

BURTON ON TRENT U3A COMMITTEE MEETING -  
THE PRIORY CENTRE, STRETTON 10.00AM 6TH MAY 2025

## MINUTES

\* Indicates an Action Point (see below and separate Action Plan)

1. **Welcome**

*The meeting was chaired by Neil Davenport.*

2. **Apologies**

*Mike Payne (Chair, Welfare Officer); Glynis Lewis (Hospitality Team Leader); Beverley Bhaskare (Minutes Secretary); Jane Hance (Publicity Officer); Alan Poore (Financial Assistant).*

3. **Present**

*Neil Davenport (Vice Chair, GDPR); Kathy Hines (Treasurer); Linda Walker (Membership Secretary, Magazine Distribution); Christine Davenport (Communications); Michael Bartlett (Interest Group Coordinator); Hugh Rodger (Secretary, Accessibility Officer); Valerie Bentinck (Events Secretary); Jane Kent (Beacon Coordinator).*

4. **Approval of minutes of previous meeting**

Not currently available.

5. **Matters arising /Review of Action Plan**

(may be addressed in Individual Reports section).

Action Plan updated on 16th May

- A Cinema Concession 4.2 16iii  
KH is awaiting further decision from Cineworld Head Office.
- B ND brought in box of unused equipment as agreed at April meeting.

***REPORTS: if a written report has been received for the meeting this will be indicated below. Minutes contain reference only to items discussed. If a member would like to see the Officer's full report, please contact the Secretary who will send it to them.***

#### **6. Chair Report**

Written report presented.

- i. A larger number than usual of email enquiries which could be resolved by reference to the Website.
- ii. Coffee mornings have been informative and enjoyable but it is increasingly noticeable that it tends to be the same members who turn up. (see also Events Report iii) below which raises a similar point).
- iii. Regional Meeting notifications.
- iv. Strollers Walking Group is up and running.

#### **7. Secretary Report**

- i. All documents for AGM, as presented at the meeting, were agreed (the Treasurer's Report was accepted: see below).
- ii. JH continuing membership of the Committee will be clarified and presented as necessary to the AGM for approval.

#### **8. Treasurer Report**

*Written report presented*

- i. All items listed in the Report and brought to Committee for Approval were agreed.

ii. The Charity Commission requirements as noted in the report were acknowledged.

iii. The Financial Statements for the Year Ended 31 March 2025

were approved by Committee.

Points to note are:

- Historically membership payments in March for the next financial year have been held by the membership secretary and then deposited and reported in the new financial year. As this is a large sum, in March 2025 these membership payments were paid when received. As a result, the 2025 Financial Statements membership subscriptions include over £3K more than if following previous years' process. This in turn means that the surplus for 2025 compared like for like is inflated by over £3k when compared with 2024. If this change had not been made our surplus for the year would have been less than the previous year.
- Interest group income has risen substantially for two reasons: more groups and some of these are sports with higher expenditure. However, interest group income is £3k more than expenditure despite giving group leaders flexibility to manage group fees to align with expenditure more closely. The treasurer will give guidance to group leaders where appropriate.

iv. Committee approved that the Committee appointed at the AGM should decide whether the 2026 membership for 2025 members be at no charge. \* (KH)

## **9. Membership Report**

*Written report presented.*

*i. There was some discussion around the effectiveness of publicity to attract new membership at the CAMRA festival. It was felt that there was no clear outcome as yet.*

- ii. LW also summarised why some memberships may not have been renewed during discussion of changes in membership eg poor health; moving out of area, etc.*

## **10. Interest Groups Report**

- i. Supper Club has had a poor take up so may not continue.*
- ii. Padel is unlikely to take place as the company who owns the courts did not agree with the u3a hirer arrangements made with Branston Golf and Country Club.*
- iii. The new Strollers Group, run by Mike Payne, has been very successful.*
- iv. Jane Kent is taking over the other walking groups as Group Leader.*
- v. As a result of an over enrolment and continued interest in whist and canasta at the Grove, we are looking at offering additional groups at the Plough Inn. We want to be mindful, however, of not disturbing the very good service provided at the former setting.*
- vi. Tickets for Mrs Doubtfire, the Musical, are being discussed. Initially it was not clear whether members would be happy about the large time gap between booking and its opening at the Hippodrome at Birmingham ie over a year. However, initial queries among members suggest that they are quite happy with that arrangement.*
- vii. Margaret Hulcoop is arranging three Visits.*

**11. Events**

*Written report presented.*

- i. There was some discussion about the viability of using St Mary's as a Talk and Tea venue. One of the main issues is that it does not have up to date technology. However, it was agreed that we should speak to Sandra Dewsberry to ask her about using her microphone equipment. \*(VB)*

