

**Minutes of a Meeting of the Committee of the Evesham and District u3a
held on Monday 16 February 2026 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
 Caroline Bagshaw for Item 3

Item	Minute	Action
1.	<p>Apologies for Absence</p> <p>All Trustees being present there were no apologies for absence.</p>	
2.	<p>Minutes of the Meeting held on Monday 19 January 2026</p> <p>With amendments to the circulated draft, the Minutes of the Meeting held on Monday 19 January 2026 were agreed as a correct record for signature by the Chair.</p>	
3.	<p>Open Day</p> <p>Subject to minor last-minute adjustments, arrangements for the Open Day were complete. It had become apparent that some Group Leaders had not updated Beacon to show that their groups were full. The Groups in transition table would have quite a lot on it. RG volunteered to take the lead on that table. Arrangements were in place for additional tables to be taken to All Saints. Access to the kitchen was confirmed. Fire exit routes were known in case of emergency evacuation. Waiting list sheets were done for each group. If any group wanted wifi access, some-one would available in the office to assist. Notices would be put up in the Market Place tomorrow morning. AC would send out a reminder to all members later today.</p>	
4.	<p>25th Anniversary of Evesham and District u3a</p> <p>LS reported on plans for 25th Anniversary celebrations. It would be launched at the Open Day.</p>	

	<p>It was intended to collect an archive of photos of u3a activities during the first 25 years. The December newsletter would be devoted to memories. Consideration was being given to a podcast, to publicity in village magazines (with possible assistance from Group Leaders) and a photo competition. A display could be put on the library noticeboard later in the year, if work on the library had been completed.</p> <p>The council was content for a picnic in the park to be held subject to proof of third-party insurance. This was planned for the first Wednesday in June in place of the regular monthly meeting. Details were yet to be confirmed, including arrangements for refreshments for any attending dignitaries. The working group was also considering a performance afternoon for the first Wednesday in November to showcase u3a groups.</p> <p>Locations and arrangements for an afternoon tea were mentioned. Suggestions were made by Committee members of possible locations.</p> <p>It was also proposed that IT ability training could be provided as part of the celebrations. It needed to be checked if the Methodist Church could be available from 1pm for this purpose when monthly meetings took place.</p>	
5.	<p>Group Leader Meetings</p> <p>A draft revised Group Leader Guide was discussed. DN and CH would provide changes to financial procedures. LS requested that any amendments be sent to her by Friday so that there was time to have copies available for the meetings.</p> <p>Arrangements for the two meetings were mentioned.</p>	
6.	<p>Outside Events</p> <p>Representation of Evesham u3a at Churchill Homes on 28 January had not been very productive.</p> <p>Attendance at Yates Court on 10 March had been arranged. A request had been made for the u3a to be represented at an event at the Physiotherapy Dept. of Evesham hospital between 9am and 12 noon on 11 March. AC will confirm with the hospital that the u3a will be represented.</p>	
7.	<p>Cotswold Link</p> <p>DN would consider attending if she were available. DN and DD were nominated to represent Evesham u3a at the Cotswold Link half yearly meeting and AGM on 26 March 2026 in Ross on Wye with a discretion to vote as they saw fit.</p>	

<p>8.</p>	<p>Finance</p> <p>CH submitted a detailed written report. In summary: -</p> <p>Balances as at 15th February 2026:</p> <p>Current Account £1,090.50 Savings Account £10,515.59 Concert Group Account £2,869.98 Groups Account £2,456.31 PayPal £495.78</p> <p>Current Account. A further £3,500 has been transferred to the Savings Account. £2,225.06 had been transferred from PayPal balances to the account. A charge of 42 pence was paid on 18th January relating to the charging period 10th November – 9th December.</p> <p>The Concert Group Account was operating well. The balance represented payments for the forthcoming April concert and payment of the March concert coaches and driver’s tips. An account charge of £2.84 was paid on 18th January relating to the charging period 10th November – 9th December. One membership fee was paid incorrectly into this account and the funds transferred to the main current account.</p> <p>The Groups Account was operating well. Two groups accounted for c. £887 of the balance, due to outstanding matters. An account charge of £3.20 was paid on 18th January for the charging period 10th November – 9th December. An account charge of £1.29 will be paid on 17th February for the charging period 10th December – 9th January.</p> <p>Charges were made by the bank mainly for handling cash and cheques.</p> <p>RG signed an authority for CH to operate the PayPal account.</p>	
<p>9.</p>	<p>Finance – Third Age Trust Meeting</p> <p>CH further reported on a Third Age Trust meeting held on 10th February. The meeting was led by John Bent CIMA, CGNA a TAT Trustee.</p> <p>Of particular interest, the meeting mentioned:</p> <p>a) Charitable Incorporated Organisation</p> <p>Some u3as have changed to a Charitable Incorporated Organisation (CIO). This was a new legal entity providing a legal identity to a u3a separate to the trustees and membership and so limits the personal liability of the trustees</p>	

