

**BURTON ON TRENT U3A COMMITTEE MEETING -
THE PRIORY CENTRE, STRETTON 10.00AM 2ND DECEMBER 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); Valerie Bentinck (Events Secretary); Jane Hance (Publicity Officer).

3. Present

Chrys Smedley (Chair); Kathy Hines (Treasurer); Richard Dryden (Vice Chair; GDPR); Jane Kent (Beacon Coordinator); Barry Gosling (Vice Chair; Welfare); Michael Bartlett (Interest Group Coordinator); Alan Poore (Financial Assistant); Beverley Bhaskare (Minutes Secretary).
Barry Appleby (Interest Group Leader) attended as an observer.

4. Approval of minutes of previous meeting

November's Minutes were approved.

5. Matters arising

(number references are to the Action Plan)

A. COMMITTEE STRUCTURE DISCUSSION (4/11 20B)

The committee discussed in detail the paper presented by RD and BG: Committee Structure Discussion.

The aim of this paper is to:

‘investigate options for committee structure in advance of recruitment activity for the 2026 vacancies’.

The committee agreed that RD and BG had done an excellent piece of work analysing and weighing up the pros and cons of different approaches to the issue.

The committee agreed with the progression of the paper:

1. To continue with current arrangements would not be a good option (point 1).

2. The recommended option, point 2 in the paper, was the best option: to reduce the numbers on committee with the distinction to be made between officer and non-officer roles.
3. The next step (point 3) an examination of the requirement for constitutional change, and AGM arrangements, was agreed by committee. RD and BG will lead this process and report back to committee. *(RD, BG)

B. **OUTLINE NEXT STEPS OF FREE MEMBERSHIP for 2026 (7/10 20B)**
(see document Free Membership prepared for the meeting)

There was discussion of this item raising a range of points including processing renewals with Beacon; communication to membership; cost implications; reciprocal arrangements.

It was agreed that:

1. A 'good news' item to be published in the 2nd week of January.
*(CS, RD KH)
2. **Committee agreed that members would need to request renewal.**
3. A detailed explanation to go out to the membership explaining how to action the free membership. *(LW)
4. Reciprocal arrangements to be on the agenda at the next Meeting. *(HR)

C. **PAID TUTORS**

(see attached document Paid Tutors Policy)

The document was presented and discussed.

It will be presented again at the next meeting. *(MB)

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 confirmed Coffee Morning arrangements over the Festive Season and noted that the first one in the New Year will be the 13th January.
- ii. Quiz dates for February are on the website; and noted that helpers do not need to be u3a members.

7. Secretary Report

8. Treasurer Report

- i. All payment and expense claims requests were approved unanimously.
- ii. The proposed 'ad hoc' proposals for 'financial approvals if monthly committee meetings are not held' (see Treasurer's report for meeting) were approved unanimously. This requires payment approval to be limited to the 'standard bank payment approval process'; and these will then be reported by the Treasurer to the next meeting.
- iii. Committee approval to 'offer holiday payments by card' was deferred to the next meeting in February.
- iv. Post meeting RD notified that he had reviewed bank statements and he was able to confirm that the balances matched the Treasurer's report.

9. Groups

- i. MB attended the Antiquarian Society.
- ii. Committee agreed a payment of £60 for the painting group exhibition which will be in March. This year there is a board within the exhibition promoting the group. CS thanked BA for all his work with this group.
MB will arrange communication with CD and speak to JH regarding promotions for the exhibition.

10. Events

- i. Final arrangements for the Christmas Party were discussed.

11. Membership Report

- i. Written report presented to the meeting.
- ii. 16 members joined in November and membership is now 940.
- iii. The membership renewal in February.
- iv. LW has offered to attend many groups to meet those members who do not renew their membership online. CS thanked LW for this support.
- v. It was agreed that the membership card would be green.

12. GDPR

13. Communication

14. Publicity**15. Newsletter****16. Welfare****17. Beacon****18. Accessibility****19. Website****20. Any Other Business**

- A A decision regarding offering Jean Jackson an invitation to the committee was held over to the next meeting.
- B The French study books which CD received calls regarding have been donated to another organisation.

DECEMBER ACTION PLAN Meeting 2/12/25				
date	ref	action	member	closed
4/11	4A	Interest Group Register and Financial Policy for Groups to be updated.	MB KH	
4/11	20A	Email members clarifying what being a committee member means	CS	
2/12	5 A3	Present next steps on changes to committee membership	RD BG	
2/12	5B	Free Membership <ul style="list-style-type: none"> • 'good news item to be published in 2nd week of January. • Detailed explanation of arrangements for renewal of membership to all members • Reciprocal arrangements on Agenda 	CS (RD KH) LW HR	

2/12	5C	Present to committee the next stage of policy for the introduction of 'expert' guidance in interest groups.	MB	
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The meeting finished within the arranged time.

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

February 3rd 2026