*An alternative title for these Events was discussed and a decision will be made imminently. \* (VB)*

- ii. PAT testing has been completed.*

- iii. During a wide ranging discussion it was observed that it could be difficult for new members to make social, informal contacts with established u3a members and that perhaps there should be some kind of help to actively facilitate this.*

*Raise this item at future meeting. \*(HR)*

**12. Accessibility**

- i. The report regarding use of the microphone for the hearing loop at AGM was agreed and VB will pass this on to the Speaker, Michael Simon. \*(VB)*

**13. Beacon**

- i. Nothing to report.*

**14. Website**

- i. Nothing to report.*

**15. GDPR**

- i. *Nothing to report*

**16. Communication**

- i. *Nothing to report.*

**17. Publicity**

- i. *Nothing to report.*

**18. Newsletter**

- i. *Nothing to report.*

**19. Hospitality**

- i. *Nothing to report.*

**20. Any Other Business**

*A The need for a thorough hand-over when roles on the committee are transferred, especially mid-office. (VB)*

- i. *There was a general discussion around this point. It was felt in the end that Committee would welcome discussion before, during and after they handed over the position to the next holder and that 'a formal handover of roles should take place'.*

*B The new website is not accessible to all committee or group leaders to change information- should we be relying solely on one member to be able to do this task or should there be a backup person (s)? (VB)*

- i. *Some general points were made including:*
  - *There has been some comments from Members that the information needs to be correct ie that it is better to have no rather than incorrect information.*
  - *ND said that he would be happy to offer his advice and input if it was necessary.*
  - *It was agreed that Committee needed more information both on the work that needed to be done*

*on the website to bring it up to date; and to discover if the workload was too great for one person. Contact to be made directly with BJ to get his opinion. \*(JK)*

**C** *Communication to Michael Simon re use of microphone for hearing loop. (VB, HR)*

- i. *A communication to Michael Simon was agreed and will be presented to him by VB.\**

**D** *Speakers publicising their books etc. (raised by Dave Sutcliffe)*

- i. *The Committee thanked Dave Sutcliffe for bringing this item to their attention. It was observed that this was quite a common occurrence and one that had been noticed in the past.*
- ii. *It was acknowledged that the most important thing was to identify the primary role of the individual: are they primarily a Speaker or an Author?*
- iii. *In the case of the example that DS sent to Committee it was clear that the primary role was 'author' and not 'speaker' so Committee agreed with DS's action to not publicise the author.*
- iv. *It was agreed that this item should be discussed by the next Committee grouping. \*(HR)*

**E** *Unwanted interest group items from ND and CD's Communication laptop to be handed over to MP at the next meeting. \*(KH)*

<b>MAY ACTION PLAN for Committee Meeting 6/5/25</b>				
<b>date</b>	<b>ref</b>	<b>action</b>	<b>member</b>	<b>closed</b>
4/3	5Ai)	Management of EQUIPMENT NOT IN USE:		

6/5		<ul style="list-style-type: none"> <li>• Write policy</li> <li>• Send out list of current unused equipment to membership. This has been adapted to 'advertise equipment to members through the newsletter'. This did not go in the current newsletter.</li> <li>• To be raised by next Committee to complete</li> </ul>	MP HR	partial
7/1 4/3 15/5	5Ci)	<p>Secretary to arrange SECURE SECOND SOURCE for all relevant items after meeting with KH on 7/1/25</p> <p>Information to be collated and discussed with KH. Arrange meeting after AGM.</p> <p>Information as collected by HR sent to KH.</p>	HR KH HR	partial
4/3	5Bi)	<p>PAT testing</p> <p>Scheduled 18/3</p> <p>Schedule was felt to be unworkable and cancelled by VB. Raised in Matters Arising April.</p> <p>Report meeting 6/5/25</p>	VB	done
4/3	5C	<p>RENEWAL OF BANNER:</p> <p>Look to see whether there is something that could be ordered from the Third Age Trust, readymade.</p> <p>Raised at April meeting.</p>	Committee	
4/2	7i)	<p>POLICY DATES to be altered.</p> <p>Dates will be altered to corresponding dates in 2025/26 in June 25 and posted on website.</p>	HR	
6/5	11i)	Speak to SD re using microphone at Events	VB	
6/5	11ii)	Decide on alternative title for new Events	VB	
6/5	11iii)	Raise at future Committee the need to help new members make informal contacts eg at Coffee Mornings.	HR	
6/5	8iv)	Committee approved that next Committee Group should decide whether the 2026 membership for 2025 members be at no charge.	KH	

**The meeting finished at 12.00.**

**The next meeting is at 10.00 at the Priory Centre Stretton DE13 0HE**

**June 3rd 2025**

