

Committee meeting

held on Monday 2nd March 2026 at 2.30 p.m.
@ Ridgeway Community Centre

MINUTES

Present:

Chairman: Ian Shipton

Minutes: Jane Milne

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

1	APOLOGIES FOR ABSENCE: None	ACTION
2	APPROVAL AND SIGNING OF MINUTES OF LAST MEETING Minutes of the previous meeting held on the 12 th January 2026 were taken as read, approved and signed. <u>Matters arising:</u> To remove KJ contacting the coach company	
3	IS CASH REQUIRED FOR NEXT OUTING? Cash only required for driver's tip.	
4	PURCHASE A CARD READER? After much discussion it was agreed not to proceed as the card reader will only work off one mobile phone, incurs a percentage cost for each transaction plus additional work for the Treasurer.	

5	CELEBRATION LUNCH REVIEW Only 46 attendees of which 9 were committee members, attended in January 2026, we had 66 attendees in 2025. Some members felt the distance and price may have put some people off booking. Subsequently, JM has approached Goring and Streatley Golf Club and booked Friday 29h January 2027 at 12.30. with a £100 deposit. Two courses £28.50 and Three courses £34.50. Hopefully the reduced price and change of venue will increase more members to book in 2027.	
6	COFFEE MORNING EXPENSES Receipts averaged £47 per month from April 2025 to January 2026 with average expenses of £68 per month so we were making a loss of approximately £21/month. Since the introduction of a sign asking for a contribution of £1.50 for coffee/tea we took £78 in February, a £10 profit. MB pointed out gift aid can be claimed for any donation, not dependent on being a tax payer.	
7	NEW YELLOW/ORANGE TABLE CLOTHS FOR COFFEE MORNING It was agreed to make new table cloths for the coffee morning, JM and YG agreed to purchase some material and make them up. All agreed to keep green table cloths as spares.	

8	SIMPLE MEMBERSHIP JOIN PAGE New members will be encouraged to join on line through Simple Membership. Terms and Conditions need to be added via a link and ticked as read / agreed before members can proceed with their application – MB to add a box. Their membership will be activated once payment has been received. It was agreed to request same information as current including title (e.g. Mr, Mrs, Ms) Conveners will be expected to keep their group lists up to date. If a member leaves the u3a an email will be sent automatically to each group convener informing them they are no longer a member and will have been removed from their attendees list. SR will put a joining page on the website via a link. CA to send SR a pdf of the application form.	MB SR CA
9	HOW TO USE SIMPLE MEMBERSHIP HB has volunteered to be the Events Co-ordinator for one off Events e.g. Celebration Lunch, Outings etc. Nothing to be done at present. MB to provide 1:1 tutoring as and when required. Simple Membership will not be used for Finance until at least 2027.	
10	WEBSITE GROUPS CALENDAR SR will liaise with Rick in moving the website over to Simple Membership. Certain pages will require a log in to proceed. MB to give website status to SR. SR to send a pdf ink to CA for the monthly calendar.	MB SR

11	CONSIDERATION OF TWO POLICY/PROCESS ITEMS HB suggested two amendments to our Procedures Book:- 1. Change three to one for attending a Speaker meeting before becoming a member 2. Condolence cards to be sent at the discretion of the Committee. All agreed with the above amendments to be actioned by MB.	MB
12	NUMBERS AT SPEAKER MEETINGS Once HB has had confirmation from the Church of their maximum numbers under their Health and Safety Fire Regulations, IS will put a note in the Newsletter. In future, once the maximum number of attendees has been reached no more members will be allowed into the Church for Speaker meetings.	IS

13	STANDING REPORTS Finance: Treasurer account £1,512.66, Savings Account £9,563.42, totalling £11,076.08. Interest groups: Nothing to report. Training can be given via MB to Conveners if and when required. TVN/WoW: WoW has temporarily ceased publication. TVN: a Zoom meeting was held on the 6th February. A summary of points arising from a network group was circulated giving common problems including: a lack of volunteers for committee work, succession planning, Secretaries workload, communication with TVN, uncertainty about National u3a structures. A u3a guidance note on being non-political was presented and is available - political discussion is not precluded. Outings committee: One member has requested joining the Outings committee, KJ to follow up. Database/Membership statistics: Current members 527, eleven joined since last committee meeting. Sadly, one member has died. IT: Committee regular discuss issues via email. Website: SR contacts all Conveners by email each month. Eventually move to Simple Membership – at the moment a few technical issues with log in. The Website may look slightly different in future. Speakers: All speakers booked are of a good quality and well received by members, costing between £200 and £220. U3a Matters: Nothing to report. Secretary: Nothing to report. Newsletter: MB will send a separate email to all members later this week advertising the outing to RHS Wisley, booking was live from the 1st March on the website.	MB
----	---	----

14	AOB KJ felt there was no need to remind members to leave the coffee mornings early due to car parking. SR and CA to liaise over text for the invitation to New Members' Tea on Friday 27th March – to be forwarded to MB for action. AG/NK raised the need for first aid training for the Conveners of the Walking Groups. All agreed to fund and open up a First Aid course to outings' leaders. Approximately £120 with St Johns Ambulance. AG/NK to follow up. HB will circulate the Nomination Form mid-March for inclusion in the March Newsletter and for Committee members to give their final proof read. Final papers to be published beginning of May. AG/NK to order cakes for new members' tea	SR/CA MB AG/NK HB AG/NK
	DATE AND TIME OF NEXT MEETING Monday 13th April 2026 @ 2.30pm at Ridgeway Community Centre Future meetings: 11th May, 29th June, 10th August, 21st September and 2nd November.	

Signed Chair of Committee: _____

Date: _____