

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

**Present:** Ros Gowers (RG) (Chair)  
 Alan Chambers (AC)  
 Cath Cox (CC)  
 Diane Nicholls (DN)  
 David Daniels (DD)  
 Lorna Slaughter (LS)  
 Helen Hutt (HH)  
 Claire Henderson (CH)

**Also Present:** Graham Smith  
 Alun Edwards

Item	Minute	Action
1.	<p><b>Apologies for Absence</b></p> <p>All Trustees being present there were no apologies for absence.</p>	
2.	<p><b>Minutes of the Meeting held on Monday 20 October 2025</b></p> <p>The Minutes of the Meeting held on Monday 20 October 2025 were agreed as a correct record for signature by the Chair.</p>	
3.	<p><b>Open Day</b></p> <p>Caroline Bagshaw apologised for being unable to attend this Meeting and sent in a written note for consideration by the Committee.</p> <p>The Committee discussed best ways to use the space available for the Open Day, including similar groups sharing space. On Beacon, 8 groups indicated a waiting list and consideration was given to whether they should also share space.</p> <p>The Committee approved purchase of a new banner with a pocket for the date so it could be used year on year. RG would take this forward.</p> <p>Locations for banners were considered. DD would make enquiries about railings at the Elm Road/Port Street roundabout. A4 posters would be prepared and placed on community noticeboards and sent to residential care homes.</p> <p>A preparatory meeting at the church was arranged for 10 am on 16 January 2026 and a further meeting at the church for 10 am on 10 February. RG</p>	<p>RG</p> <p>DD</p> <p>RG</p>

	<p>would check that these times were available and also were suitable for Caroline Bagshaw.</p> <p>Assistance at the membership payment desk was considered and arrangements agreed.</p>	
4.	<p><b>25<sup>th</sup> Anniversary of Evesham and District u3a</b></p> <p>It was agreed that the 25<sup>th</sup> anniversary of the founding of Evesham and District u3a in November 2001 should be celebrated. A number of suggestions were put forward, including date, format, location and invitations to press and civic dignitaries. It was decided that arrangements should be considered by a group consisting of two Committee members and two named members, if they were willing to assist. RG would contact those members. LS and CH, having volunteered, were nominated as the Committee members.</p> <p>The Committee agreed that £1500 should be included in next year's budgetary estimates to cover costs.</p>	RG
5.	<p><b>Committee Members</b></p> <p>RG, CC, DD, HH, CH and LS indicated their willingness to stand for election as Trustees at the next AGM. The appointment of officers would be considered at the Committee Meeting after the AGM. CH indicated her willingness to act as Treasurer and LS as Secretary. HH also indicated her willingness to continue as Membership Secretary.</p> <p>The Meeting suggested sending material to new members about the role of the Committee and the need for Trustees.</p>	
6.	<p><b>Feedback from Meeting of Cotswold Link Treasurers</b></p> <p>DN delivered a written and verbal report of the meeting of Cotswold Link Treasurers held by Zoom on 24 October. Kate Cowan, head of the Advice and Information at TAT was also present to advise mainly on the management of group finances.</p> <p>In summary, Kate Cowan advised that each local u3a was an independent association, managed as a charity by the trustees, and it was for the trustees to ensure that they had adequate oversight of their u3a's financial affairs, including group finances. TAT could provide advice on how adequate oversight might be achieved, but it could not impose rules on local u3as as independent organisations. It was for each committee of trustees to decide how adequate oversight was achieved. The trustees were also responsible for ensuring that all premises used by the u3a were suitable for purpose,</p>	

	<p>after a risk assessment has been carried out, and should manage any hire agreements. Further questions were asked and answered on: use of personal bank accounts to handle u3a funds; compliance with insurance cover requirements; insurance cover where dogs and non-members attend u3a activities.</p> <p>RG expressed the view that the steps now in place covering group finances and the hiring of premises provided this Committee with improved oversight of its responsibilities.</p>											
7.	<p><b>Finance</b></p> <p>CH submitted a detailed written report. In summary: -</p> <p>Balances at 14 November:</p> <table data-bbox="236 801 858 1003"> <tr> <td>Branch current account:</td> <td>£4299.88</td> </tr> <tr> <td>Branch savings account:</td> <td>£5007.10</td> </tr> <tr> <td>Groups account</td> <td>£2096.90</td> </tr> <tr> <td>Concert Group account</td> <td>£527.24</td> </tr> <tr> <td>Paypal</td> <td>£31.54</td> </tr> </table> <p>Bank charges will be paid from December and will all be met from the main account.</p> <p>CH would review the Groups account this month and would consider the payments in and out for individual groups over the first six months of the financial year. Three groups had noticeable balances. An invoice was expected for one of them. No invoice had been received for the hall hire of the other two and the Group Leaders had been contacted for clarification.</p> <p>There appeared to be a small shortfall on the Concert Group account, but this should be remedied shortly.</p>	Branch current account:	£4299.88	Branch savings account:	£5007.10	Groups account	£2096.90	Concert Group account	£527.24	Paypal	£31.54	CH
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8.	<p><b>Monthly Meetings</b></p> <p>LS reported that 87 had attended the last meeting. Where invitations were sent to care and residential homes, LS would arrange a booking system to control numbers.</p> <p>HH agreed to cover the December meeting, as LS was unable to attend it.</p>											
9.	<p><b>Membership</b></p> <p>HH reported that at today's date there were 1218 members.</p>											

	<p>Individual 617 Joint 478 Visitor 85 Associate 38</p> <p>Until recently, the membership report had included an uneven number of joint members. That error on the system had now been corrected.</p> <p>1154 members used email; 805 chose not to receive a paper copy of the newsletter; 119 asked for no publication of photos; and 226 opted out of receipt of TAM.</p> <p>An application for membership could now be submitted on line. The form did not contain some of the questions on the paper form, eg receipt of the newsletter, so it required follow up correspondence.</p> <p>As next year's subscriptions would not be confirmed until the January Meeting of this Committee, a number of suggestions were made for handling new membership applications received in January before that Meeting.</p>	
10.	<p><b>Future Meetings</b></p> <p>AC confirmed that the Methodist Church was booked for the next Group Leader meetings and a new members meeting.</p>	
11.	<p><b>Equality, Diversity and Inclusion</b></p> <p>RG suggested that, having attended a meeting to discuss equality, diversity and inclusion, it might be necessary to carry out an audit of all premises used for group meetings, including private homes.</p>	
12.	<p><b>Date of Next Meeting</b></p> <p>The date of the next Meeting was confirmed for Monday 19 January 2026 at 10am at Evesham Rowing Club.</p>	