

Thursday 4th March 2026
Balsall Common u3a Executive Committee Meeting
St Peter's Church Hall
3.30pm -5.15pm

In attendance

Juliet Hancox (JH), Sandra Heard (SH), Diane Holleran (DH), Liz Cowley (LC), Sheila Jones (SJ), June Slatter (JS) Jayne Taylor (JT) Vivienne Waterer (VW) Mick Gill (MG) Sean Bryan (SB) Paula Baggot (PB)

The Chair welcomed Paula Baggot who will be taking over from Sandra Heard as Membership Secretary after the AGM in May.

1. Apologies

Richard Drake (RD)

2. Matters Arising from Minutes of previous Meetings

The Summary of Committee Roles document needs amending and circulating to Committee members for confirmation. Subsequent versions to be numbered, as this document gets amended frequently. (DH)

3. Website Review.

Kim Hathrell has been appointed alternative Administrator for the Website and has been endorsed by the Committee in this role.

Members of the Committee expressed the view that the home page picture should relate to Balsall Common/Berkswell (Windmill, Station etc). (JS) to look at alternative images. This will be reviewed at next meeting.

The consensus was that the web site is very easy to navigate, and the committee would like to thank June and Peter for all their hard work.

4. Planning for AGM.

The annual accounts are needed which will be audited by Alan Buckland. (SB)

The Charity Commission details are up to date and in order. (DH)

Preliminary notification Email to members to be sent out via Beacon for May. (DH)

Send out nomination forms with notification, nominating new committee members. Form to be returned to Chair or Secretary. (DH)

Membership to approve the new committee nominees by a show of hands at the AGM.

Following the AGM, the new committee will meet, to assign and agree committee roles.

5. Planning for Anniversary Update.

Hiring premises for Prime Numbers on Saturday 26th September at St Peters. Costings for 70 places £1200.00 (LC)

Quiz Saturday 25th April at St Peters £4.00 each and 'bring your own food' (MG)

Plant a tree, in the Library or somewhere in Balsall Common. Check if TAT will give us a Grant or HS2. The September anniversary is a good time to plant the tree. (JH)

Race Night. (MG) is planning a date later in the year.

Matinee Cinema Film Show. The Jubilee can hold 50 people. (LC)

Murder Mystery Night. Hogarths Hotel, Dorridge. 16th May or 28th Nov. 3 course meal tables of 8-10. 80 people max (JS)

Christmas Concert Brass Band. St Peters Hall will hold more people but the acoustics are better in St Peters Church (LC)

Sing-a-long night. Song sheets, could be combined with Christmas concert (MG)

Sentinel Special Edition (Will Heard)

20 year Logo competition (MG)

U3A Timeline (SH+Will,Heard))

All to be researched by Event Planning Committee

Mention the Anniversary Events on Website and will need an Anniversary page. Mick to contact Peter (MG)

Peter has acquired a free 'Events contact form' on the website, he can amend the email address to whoever organises the event. No email addresses visible.

MG suggested that Event payments could be sent to a 3rd Bank Account.

Treasurer having a meeting with the new Assistant Treasurer Richard Drake, where this option could be discussed. (SB RD)

Sean, June and Richard having a meeting on Monday 9th March to discuss best way to go about event payments and other accounting matters. (SB JS RD)

6. Visiting Members fees

The census of opinion at the Group Leaders meeting was not to make a change at the moment, due to strong opposition to the idea, from some group leaders. Discuss again in 12 months. In the meantime to explore the option of keeping visiting status free and introduce a paid Associate Membership category. A visiting member would be a member of another u3a who attends a group only and pays the group fee. A visiting member would not be a priority if there is a waiting list, and should not attend monthly meetings or events. We would plan to introduce an Associate membership. This would be voluntary, for members of neighboring u3as who attend our groups. Associate members would pay a reduced fee, be allowed to attend monthly meetings and have access to our events. They may be eligible to stand for committee, and to vote at elections (requires further discussion).

7. Groups Report

Feedback on Group Coordinators event. See Coordinators lunch attachment.

Pilates Update. 38 members interested, and we have now got a waiting list. A tester session is taking place in the Village Hall on Thursday 29th April. This may result in a decision to split abilities.

Enquiring Minds with Sue Badger has started, based in member's homes .

Out and about Northern Ireland Trip, organised by Peter Calver. This will now go ahead as 52 members have shown interest.

8. Policies

Bank Mandate. This is not in with the policies, therefore we need to confirm it is present. Sean will send it the committee members when he has sorted through his documents, and send it to Mick Gill. (SB MG)

The up dated Finance Policy will be on the next agenda.

Tutors Policy approved and now in use.

Visitors Policy to remain unchanged for now.

Social Media Policy on hold awaiting national guidelines.

9. Chair's Report

The Committee has agreed to create a new post of Assistant Treasurer. The role will involve managing account no.2 (the groups account) and liaising with and supporting group leaders. This is also the account into which event payments are made. The role requires close working with the Treasurer role. The Treasurer will be responsible for no.1 account (membership) and be the key point of contact for our bank (Cooperative Business Account), also for reporting on accounts to the committee, charity commission and HMRC (when required). The Treasurer will also coordinate the annual accounts and ensure that any audit recommendations are acted upon.

Richard Drake wishes to join the Committee in a trustee role (the Assistant Treasurer is not a formal committee role). He has a further 4 years to serve, having already served 5 years as treasurer.

Committee Changes.

June Slatter advised the Chair, she would retire from the committee in May after completing 3 years. A thank you to June from the Chair for all her work on the website.

David Thomas will retire at the AGM

Sandra Heard after completing her 5 years will retire at the AGM

We have been asked to support Balsall Common Picnic in the Park on June 20th with litter picking and car park duties. JH to put a volunteer rota together and reserve the gazebo from the cluster. (JH)

10. Treasurer's Report.

There is an issue with HMRC related to a corporation tax return for 24/25 which was not submitted. We will need to pay a fine £100 and ensure that subsequent tax return requests are made. It is unusual for a u3a to be asked to make a corporation tax return, as this will be a nil return, but other u3as have had the same request.

Sean can log into the bank but unfortunately Richard can't yet, therefore he is resubmitting everything and DH has listed him on the charity commission account, which all may help.

Gift Aid is on hold at the moment. New national guidance has just been published.

A Meeting with Alan Buckland, Richard Drake and Sean Bryan is being set up to prepare for year end and the AGM.

Other Meetings – see Planning for anniversary.

11. Secretary's Report.

After the AGM amend all committee members in TAT and the Charity Commission. (DH)

12. AOB

Sympathy cards. Alan Buckland usually sends out Sympathy Cards He wishes not to continue with this.

As the membership secretary now sends out emails when someone has died, the committee thinks this is now adequate. SH to thank Alan for his past help with this matter.

Meeting concluded @ 17.15hr

Date of next meeting: **AGM 2pm 14th May 2026**

Committee meeting 3.30pm 14th May 2026

Signed.....*Michael Harris*.....Date.....*2/7/26*.....