

**BURTON ON TRENT U3A COMMITTEE MEETING -  
THE PRIORY CENTRE, STRETTON 10.00AM 5<sup>TH</sup> AUGUST 2025**

## **MINUTES**

**\* Indicates an Action Point in the minutes (see also Action Plan)**

**1. Welcome**

*The meeting was chaired by Chrys Smedley.*

**2. Apologies**

*Michael Bartlett (Interest Group Coordinator); Alan Poore (Financial Assistant).*

**3. Present**

*Chrys Smedley (Chair); Kathy Hines (Treasurer); Hugh Rodger (Secretary, Accessibility Officer); Valerie Bentinck (Events Secretary); Jane Kent (Beacon Coordinator); Beverley Bhaskare (Minutes Secretary); Jane Hance (Publicity Officer); Barry Gosling (Committee Member); Richard Dryden (GDPR)*

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

July's Minutes were approved with minor alterations agreed.

**5. Matters arising**

(number references are to the Action Plan)

- i. As agreed at the previous meeting, an induction meeting for new members was held at the end of the meeting.
- ii. There was a discussion of the appropriate numbers on committee. However, it was not felt necessary to be definitive about the actual number as all current members remain in place. Therefore, it was decided to raise this item in April 26 in preparation for discussion and presentation at AGM 2026.\*(HR)
- iii. The allocation of committee roles was discussed:

- GDPR: had been allocated to Richard Dryden at committee meeting in July.
- Vice Chair: two members expressed an interest: Richard Dryden and Barry Gosling. They left the room while the matter was discussed. Committee agreed to appoint both, noting that it was very encouraging to have two volunteers. It was felt that they would work well with each other. On return both candidates agreed to take up the position of Vice Chair. This will operate with BG receiving emails and RD being added to the banking mandate. Vice Chair roles were agreed.
- Membership: Linda Walker will remain as Membership Secretary but will not be part of the committee. Jane Kent will present a report. In the meantime, committee will advertise for a replacement. \*(CD, CS)
- Website: (see meeting notes: Web and Newsletter discussion, 9/7/25) Chris Hance will take on the Website role. Several steps must be met regarding administrative rights. When these have been completed along with training, committee will be able to address how it wants the website to function. In the meantime, arrangements will be made to provide the necessary contact between BJ and CH. This will be arranged by Richard Dryden who will also report back to committee on progress. \*(RD)
- Newsletter: (see meeting notes: Web and Newsletter discussion, 9/7/25) the next edition will be produced by BJ. An additional meeting will take place to discuss the role and costs of the newsletter. \*(JH, VB, RD)
- Hospitality: this role is now being met by Pat Chamberlain. Pat will be a non-committee member.
- Welfare: BG has expressed interest, but this item will be raised at the next meeting. \*(HR, BG)
- Communication: Christine Davenport has agreed to continue in this role, and this was welcomed by committee.
- All website roles information to be updated on the Burton on Trent u3a website. \*(RD)
- All website roles to be updated on Beacon: this has been completed by JK.

- All roles to be updated on the u3a Trust Portal with particular attention to the 2 Vice Chairs being named\*(HR).
- Absolute email addresses to be completed. \*(KH)

iv. Outcome of meeting between VB and KH regarding Christmas Party items:

See documents presented to the meeting:

- Christmas Party Draft Budget 2025 (KH)
- Pirelli quote for Christmas Party (KH) and
- Events report (VB)

Based on these, which indicated increased costs, the committee discussed several ticket prices. In the end, it was decided that a cost of £15 was a reasonable price considering all the issues involved. The Xmas party budget was agreed no further committee approval needed.

A communication will be sent to all members informing them that Burton on Trent u3a is subsidising the event and the subsequent ticket cost. \*(VB,CD)

v. JH presented the banner that she is purchasing: July Action Plan 17i). This type of banner was agreed by all present. The cost will be £230. This to be represented to committee for approval.

vi. FEES for members 2026-27

See report presented by KH:

- Necessary Reduction of Accumulated Funds.

There was a discussion around the items in the report and additional ideas were presented at the meeting regarding other ways of providing a bonus/thank you/celebration to u3a Burton on Trent members. It was requested by KH to present the issues to the subcommittee to explore ideas and implications further. However, this was not agreed. Instead JK agreed to examine the best way to implement with Beacon support and will report back at a future 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**

- i. Joined the u3a chairs forum on Facebook and written a small article for the newsletter introducing herself as the new chair

**7. Secretary Report**

- Nothing to report.

**8. Treasurer Report**

*Written report presented*

Expenses approved as listed in report:

- KH home copies
- VB AGM refreshments
- i. Richard Dryden reviewed the bank statements and confirmed that the balances matched the Treasurer's report.
- ii. RD offered to help KH review Reserves Policy.
- iii. Lloyds are going to start making charges. KH will come back with the implications of this.
- iv. Signatories: see Treasurer Report for this month.