	<p>and members. As an incorporated body a CIO can enter contracts in its own name, as opposed to in the name of the trustee or trustees who sign the paperwork. Trustees of a CIO were still covered by the trustee indemnity insurance.</p> <p>b) Gift Aid</p> <p>U3as were advised to contact TAT for assistance if they were having difficulty with unpaid gift aid claims.</p> <p>If members receiving Third Age Matters or a paper copy of their local newsletter paid a higher fee to cover publication and distribution costs than those who did not, then the extra amount charged could not be claimed as Gift Aid.</p> <p>Different rules also applied to u3as which charged an inclusive membership fee which covered everything e.g. hall hire.</p> <p>c) Group Funds</p> <p>Group Leaders paying their group's collected subs into their personal account and then paying into the u3a account by BACS transfer was again raised. It was accepted that this was a practical solution.</p>	
10.	<p>Charitable Incorporated Organisation</p> <p>The Meeting considered the advantages and disadvantages of being a CIO and decided it was not a matter to be taken forward at this time.</p>	
11.	<p>Gift Aid</p> <p>Enquiries disclosed that DN was the authorised contact lodged with HMRC for Gift Aid claims. Four other names were also logged with HMRC, but none of these were current Trustees. It was decided that updating this information at HMRC should be left until after the AGM and the Year Planner should be amended to show that this was to be done.</p> <p>DN had re-submitted Gift Aid claims for three years totalling £4192.60.</p>	AC
12.	<p>Payment by Cheque</p> <p>The Committee discussed whether Evesham u3a should refuse acceptance of payments by cheque. As noted above, cheque payments attracted banking fees. It was determined that payment by cheque would be discouraged, but not disallowed.</p>	

13.	<p>Monthly Meetings</p> <p>LS indicated that the most recent monthly meeting had been well attended with positive feedback. She would be cancelling some speakers to allow for 25th Anniversary events.</p>	
14.	<p>Membership</p> <p>HH reported that at 15 February the system indicated that there were 1240 members.</p> <p>Individual 640 Joint 474 Life 1 Associate 38 Visitor 87</p> <p>95% used email.</p> <p>Approximately one third of the membership had renewed their membership for next year. 12 members had resigned.</p> <p>Card payments for renewals would be taken at the March monthly meeting.</p>	
15.	<p>Group Accounts</p> <p>DN indicated that the manner in which individual groups reported their end of year accounts might need to be changed. This would be agreed with the Independent Examiner.</p>	
16.	<p>Year Planner</p> <p>AC confirmed that all matters on the Year Planner had been dealt with.</p>	
17.	<p>Funeral</p> <p>Representation of the Committee at an upcoming funeral was agreed.</p>	
18.	<p>Coach Trips</p> <p>A member of Evesham u3a had contacted RG asking that consideration be given to arranging coach trips for members. Setting this up from scratch would need careful consideration and willing volunteers. It would be tabled at the Open Day on the transition table.</p>	

19.	<p>Committee Succession</p> <p>AC mentioned that sending out the newsletter emails would need to be assigned to some-one.</p>	
20.	<p>Access to Members' Home Addresses on Beacon</p> <p>Alun Edwards, as Beacon administrator, had asked the Committee to consider whether Group Leaders should have access on Beacon to the home addresses of members of their group. Currently all Group Leaders had that access. The system allowed for only two options – a) all Group Leaders had access to members' home addresses, or b) no Group Leader had access to members' home addresses. The Committee decided that the current arrangement should continue. Consideration would be given to whether the current Privacy Notice needed amendment.</p>	
21.	<p>Venue</p> <p>The Committee thanked AC for arranging this meeting at short notice at his home, after access to the Rowing Club had been affected by flooding.</p>	
22.	<p>Date of Next Meeting</p> <p>The date of the next Meeting was confirmed for Monday 16 March 2026 at 10am at Evesham Rowing Club.</p>	