday 17 March 2025 were agreed as a correct record and signed by the Chair.</p>	
3.	<p>Branch Roles</p> <p>TP resigned from the end of this Meeting as a Trustee and therefore also as Vice Chair and Safeguarding Officer.</p> <p>CC, on the basis of the indication given at the last Meeting, was appointed Vice Chair until the first Committee Meeting after the Branch AGM.</p> <p>RG volunteered to act as Safeguarding Officer until the first Committee Meeting after the Branch AGM.</p> <p>The Committee thanked TP for his work on the Committee and wished him well with his move.</p>	
4.	<p>Co-option of Trustee</p> <p>David Daniels was co-opted as a Trustee and Committee Member.</p>	

<p>5.</p>	<p>Preparation for Branch AGM on 4 June 2025</p> <p>An outline draft Agenda for the AGM was raised and agreed.</p> <p>AC indicated that papers to be circulated for the AGM were required by the end of April so that they could be printed and distributed within the timescales set for it. DN mentioned a possible delay with the accounts as the independent auditor had yet to see them.</p> <p>Arrangements would be put in place to count those in attendance and those voting by proxy.</p> <p>A mention of the date of the AGM would be placed on the website and the private Facebook group feed.</p> <p>Consideration of holding the AGM in July would be raised at a future Meeting.</p>	
<p>6.</p>	<p>Group Liaison</p> <p>There were now six volunteer group mentors. A meeting had taken place with five of them.</p> <p>Reference was made at Minute 7 of 17 March to a Group Leader who had indicated the intention to stand down and that no-one else had come forward to take on the role. Two mentors had agreed to assist with encouraging a replacement to come forward. Since then, it had become apparent that the Group Leader expected the group to fold on his standing down and had asked that the group details be removed from the newsletter and the website.</p> <p>The Committee agreed that those changes should not be made. RG would write to the newsletter and website editors to this effect. Further efforts to keep the group going, including consultation with its members, would be made once the current Group Leader had arranged his last meeting.</p> <p>The status of those who attended Walking Cricket was discussed. The activity was organised by Worcestershire Cricket Club. It was logged on Beacon as a group (with just one member), but had not been set up as a u3a group. AC undertook to speak to the one member on Beacon about the way forward.</p>	<p>RG</p> <p>AC</p>
<p>7.</p>	<p>Cotswold Link Meeting</p> <p>DN reported the following points of interest from the Cotswold Link meeting held last month:</p>	

	<p>There were 35 in attendance including Rob Rowberry, West Midlands representative on the TAT Council.</p> <p>The next half yearly meeting will be held in Cam and Dursley on 11 September. The next AGM will be held on 26 March 2026 in Ross on Wye.</p> <p>A Special Interest Day will be held at The Pavilion, Cheltenham on 12th June 2025 on the subject of The Influence of Music on our Society and Culture.</p> <p>There was no common method for storage of Branch documents; some used memory sticks, others used their website. Only five of the Branches held an Open Day. None of the Branches carried out membership checks for visitor and associate members.</p> <p>The meeting was given an outline of the new structure at TAT and the administrative arrangements to handle the requirements of being both a charity and an incorporated body.</p> <p>AC mentioned that the licence requirements for the new website did not allow it be used for document storage. CA indicated that she would be willing to attend the next Cotswold Link half year meeting.</p>	
<p>8.</p>	<p>Branch Representation at Upcoming Events</p> <p>LS and CC would be attending the Bringing Communities Together event at Wallace House on 10 May.</p> <p>Members were requested to indicate to RG or AC when they could do a shift at a stall at the Evesham Living Well Event to be held at the Leisure Centre on 26 June.</p> <p>The Town Council invites community groups to present themselves at its Annual Meeting of Parishioners. This year it will be held in the evening of 22nd April. While it would not be possible to put anything in place for this year, RG suggested that it should be considered for next year.</p> <p>The Committee considered Branch representation at Battle of Evesham events. It was agreed that a stall at the medieval market should be considered, but not at the Battle re-enactment weekend.</p>	
<p>9.</p>	<p>Branch Laptop</p> <p>AC reported that if the Branch were to acquire a laptop to assist with presentations at the Monthly Meetings (and also possibly for document</p>	

	storage) it would also need software to go with it. It was approved that he should continue to look for what was needed and to arrange its purchase.	AC
10.	<p>Finances</p> <p>The end of year balance in the account was £25,114.20. At 14 April there was held:</p> <p>In the Committee Account: £15,711.70 In the Concert Group Account: £4,424.12 In the Groups Account: £850.75</p> <p>TAT capitation fee of £4,108 (£3,768 last year) had been paid.</p> <p>The end of year accounts had been completed and would shortly be passed to the independent auditor. Adjustments had to be made to allow for changes to end of year balances entered by some groups.</p> <p>The annual budget has been adjusted as membership continued to rise and the capitation fee was larger than expected. The end of year balance was estimated to be £7,500.</p> <p>Enquiries have been made of Group Leaders who hire a venue to see what is paid when. 35 groups make use of 15 different venues. For paying into the Groups account, four groups have asked for paying in slips; others will use BACS transfers.</p> <p>The Concert Group Leader was requesting daily updates on Concert Group funds pending his read only access to the account. The Committee considered this to be excessive if it were to continue over any longer period of time.</p> <p>On being told that the Branch was paying for a copyright licence, the Committee determined that enquiries should made about its purpose.</p>	
11.	<p>Committee emails</p> <p>A google email account had been set up for the assistant treasurer in the same format as used by other officers of the Branch. The Committee confirmed that it was satisfied that googlemail was sufficiently secure for the purposes of Trust email communications.</p>	

12.	<p>Monthly Meetings</p> <p>Speakers were now arranged for most of 2026.</p> <p>LS indicated that she was willing to shadow AC before making a decision about taking over arrangements for these meetings.</p>	
13.	<p>Membership</p> <p>In her absence, HH submitted a written report, summarised here:</p> <p>At 11 April there were 1,143 current members of which 75 were visitor members and 33 were associate members.</p> <p>Checking the home membership of associate and visitor members had thrown up some anomalies, which had been resolved. The Concert Group Reserve Group had been set up with. The account for the Branch mobile phone had now been transferred to HH.</p> <p>HH had attended an online membership secretaries support group meeting on 3 April. Among items mentioned were: on online enrolment, discrimination in fee structure against individual members, use of a 'flipbook' version of a newsletter emailed out to members.</p> <p>Arrangements were in hand to monitor HH's postbox while she was away from her moorings.</p> <p>The Committee resolved that in future it would not be necessary to check the home membership of associate and visitor members.</p>	
14.	<p>Online membership form</p> <p>Following a meeting between AC, HH and Frances Kilburn, AC would shortly carry out tests of an online enrolment form.</p>	AC
15.	<p>Trustee's leave of absence</p> <p>Permission was given for the absence of HH from Committee Meetings held between March and August 2025 (inclusive).</p>	
16.	<p>Trustees' Code of Conduct</p> <p>AC reported that both LS and CA had confirmed that they had read and would comply with the Trustees' Code of Conduct.</p>	

