

**Minutes of a Meeting of the Committee of the Evesham and District u3a  
held on Monday 21 July 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)  
 Lorna Slaughter (LS)

**Also Present:** Graham Smith

Item	Minute	Action
1.	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were received from Helen Hutt.</p>	
2.	<p><b>Minutes of the Meeting held on Monday 16 June 2025</b></p> <p>The Minutes of the Meeting held on Monday 16 June 2025 were agreed as a correct record and signed by the Chair.</p>	
3.	<p><b>Committee Roles</b></p> <p>AC indicated that he was taking steps to deal with a small backlog of emails directed to the former Groups Co-ordinator. This included an enquiry about setting up a new group, which he would handle. He would also speak to the website team about redirecting emails sent to the Groups Co-ordinator so that they were received by RG or himself.</p> <p>DD had taken on the role of Accessibility Officer.</p> <p>RG mentioned that she had received an expression of interest from a Branch member about joining the Committee.</p>	<p>AC</p> <p>AC</p> <p>AC</p>
4.	<p><b>Group Liaison</b></p> <p>The Short River Walks Group was without a Group Leader and there appeared to be little interest among its few members in keeping it going. In light of the lack of interest and the number of other walking groups, it was decided that the Group should be closed.</p>	

	AC reported that all groups previously led by a recently deceased Group Leader had new leadership arrangements apart from the Natural History Group.	
<b>5.</b>	<p><b>Group Leader Meetings</b></p> <p>As the Northwick Hotel was not available during the week preferred by the Committee for Group Leader meetings, other venues would be considered. CC would enquire of the Methodist Church about its availability.</p> <p>The Committee would consider a single meeting if it was not possible to arrange two.</p> <p>Suggestions for content included an introduction to the group mentors, an invitation to regional Trustees, an air and share session. RG would prepare an agenda and circulate it to Committee Members.</p>	<p>CC</p> <p>RG</p>
<b>6.</b>	<p><b>New Member Meetings</b></p> <p>It was agreed that meetings of new members of the Branch should start again in Spring 2026. This would be raised for further consideration at the November Committee Meeting.</p>	
<b>7.</b>	<p><b>Group Leaders Guide</b></p> <p>The Committee decided that the Branch Group Leaders Guide required a comprehensive review. RG would arrange a meeting between herself DD and LS to discuss the contents. AC would arrange to show on the website that the current Guide was under review.</p>	<p>RG</p> <p>AC</p>
<b>8.</b>	<p><b>Evesham Living Well Event</b></p> <p>Committee Members representing the Branch at this event on 26th June 2025 had been kept busy as attendance by members of the public had been high. Consideration would be given to asking for volunteers from the membership to assist Committee Members at next year's event.</p>	
<b>9.</b>	<p><b>Venue for these Meetings</b></p> <p>Having considered a number of venues, the Committee decided that, in future, meetings of this Committee would take place at Evesham Rowing Club, with contingency arrangements in the event of flooding.</p>	
<b>10.</b>	<p><b>Finance</b></p> <p>DN reported as follows:</p>	

	<p>Bank balances:</p> <p>Current account: £10554.07  Concert Group account: £2175.25  Groups account: £1007.10</p> <p>Some payments were still be sent to the wrong account. This was being addressed. Large payments were shortly to be made from both the Concert Group and Groups accounts.</p> <p>All but one group was now arranging venue hire through the Groups account.</p> <p>DN had been in discussion with the Group Leaders for the Tai Chi and Yoga Groups about payment of tutor fees. Satisfactory arrangements were now in place for three of the groups.</p> <p>In light of the increased requirement to print copies of financial documents, the Committee agreed that the Treasurer and Assistant Treasurer could claim an annual lump sum based on anticipated expenses rather than claim expenses for each individual copy. It was further agreed that the Secretary could submit a similar claim.</p>	
11.	<p><b>Monthly Meetings</b></p> <p>LS reported that she had all the information she required to finalise the meetings for the remainder of this year. Arrangements were in place for 2026 and part of 2027.</p>	
12.	<p><b>Membership</b></p> <p>AC reported:</p> <p>At today's date there were 1170 current members. Of these 466 were joint members, 593 were individual members, 33 were associate members and 77 were visitor members.</p> <p>CA mentioned that two subscription payments had been received that had not been linked to application forms.</p> <p>There was a short discussion about handling the Membership Secretary's post during her absence, but no suitable alternative arrangements were suggested.</p>	

13.	<p><b>Copyright</b></p> <p>The Committee agreed that it should continue to pay the annual fee for the CLA copyright licence.</p>	
14.	<p><b>Policies</b></p> <p>It was reported that no work was currently needed on Branch Policies.</p>	
15.	<p><b>Year Planner</b></p> <p>AC indicated that he would update the Year Planner where required from today's Meeting.</p> <p>RG was preparing a piece for the next newsletter.</p> <p>All other matters mentioned in the Year Planner were in hand or had been completed.</p>	<p>AC</p> <p>RG</p>
16.	<p><b>Cotswold Link</b></p> <p>DD expressed a wish to attend the next half yearly Cotswold Link meeting, along with CA. This was agreed.</p>	
17.	<p><b>Charity Commission Annual Report</b></p> <p>AC asked Members to consider the Charity Commission Annual Report that he had prepared. Subject to a couple of minor amendments, the contents were agreed for submission.</p>	AC
18.	<p><b>Death of Former Trustee</b></p> <p>The Committee extended its condolences to the family of John Boon, former Trustee, Membership Secretary, Group Leader and active member of this Branch, who had died recently.</p> <p>Committee Members were given details of the funeral service and the memorial celebration.</p>	
19.	<p><b>Date of Next Meeting</b></p> <p>The date of the next Meeting was confirmed for Monday 18th August 2025 at 10am at Evesham Rowing Club.</p>	