Minutes of a Meeting of the Committee of the Evesham and District u3a held on Monday 20 July 2026 at 10.00 am

Present:	Ros Gowers (RG) (Chair to Item 3) Diane Nicholls (DN) (Chair from Item 3) Lorna Slaughter (LS) Helen Hutt (HH) David Daniels (DD) Cath Cox (CC) Claire Henderson (CH) Ian Brown (IB) Peter Telford (PT)
Also Present:	Graham Smith Sue Rogerson Neil Hoy

Item	Minute	Action
1.	**Introductions** Introductions were made for the benefit of the newly elected Trustees and the members observing.	
2.	**Minutes of the Meeting held on Monday 15 June 2026** The Minutes of the Meeting held on Monday 15 June 2026 were agreed as a correct record for signature by the Chair.	
3.	**Appointment of Officers** The following were appointed as Officers of this u3a: Chair: Diane Nicholls Vice Chair: Cath Cox Treasurer: Claire Henderson Secretary: Lorna Slaughter	
4.	**Other Committee Roles** Members agreed to carry out the following roles: Membership Secretary: Helen Hutt Group Liaison: Ian Brown Charity Commission Liaison: Diane Nicholls Safeguarding Officer: Ros Gowers Public Events Co-ordinator: Ros Gowers Health and Safety Officer: Diane Nicholls Accessibility Officer: David Daniels Monthly Meetings: Peter Telford (with transition period) and Cath Cox continuing to arrange refreshments.	

	Decisions on the appointment of assistants for the Treasurer and Membership Secretary were deferred. Pending further consideration of these positions, DN would seek advice on the avoidance of any potential conflict of interest.	DN
5.	**Follow Up from the AGM and Appointments** DN will obtain the notes on procedures and the link to update the Charity Commission website. DN would notify the website team, the Beacon administrator and the newsletter editor to make the changes required. LS had the former Secretary's notes and would obtain the laptop that holds the u3a's records. She will check bookings for the Committee Meetings at the Rowing Club and for the Monthly Meetings at the Methodist Church. The date of the next Group Leaders meeting might need to be changed and this would be considered at the next Meeting of this Committee.	 DN DN LS
6.	**2026 AGM** All agreed that the AGM went well and the efforts of Group Leaders in reminding members to attend or submit a proxy vote had helped to achieve a quorum.	
7.	**Community Day on 15 July** RG reported that attendance by herself and CC at a Community Day at the Leisure Centre organised by the Physiotherapy Department had provided an opportunity to raise awareness of the u3a with other organisations.	
8.	**West Midlands u3a Workshop Day** DN reported back on a West Midlands u3a Workshop Day held on 16 June. Topics that were covered included looking at and adapting to the future and motivating members to volunteer. There had been also an opportunity for peer group networking. It was apparent that some u3as had changed their constitution from the standard model.	
9.	**25th Anniversary Events** LS indicated that the group overseeing 25th anniversary events had recently met. The following were the most recent updates: An opportunity to put a display in an estate agent's window had arisen. The dressing would be done professionally once items for display had been selected. It had been decided that the November showcase event would be held at the Methodist church and in the afternoon only. Other alternatives had been mooted but were considered impractical. Methods to control numbers attending would be implemented. Invitations for the afternoon tea had been going out. 29 replies had been received to date.	

	Insufficient musicians were available for the proposed classical concert so this would not be taking place. Progress was being made with a commemorative newsletter.	
10.	**Finance** CH submitted a written report. In summary: Funds as at 17th July 2026; Current Account: £679.66 Savings Account: £13548.69 Groups Account: £2919.56 Concert Group: £2068.11 PayPal: £121.17 CH would take over the Gift Aid account so she could submit the claim for year ending April 2026, estimated at £1,600. Income and expenditure were in line with the Budget forecast for the first quarter except for the Beacon access fee and TAT membership capitation fee, which were both higher than expected. This expenditure was however offset by the increased membership fees received. An invoice from TAT for the CLA licence, normally paid in April, had not been received. This would be checked. Based on current figures, the forecast year end bank balance was £9,990.79. The invoice for the September 2026 concert tickets had now been paid. September coaches and drivers' tips would be paid out after the concert on 4th September. The outstanding issues about invoices from Wallace House and Bengeworth Church House seemed to have been resolved.	
11.	**Finance Working Group** The Meeting confirmed membership of the Finance Working Group as the Chair, Vice Chair and Treasurer.	
12.	**Pay Pal Account** Details held by PayPal would need to be updated once the Trustee records at the Charity Commission had been amended. Committee Members agreed to provide their full names and dates of birth to CH and that addresses on Beacon could be accessed to complete the details required.	
13.	**Surrendered Group Funds** Further to Minute 8 of the last Meeting, CH asked the Committee to decide how long	

	funds surrendered by an inactive group should be retained in the Groups Account before transfer to the main Current Account. For information, she reported that the funds surrendered by the Croquet Group now totalled £157.50 after the sale of group equipment. After discussion it was suggested that the funds should be kept in the Groups Account until after the next Open Day as this was an opportunity for members to suggest new groups. If the group wasn't started up again by then, the funds should be transferred to the Current Account by year end.	
14.	**Lloyds Bank** The records regarding Trustees and signatories held by Lloyds Bank would require updating to reflect the current position. All Trustees must be recorded whether or not a bank signatory. The Committee determined that the Chair, Secretary and Treasurer be signatories of the bank accounts. They were also authorised to approve expenditure in accordance with current policies and procedures. In addition to the Treasurer, DN and LS would be given full online access to the accounts. HH would have full online access to the Current Account. DD would be given read only access to the Current Account and the Concert Group Account.	
15.	**Review of Finance Policies** CH asked for guidance from the Committee on what procedures the Finance Working Group should follow in preparing Finance and Group Finance Policies and Procedures. The Committee requested that the Working Group prepare drafts for circulation to the Trustees for approval in Committee.	
16.	**Monthly Meetings** LS indicated that the nature of the talk after the AGM might need further consideration as this year's AGM took half an hour, considerably reducing time for the speaker.	
17.	**Membership Report** HH reported: At 19 July 2026 there were 1219 members: Associate 30 Individual 615 Joint 492 Life 1 Visitor 81 The reduction from last month was mainly accounted for by the removal of those who did not renew their membership.	

18.	**New Members Meeting** HH reported that once a new date had been set at the next EC she would send out invitations to members who had joined since the last new members meeting and also to those who had wished to attend the last one but were unable to do so.	
19.	**Charity Commission Annual Report** DN would speak to the former Secretary about the submission of the annual report to the Charity Commission and then prepare it.	DN
20.	**Proposed Resolution for Consideration at TAT AGM 2026** DN mentioned that u3as had been requested to consider a proposed resolution submitted by Haxby & Wigginton u3a for consideration by the Third Age Trust's 2026 AGM and to submit any suggested amendments to TAT by 30 July. The Committee determined not to submit any amendments.	
21.	**Accident at a Group Venue** The Committee's attention was drawn to an incident following a group meeting which resulted in damage to a village hall. The Meeting concluded that on the basis of what facts were known it did not directly involve this u3a and required no action by the Committee.	
22.	**Date of Next Meeting** The date of the next Meeting was confirmed for Monday 17 August 2026 at 10am at Evesham Rowing Club.	