



**Balsall Common
U3a Committee Meeting
Thursday 14th May 2026
St Peter's Hall,
Balsall Common**

Notes on the u3a Committee meeting 14th May 2026 at St Peter's Hall, 4pm -5pm

Present:

Juliet Hancox (Chair), Liz Cowley (Vice Chair), Sean Brian (Treasurer), Paula Baggott (Membership Secretary), Vivienne Waterer (Groups Liaison), Jayne Taylor (Hospitality), Richard Drake (Assistant Treasurer)

Apologies:

Mick Gill, Diane Holleran, Sheila Jones

Confirmation of roles:

All agreed to continue in existing roles other than:

- Diane Holleran will remain on the Committee but not have any specific role
- June Slatter to continue as Bookings Secretary and finance support while taking a sabbatical from the Committee until Jan 27.
- Paula Baggott will take on the additional Secretary roles of managing the TAT Portal and Charity Commission portal.
- Jayne will relinquish her role of Hospitality Organiser at the end of 2026 and leave the Committee.
- Sheila Jones will also leave the Committee (resigning as a trustee) but continue to assist the Speakers Secretary.
- All those either leaving the Committee or stepping back from specific roles were thanked for their contributions.

- Main (No1) account – balance on accounts was healthy at c£4,000 at the end of April with all the main TAT payments made.
- HMRC – Sean confirmed there were still ongoing issues with HMRC in relation to tax returns. We had been fined for non-completion of returns and it was likely we would need to incur costs to submit returns. Sean reported that he is investigating support and software options on behalf of the committee.
- Groups (No2) Account – Richard now has access to the bank account. All payments and receipts have been reconciled up to date. He will be contacting all relevant Group Leaders to confirm their balances in the coming weeks.
- Bank authorisers. Non committee members to be removed.

Governance Report from Mick

Risk Assessment and PAT testing are ongoing

Third Age Trust

- The Membership Questionnaire has been circulated to all members
- Membership submission for the u3a Matters magazine. Paula will arrange a handover with Diane, to enable her to make future submissions.
- West Midlands networking event. Juliet unable to attend. No one else available either.

20th Anniversary Events

- Cinema event 11th July. Being coordinated by Liz with Kim Hathrell. To be a matinee (2-5) in the Jubilee with refreshments (Juliet available to help on the day). £5 charge.
- Prime Numbers Anniversary Dance, Saturday 26th September, St Peter's Hall. Liz organising a buffet at a cost of £15-20pp. Band booked at a cost of £330.
- Christmas Band Concert, afternoon of 27th November. Agreed to book St Peter's Church and Hall now (to secure car park). Provisionally there will be a charge of £5pp for the event. Subject to Treasurer finance review to assess if it can be subsidised. Up to 85 attendees with an estimated cost of £400.
- Race Night – 27th November clashes with the band concert. Mick to review.

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- Anniversary Tree Planting. Cost in Lavender Hall Park is c£800 with a grant of £500 available from TAT. October/November likely time. To be confirmed after Treasurer finance review.

Other events

- Picnic in the park – Saturday 20th June. Enough volunteers now booked. Help secured for gazebo collection from Dorridge. Richard to help with gazebo assembly and provide garden chairs and folding table. Jayne to pick up leaflets and hats/t shirts from Juliet.
- Advance Care Planning Workshop. Booked for Wednesday 1st July in the Methodist Church. (Vivienne and Jayne assisting) Juliet to let Jayne know numbers for refreshments.

Next meeting

4pm on Thursday 2nd July, St Peter's Hall

Signed.....*Juliet Hawes*.....Date.....*2/7/20*.....