

Thursday 4th September 2025
Balsall Common u3a Executive Committee Meeting
St Peter's Church Hall
3.30pm - 5.15pm

In attendance

Juliet Hancox (JH), David Thomas (DT), Sandra Heard (SH), Diane Holleran (DH),
Liz Cowley (LC), Sheila Jones (SJ), June Slatter (JS) Jayne Taylor (JT) Vivienne
Waterer (VW)

1. Apologies

Mick Gill

2. Minutes of previous Meetings

Executive Committee meeting 5th June 2025

Executive Committee meeting 3rd July 2025

The minutes were approved as a true record and signed by the Chair.

3. Matters Arising.

5)a) 140 members have signed Gift Aid forms. Vivienne to ask Group Leaders to promote Gift Aid uptake. (VW)

7)a) Diane has found that Register of Interest is not relevant to the Committee.

8)c) Fish & Chip Supper discussed in Social Events.

9)a) Sandra to send out new Committee Contact List to all Committee members.

The use of personal email addresses was agreed by all the Committee (SH)

4. The Constitution

New Chair, Secretary and Treasurer signed the Constitution which was accepted by all trustees in attendance.

5. Code of Conduct.

The Code of Conduct was accepted by all trustees in attendance.

6. Website.

June has had a meeting with Juliet and Peter Calver (the new Webmaster for SiteWorks) and has applied to Peter's mentor at SiteWorks for Peter to move onto the Live Site. He can then populate various pages. It all seems to be moving at pace, and from January we should have the final live site.

We continue to use the old site until we are told to move onto SiteWorks.

New members forms will be easier if they can be completed on a PDF on-line, and all details will then be sent to Sandra via the website, rather than her getting a hard copy, as is the case currently. June is finding out the cost implication for the proposed New Members computerised forms. (JS)

The cost of the new website will not be much different from the current site (approx. £50 a year).

Peter has asked for preferred email addresses as the new site doesn't need generic addresses, it uses contact forms. For example: If someone wants to contact a group leader they will click a button on the Group Page and a contact form will appear. Trustees' and Group Leaders' email addresses will not be publicly visible on the internet site. They will be stored securely.

We are one of the last U3as to use this system, so it must now be working well.

Around Christmas we will organise a meeting with Peter for all the Committee to see Siteworks in use.

7. Correspondence.

- a) U3a Matters subscription return for the 3rd Age Trust magazine is sent quarterly. The Excel document is sent to the printers to enable them to send out the quarterly magazines to members who have opted to receive it. (SH)
- b) Charity Commission Trustee Welcome pack now sent to Vivienne, therefore everyone now had one. (DH)

8. Policies Review

Mick has checked most of the Policies and sent us out the details in an email. As per the email, all policies (bar 4 outstanding) have been reviewed and were adopted by the Committee. The following policies: Finance & Reserves, Social Media & Members Guidelines, Privacy, and Hall Bookings and Contracts; require further work. These will be discussed at the November meeting.

One detail noticed, Risk Management has a Number 12 but nothing written. (MG)

All the Committee would like to give a Vote of Thanks to Mick for all his hard work reading and amending all the policies. It is greatly appreciated. (MG)

9. Chair's Report

Outstanding Policies will be discussed in November

All current Committee members have formally agreed to comply with the Trustee Code of Conduct

Charity Commission Annual Return made for October 2025 submission

Juliet has voted for the TAT Vice Chair, Sheila Crawley. As we have no idea about the candidates we have been guided by the National Board's recommendation for the vote.

Peter Calver has agreed to take on the role of Webmaster for the new website.

All Trustees have confirmed that they have agreed to the T&C's for SiteWorks.

10. Treasurer's Report.

- a) Current Membership: 357 renewed and 26 new. Total 383 members.
- b) David has requested to stand down in January when it is the Treasurer's year end.
- c) Vivienne to ask Group Leaders if they know of anyone able to fill the Treasurers post (VW)
- d) David stated that he is willing to carry on dealing with Gift Aid, but will hold fire at the moment as TAT are reviewing Gift Aid guidance for u3as.

11. Secretary's Report.

I have confirmed I can send emails to all Committee members personal email addresses.

12. Social Events

Race Night all set for November 15th

Fish and Chip supper – perhaps we need to change it, perhaps bring your own food. (ALL)

The chair has requested that each Committee member research some ideas to share at the November meeting concerning future social event for the members. (ALL)

13. AOB.

Advertising

The Committee agreed that we need to advertise around the village, with new posters. Currently, people seem to join us via word of mouth. June and Liz are looking at advertising images and printing posters. (JS) & (LC)

Hospitality

We have a full rota booked for the new year for making coffee/tea.(JT)

Review of Membership Forms

Sandra needs to amend the membership forms.

a) To state who the Emergency telephone number relates to as in relative or friend. Perhaps print both and ask to delete one.(SH)

b) Could we ask for interests and previous/current occupation.

We need to simplify the forms.(SH)

U3a Badges re-visit these in next meeting as we are nearly running out of them. (SH)

West Midlands U3a

June advised us that the Chairman Rob Robery has resigned and that Jean is standing down in September. We may not have a West Midlands Rep until the New Year.

Membership Secretary

Sandra has advised us that she will have completed her ~~4~~ years in May 2026 and therefore will be standing down. We will then need a new Membership Secretary and if possible, this person should shadow Sandra as part of a handover.

14. November Special Meeting

David Thomas reported that our biggest expenditure is the contribution to the Third Age Trust. However, keeping our membership fee at its current level at £14 per member, and £17 per new member (£10 for a half year) we can cover our costs. U3a are having discussions with the Inland Revenue regarding Gift Aid but nothing is sorted yet.

Committee Members agreed that Members fees will remain the same as last year.

15. For Discussion at next meeting

Policy Reviews with Mick (MG)

20th Anniversary planning (ALL)

Meeting concluded @ 17.15hr

Date of next meeting: **Thursday November 6th 2025**

Signed..........Date.....6/11/23.....