

Committee meeting

held on Monday 11th May 2026 at 2.30 p.m.
@ Ridgeway Community Centre

MINUTES

Present:

Chairman: Ian Shipton

Minutes: Jane Milne

Committee Members: Anna Gordon, Yvonne Griffiths, Ken Johnstone, Charmaine Anderson, Sarah Robinson, Neil Kelly, Malcolm Brooks, Bob Ferguson and Hilly Bailey

1	APOLOGIES FOR ABSENCE: TF	ACTION
2	APPROVAL AND SIGNING OF MINUTES OF LAST MEETING Minutes of the previous meeting held on the 13 th April 2026 were taken as read, approved and signed. <u>Matters arising:</u> AOB: AG sent flowers and a card to RS.	
3	IS CASH REQUIRED FOR NEXT OUTING? Only £40 tip for the driver.	
4	CA TO SEND a pdf of APPLICATION TO SR SR has put a link on the website on the join us page.	

5	OUTINGS ORGANISER HB shared the following: From model policy Finance Policy u3a: “The organiser of an event must not benefit from any discount (eg free place) offered by the organisation providing the event. The value of free places must be shared out among all participants to the event. Out of pocket expenses can be paid to the organiser out of the money collected for the event. As all u3a members offer their services free to the movement, the organiser(s) must not get any pecuniary reward for organising the event”.	
6	FIRST AID BUM BAGS After much discussion it was agreed not to purchase bum bags as not all conveners go on all walks. Some members felt it feels like a responsibility. 16 members participated in a First Aid course this afternoon funded by the u3a. The members were happy to share the cost of hiring the hall. YG to send IS text for dialing 999 where there is no mobile service IS will replenish out of date bandages in the first aid kits. Members should be responsible for their own safety and carry necessary first aid equipment where necessary.	YG IS
7	NATIONAL ARBORETUM OUTING Unfortunately, the Arboretum outing was published without a contact name which caused some confusion so the requests went to the contact us page, thankfully IS and KJ sent them on to SW. It was agreed <u>full</u> outings should be moved to the bottom of the newsletter and put new outings with spaces at the top. Sometimes a separate email advertising an outing may be sent. It was agreed to send a standalone email for booking a place on the Arboretum trip. MB said he would contact SR for list of bookings booked so far and exclude them from the mailing. All adverts for outings must be sent to SR (website) and BF (newsletter for MB).	MB

8	FINAL CHECKLIST FOR AGM HB to prepare crib sheet for IS. JM to bring 2025 AGM minutes for signing and take minutes for the 2026 AGM. Volunteers needed to man the tables for members to sign in – CA plus ? Outings and Groups reports taken as read and do not need membership approval but questions may be asked. Treasurer's report does not need membership approval but the Consolidated Accounts does need members acceptance with a proposer and seconder.	
9	SUMMER LUNCHEON Hall, chairs, tables and gazebo's all ordered by HB. Transport all booked by SR.	
10	CO-OPTED Two committee spaces available due to the resignation of NK and AG. No additional nomination forms were received for the committee AGM election. We will have two co-opted spaces available on the committee.	

11	STANDING REPORTS	
	Finance: Charity account £3,645.78, Savings £9,575.35.	
	Interest groups: YG questioned when Conveners could access simple membership? It was agreed to remove information about groups from the website as often out of date.	
	TVN: NK attended meeting on the 1st May (also the AGM). Not many u3a's budget for their speakers, some pay a minimal fee so quality of speakers can be compromised. Arranging lifts for members was to be avoided as could be seen as "hiring" by HMRC. One HMRC inspector sees "new" or "teaching" as gift aid so be warned! Some members expressed concern about giving ICE (in case of emergency) details to their u3a.	
	Outings committee: Next committee meeting to produce an explanation for the newsletter for the requirement of ICE when attending an organised outing. KJ thanked MB for rewording a plea for the outings committee – one member (DS) has come forward and will be attending the next committee meeting. KJ to send MB a list of the planned outings so he can create a cost centre. In principle no refunds are given for outings unless their place can be replaced.	KJ
	Database/membership/communication: Seven new since last committee meeting. 500 active members. 28 members have been sent a third renewal request. One resigned and one has returned by giving us a new application form after saying they had left. Group conveners informed if member has resigned, not renewed or left the group.	KJ
	IT: IS and MB to meet after the summer holiday re simple membership.	
	Website: Website matches the information in the newsletter. The website could move to Simple Membership in the future but some functionality will be sacrificed.	
	Speakers: JT sent apologies for the AGM, speakers booked up to June 2027.	
	U3a Matters: TVN minutes will be sent to IS in the future.	
	Secretary: Nothing to report.	
	Newsletter: All information must be sent to BF for MB to input into the newsletter.	

14	AOB HB: Requested committee members respond to emails asking for comment. IS agreed to set up a committee Whatsapp group which may be quicker as not all committee members look at their emails frequently. HB: RS doing well and are both keen to return to serving refreshments at the speaker meetings. AG is in regular contact. JM: CA agreed to take minutes at the June committee meeting. NK/AG: Both expressed their thanks to the committee for years of friendship and support. AG agreed to remain as Almoner. MB to give AG access to simple membership. Both agreed to purchase drinks for the summer luncheon. MB: To remove NK from simple membership. KJ: Thanked AG and NK for all their support over the years and particularly when he was President.	IS MB MB
	DATE AND TIME OF NEXT MEETING Monday 29th June @ 2.30pm at Ridgeway Community Centre Future meetings: 10th August, 21st September and 2nd November.	

Signed Chair of Committee: _____

Date: _____