**9. Membership Report**

- i. 16 new members in the month of July.
- ii. 858 total membership.

iii. *It seems that quite a few members have not renewed. In addition some members have pointed out that they have not been sent a notification that they need to renew and they have not been told by their interest group leader.*

*This item will be discussed with MB to find the best way of clarifying the issues involved eg who has lapsed membership; resigned etc \*(JK)*

#### **10. Interest Groups**

*Nothing to report.*

#### **11. Events**

i. *Written report received*

ii. **Christmas Party.** *See item above Matters Arising 5iv)*

iii. **Cineworld Concession Burton on Trent.**

*Matt Baylis, the manager of Cineworld, has agreed to pilot a run of films for our local branch.*

*He states “Price is as for Cine seniors offer with that price point also which is £4.50 to include a complementary drink and biscuits which can be taken into cinema seating.*

*The screenings are pencilled in to start at 11:30 with arrivals from 10:30 to allow time to make it a more sociable experience. We wouldn't be checking U3A membership and wouldn't be overly strict on the ages either so younger members would have no problem with attending”.*

*Committee were very pleased with this development and agreed that a communication should be sent out to the membership telling them about these details and asking if someone could meet up for the 10.30 showings. Contact Communications\*(VB)*

- iv. **Room bookings:** *Currently in dialogue with Father Frank Startin, associate priest at Immanuel Church in Stapenhill. The charge is £16 an hour.*
- v. **Hospitality:** *Pat Chamberlain has confirmed she is happy to be responsible for organising the refreshments etc and purchasing of same.*

**12. Accessibility**

- *Nothing to report.*

**13. Beacon**

- *Nothing to report.*

**14. Website**

- *Nothing to report.*

**15. GDPR**

- *Nothing to report.*

**16. Communication**

- i. Written report received.
- ii. Liaised with web administrator on behalf of social activities and lunch group (for inclusion of relevant information on web site.)
- iii. Liaison with general enquiries to website officer and membership.

**17. Publicity**

- i. JH notified committee that she was updating u3a information posters in various venues.

**18. Newsletter**

- *Nothing to report.*

**19. Hospitality**

- *Nothing to report.*

**20. Any Other Business**

All items in AOB to be raised at the next meeting in  
September \*(HR)

- A How many times a year should committee meet? (BG)
- B Job descriptions update. (BG)
- C Current list of assets query. (BG)
- D From AGM: trips policy. (KH, AP, MB)

The meeting finished with the induction information for new committee members as presented in the document: Induction August 2025.

AUGUST ACTION PLAN for Committee Meeting 5/8/25				
date	ref	action	member	closed
5/8	5ii)	Raise committee numbers in April agenda	HR	
1/7 5/8		POLICY DATES . Dates will be altered to corresponding dates in 2025/26 in June 25 and posted on website. Dates to be agreed.	Committee	
14/6  5/8		contact The Red Carpet Cinema in Barton under Needwood re concessions. VB reported that arrangement is not possible. Arrangements agreed for Cineworld and reported at meeting on 5/8	VB	done
5/8	5iii)	Advertise for replacement for Membership Secretary	CD, CS	
5/8	5iii)	Contact BJ to set up meetings with CH to arrange admin permissions for website development, and report back to committee.	RD	
5/8	5iii)	Arrange an additional meeting re newsletter to discuss role and costs and viability	RD VB JH	
5/8	5iii)	Include Welfare on agenda for 2/9 (along with all other items BG requested for AOB on 5/8)	HR	
5/8	5iii)	Update all website committee role information. Initial request for agreement of first proof of role information received 5/8 from RD	RD	
5/8	5iii)	Update Portal information u3aTrust in particular vice chairs	HR	
5/8	5iii)	Absolute email information to be finalised with new role information	KH	

5/8	5iv)	Members to be notified of Christmas Party tickets and that Burton on Trent u3a is subsidising the new price.	VB,CD	
5/8	5iv)	Banner purchase to be represented to committee for approval with updated costs	JH, KH	
6/5	8iv)	FEES: Committee approved that next Committee Group should decide whether the 2026 membership for 2025 members be at no charge. For Agenda in August Reports and discussion at meeting on 5/8,	KH  KH	
5/8	5vi)	A subcommittee was not thought necessary to examine the options. Instead the Beacon Officer will explore the best way of implementing with Beacon Support.	JK	
5/8	9iii)	Discuss and clarify implications of members not being renewed on Beacon	JK MB	
5/8	11iii)	Send out communication re Cine World concessions	CD VB	
14/6	20A	CONSTITUTION Do we need to change the Constitution's use of gender based language? Do we need to involve u3a Trust if we do? For Agenda in August (not discussed) For agenda in September	   HR	
5/8	20	Raise all items from AOB 5/8 in September agenda	HR	

**The meeting finished at 12.20.**

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

**September 2nd 2025**