

**Minutes of a Meeting of the Committee of the Evesham and District u3a
held on Monday 18 August 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>Apologies for Absence</p> <p>Helen Hutt (HH) sent her apologies for absence.</p>	
2.	<p>Minutes of the Meeting held on Monday 21 July 2025</p> <p>With an amendment to the circulated draft, the Minutes of the Meeting held on Monday 21 July 2025 were agreed as a correct record and signed by the Chair.</p>	
3.	<p>Committee and Committee Roles</p> <p>RG reported that the individual mentioned at Minute 3 of 21 July 2025 now had additional family responsibilities and was unable to give time to the Committee.</p> <p>DD volunteered to shadow the Membership Secretary with a view to providing assistance.</p>	
4.	<p>Group Liaison</p> <p>AC reported that the Natural History Group still had no leader.</p> <p>Emails for the Group Co-ordinator continued to go to the former Trustee who had carried out that role. His assistance was needed to change this and AC would continue to seek it.</p>	AC
5.	<p>Group Leader Meetings</p> <p>The Methodist Church had confirmed that meetings could take place there on the afternoons of the 17th and 18th September.</p>	

	<p>LS and CC agreed to take charge of refreshments and to purchase the confectionary required.</p> <p>The agenda would cover:</p> <ul style="list-style-type: none"> • Welcome • New finance arrangements • Use of paid tutors • Group Leader mentors • Group Leaders Guidance • Report from Cotswold Link meeting • New Members meetings • 'Air and share' <p>RG will email Group Leaders with an invitation to attend.</p>	RG						
6.	<p>Cotswold Link</p> <p>DD and CA were attending to represent the Branch at the next half year meeting of Cotswold Link on 11 September and HH would also attend as an observer. The agenda had been circulated. Committee Members were requested to consider if there were any matters that might be raised by the representatives.</p>							
7.	<p>Finance</p> <p>DN reported as follows:</p> <p>Bank balances:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Branch account</td> <td style="text-align: right;">£10,706.36</td> </tr> <tr> <td>Groups account</td> <td style="text-align: right;">£901.10</td> </tr> <tr> <td>Concert Group account</td> <td style="text-align: right;">£4,627.14</td> </tr> </table> <p>The main account still held £298 that should be in the Concert Group account. This would be transferred in due course.</p> <p>Satisfactory arrangements were now in place for the groups using paid tutors. DN indicated that the groups should pay the tutors directly and not through the Groups account.</p> <p>Lloyds Bank accounts will be transferred with effect from 1st December to Charity accounts. The accounts were not yet operated by the bank as charity accounts. This designation should be provided before the end of the year.</p>	Branch account	£10,706.36	Groups account	£901.10	Concert Group account	£4,627.14	
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	<p>Charities nationally were facing challenges regarding their banking arrangements.</p> <p>Even as a charity account, the bank would make charges from 1 December. On current activities, these charges had been estimated as £92 per year.</p> <p>Treasurers in the Cotswold Link had talked about banking arrangements and it was apparent that they differed among the branches.</p> <p>The only bank offering free banking was the Co-op. It was decided that consideration of moving the accounts to the Co-op would be deferred to the February Meeting of the Committee.</p> <p>A claim for Gift Aid was due for submission to HMRC. Gift Aid has not been received after submission for year 2022/2023. No further submission has been sent due to U3A difficulties with HMRC.</p> <p>The treasury team will look into how/whether to contact HMRC concerning this.</p> <p>The Committee agreed that the reserve fund of the Branch, currently £5000, be transferred into an easy access savings account.</p> <p>The Committee determined that the Chair, Vice Chair, Treasurer and Assistant Treasurer would form a Finance Working Group. This Group would meet as and when it felt it was required to consider financial matters and to make recommendations to the Committee.</p>	DN
8.	<p>Monthly Meetings</p> <p>LS reported that arrangements were in place for 2026 and up to October 2027. The arrangements were still to be finalised for one date in 2026.</p> <p>LS indicated that if she became incapacitated, the folder containing these arrangements would be passed to another Committee Member. AC requested that the bookings and any other arrangements be emailed to him so that they could be stored on the Branch laptop.</p>	LS AC
9.	<p>Contingency Arrangements for Passwords</p> <p>As a contingency arrangement, any password used by a Trustee to carry out Branch functions would be kept on the Branch laptop. AC would make provision to maintain a backup of the laptop contents.</p>	

<p>10.</p>	<p>Membership</p> <p>AC reported on HH's behalf that at today's date there were 1188 current members.</p> <p>Individual 596 Joint 476 Visitor 80 Associate 35</p> <p>1122 used email.</p> <p>Beacon needed to be altered to show the change to the membership year. This had to be done centrally and AC was taking it up with the national Beacon administration team.</p>	<p>AC</p>
<p>11.</p>	<p>Policies</p> <p>It was confirmed that no work was currently needed on Branch Policies.</p>	
<p>12.</p>	<p>Year Planner</p> <p>AC indicated that he would update the Year Planner where required from today's Meeting, including arranging meetings for new members.</p> <p>Arrangements were in hand for the collection and distribution of the September newsletter.</p> <p>The TAT AGM was to be held on 15 October 2025 and this Committee may need to consider at the next Meeting voting on any proposals on the agenda.</p> <p>All other matters mentioned in the Year Planner were in hand or had been completed.</p>	<p>AC</p>
<p>13.</p>	<p>Charity Commission Annual Report</p> <p>AC confirmed that the Annual Report had been sent to the Charity Commission.</p>	
<p>14.</p>	<p>Election of Vice Chair of TAT Board of Trustees</p> <p>AC was nominated to exercise his discretion and to vote on behalf of the Committee in this forthcoming election. Members reviewed and commented on the supporting statements of the two candidates.</p>	<p>AC</p>

<p>15.</p>	<p>Correspondence</p> <p>RG asked for advice in answering a query from a Group Leader about insurance cover in certain circumstances. RG would reply in line with the advice provided.</p> <p>RG had received a request from a Canadian couple to join in u3a activities during a stay in the area. This was approved and to satisfy insurance requirements they were granted temporary membership of the Branch during their stay.</p>	
<p>16.</p>	<p>Date of Next Meeting</p> <p>The date of the next Meeting was confirmed for Monday 15 September 2025 at 10am at Evesham Rowing Club.</p>	