

**Minutes of a Meeting of the Committee of the Evesham and District u3a
held on Monday 16 June 2025 at 10.00 am**

Present: Ros Gowers (RG) (Chair)
Alan Chambers (AC)
Diane Nicholls (DN)
Claire Allen (CA)
David Daniels (DD)
Cath Cox (CC)

Also Present: Graham Smith

Item	Minute	Action
1.	<p>Apologies for Absence</p> <p>Apologies for absence were received from Helen Hutt (HH) and Lorna Slaughter.</p>	
2.	<p>Minutes of the Meeting held on Monday 19 May 2025</p> <p>The Minutes of the Meeting held on Monday 19 May 2025 were agreed as a correct record and signed by the Chair.</p>	
3.	<p>Appointment of Branch Officers and Committee Roles</p> <p>The Committee made the following appointments as Branch Officers:</p> <ul style="list-style-type: none"> • Chair – Ros Gowers • Vice Chair – Cath Cox • Secretary – Alan Chambers • Treasurer – Diane Nicholls <p>Lorna Slaughter had taken over arrangements for Monthly Meetings. Ros Gowers would act as Safeguarding Officer. Claire Allen would continue as Assistant Treasurer.</p> <p>David Daniels indicated that he would consider taking on the role of the Accessibility Officer after reading the relevant documents.</p> <p>The arrangements proposed at Minute 9 of 14 April 2025 for Beacon administration had not yet been taken forward, but were still being considered.</p> <p>The role of Groups Co-ordinator remained vacant and the Committee resolved to handle matters on an ad hoc basis until the situation changed.</p>	<p>DN</p> <p>AC</p>

<p>4.</p>	<p>Review of Branch AGM held on 4 June 2025</p> <p>AC reported that the Branch AGM had been quorate and expressed the view, supported by other Committee members, that the format had worked well.</p> <p>Although no questions were raised during the AGM, some Committee Members had been asked questions afterwards.</p>	
<p>5.</p>	<p>Group Liaison</p> <p>The Committee expressed its thanks to and appreciation of the group mentors who had recently ensured that a group continued to operate after the leader stood down.</p> <p>The Committee discussed arrangements for Group Leader meetings to be held in September. The afternoons of the 17th and 18th of the month were the preferred times. Content would be discussed at the next Committee meeting.</p> <p>CA would make enquiries about venue availability and arrangements for refreshments.</p>	<p>CA</p>
<p>6.</p>	<p>Upcoming Events</p> <p>As mentioned at the last Meeting, arrangements for the Branch to be represented at the Evesham Living Well Event on 26th June 2025 were in hand.</p> <p>Mention was made of the Classic Cinema Group's attendance at a showing of North by North West at the Regal Cinema, which had been advertised to all Branch members.</p>	
<p>7.</p>	<p>Finance</p> <p>DN reported as follows:</p> <p>Bank balances:</p> <p>Current account: £10410.57 Concert Group account: £1125.25 Groups account: £1216.10</p> <p>8 payments would be made from the Groups account this week. A couple of payments from Group Leaders had been paid into the wrong account. A</p>	

	<p>couple of payments had also been received that had wrongly sent to the Branch. 8 new members had enrolled since the last Meeting.</p> <p>3 queries had been raised after the AGM, including one about the use and payment of tutors which might need further consideration.</p> <p>A change was proposed to Beacon that would make wider use of transactions on Beacon. DN recommended that this should not be implemented locally.</p>	
8.	<p>Monthly Meetings</p> <p>There was no further update on arrangements for these meetings. Key holder arrangements would be changed and the church notified.</p>	AC
9.	<p>Membership</p> <p>HH submitted a written report:</p> <p>At 15th June 2025 there were 1163 current members. Of these 470 were joint members, 583 were individual members, 33 were associate members and 76 were visitor members.</p> <p>1097 members used email.</p>	
10.	<p>Copyright</p> <p>There was nothing to report to this Meeting and DN would continue to make enquiries.</p>	DN
11.	<p>Policies</p> <p>It was reported that no work was currently needed on Branch Policies.</p>	
12.	<p>Year Planner</p> <p>TAT and Cotswold Link would be informed of the changes made by the AGM and this Meeting. The website would also be updated.</p> <p>AC would book Richmond Wood Norton for these Committee Meetings for the next six months while another venue was considered.</p> <p>All other matters mentioned in the Year Planner were in hand or had been completed.</p>	AC AC

13.	<p>Trustees' Code of Conduct</p> <p>DD had confirmed that he had read and would comply with the Trustees' Code of Conduct.</p>	
14.	<p>Charity Commission Annual Report</p> <p>AC confirmed that he had all he needed to complete the Annual Report to the Charity Commission and would be putting it in the format required by the Commission.</p>	AC
15.	<p>Venue for these Meetings</p> <p>CA reported back on Cavendish Park and the Baptist Church as possible venues for Committee Meetings. The Committee considered that both fell short of the Committee's requirements.</p> <p>CA would make further enquiries of the Rowing Club and the Northwick Hotel and report back.</p>	CA
16.	<p>Meeting at Regional u3a</p> <p>RG and CC reported back on a meeting they attended arranged by the West Midlands Regional u3a, which both found useful. Topics covered included transparency, engagement with and feedback to members and ethnic diversity. Trustee numbers was a common concern.</p>	
17.	<p>Date of Next Meeting</p> <p>The date of the next Meeting was confirmed for Monday 21st July 2025 at 10am at Richmond Wood Norton.</p>	