

**BURTON ON TRENT U3A COMMITTEE MEETING -
THE PRIORY CENTRE, STRETTON 10.00AM 4TH NOVEMBER 2025**

MINUTES

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

1. Welcome

The meeting was chaired by Chrys Smedley (Chair).

2. Apologies

Hugh Rodger (Secretary, Accessibility Officer)

3. Present

Chrys Smedley (Chair); Kathy Hines (Treasurer); Valerie Bentinck (Events Secretary); Richard Dryden (Vice Chair; GDPR); Jane Kent (Beacon Coordinator); Jane Hance (Publicity Officer); Barry Gosling (Vice Chair; Welfare); Michael Bartlett (Interest Group Coordinator); Alan Poore (Financial Assistant); Beverley Bhaskare (Minutes Secretary).
Chris Hance attended as Website Manager

4. Approval of minutes of previous meeting

October's Minutes were approved.

5. Matters arising

(number references are to the Action Plan)

- A. MB observed, for information only, that Interest Group documents had been updated.
The Interest Group Register and Financial Policy will be presented at the next meeting. (MB, KH)*
- B. Regarding the issue of bringing in external experts this will be raised at the next meeting (MB, KH)*
- C. CH was thanked for updating the information on how to maintain group information.

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. CS noted that a group leader had expressed concern about trips. AP requested that before publishing trip information coaches need to be priced, budgeted and he (AP) would book. It was agreed there would be 8 trips annually:
4 each from M Hulcoop and B Appleby.
- ii. CS will put information about Burton on Trent u3a on the Tutbury Parish Newsletter.

7. Secretary Report

- i. POLICIES: no information under the Meet and Greet Policy (JH, PW, CH)*
- ii. ROLES: updates need to be added to the newsletter as well as the website (CH, RD)*

8. Treasurer Report

- i. All payment and expense claims requests were approved unanimously.
- ii. Agreed that refreshments at the u3a quiz should be free.
- iii. Agreed that a register for the quiz should be taken at the door. Post meeting it was agreed that TS arrangements are adequate.
- iv. FEE RENEWAL: current arrangements should remain in place ie through Beacon Online or Membership Secretary.
- v. EXPENSE REQUESTS: current arrangements should remain in place ie extraordinary claims go to committee; standard claims do not, but reference the agreed ceiling for claims.

9. Groups

- i. MB reported a quiet month.
- ii. The wife of one member has died and BG has been requested to send condolences.

10. Events

- i. Speaker bookings were unanimously approved.
- ii. VB suggested £100 travel costs for first speaker (see Events Report for costings).
- iii. VB plans to run Talks and Teas to Easter 2026 then review feedback for ongoing planning from then.
- iv. There was some discussion around Christmas Party arrangements and budgets. These need to be itemised and finalised.

11. Membership Report

- i. 17 new members in October
- ii. 925 is current membership total

12. GDPR**13. Communication****14. Publicity****15. Newsletter****16. Welfare****17. Beacon****18. Accessibility****19. Website**

- i. Re new members attending interest groups: it was agreed that either option is acceptable ie 1 group twice or 2 separate groups.
- ii. 3rd party advertising on the Burton on Trent u3a website: Chair clarified that only u3a activities should be advertised.

20. Any Other Business

- A CS has emailed the membership asking for volunteers for Committee. An additional communication will be sent after the Committee Structure subcommittee reports back. (CS)*
- B Vacancies coming up are: Beacon, Events, Minutes, Group Coordinator, Treasurer, Secretary.

It was noted that committee does not need so many members and as previously noted some officers do not need to be on committee.

A Committee Structure subcommittee will be set up and their findings should be on December's agenda for committee (RD, BG)*

- c Reducing the number of committee meetings was raised but was not agreed (RD,BG)*
- D Two roles need to be filled: Organiser for Theatre Visits and Sunday Lunches. (AP)*
- E PW publicity at local medical centre was agreed to be a good publicity model.
- F MB is considering a 70s Rock Appreciation group.

NOVEMBER ACTION PLAN				
Meeting 4/11/25				
date	ref	action	member	closed
4/11	4A	Interest Group Register and Financial Policy for Groups to be updated.	MB KH	
4/11	4B	Present to committee the next stage of policy for the introduction of 'expert' guidance in interest groups.	MB KH	
4/11	6i) ii)	Meet and Greet Policy to be updated and clarified on website along with other roles. And role updates to go in newsletter.	JH PW CH RD	
4/11	20A	Email members clarifying what being a committee member means	CS	
4/11	20B	Raise role of Committee Structure at December Committee	CS	
4/11	20C	Examine feasibility of request for reduction of committee meetings for December meeting..	RD BG	
4/11	20D	Contact CD re publicising filling the roles of Organisers for Theatre Visits and Sunday Lunches.	AP	

The meeting finished at 11.20.

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

December 2nd 2025