

**BURTON ON TRENT U3A COMMITTEE MEETING -
THE PRIORY CENTRE, STRETTON 10.00AM 3RD FEBRUARY 2026**

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); Beverley Bhaskare (Minutes Secretary).

3. Present

Chrys Smedley (Chair); Kathy Hines (Treasurer); Richard Dryden (Vice Chair; GDPR); Jane Kent (Beacon Coordinator); Barry Gosling (Vice Chair; Welfare); Michael Bartlett (Groups' Coordinator); Alan Poore (Financial Assistant); Valerie Bentinck (Events Secretary); Jane Hance (Publicity Officer).

4. Approval of minutes of previous meeting

December's Minutes were approved.

5. Matters arising

A. COMMITTEE STRUCTURE DISCUSSION (RD,BG)

RD summarised the content of the proposal document regarding Constitution changes presented by RD and BG. There followed a discussion of the proposed changes to the Burton on Trent u3a Constitution. Subsequently these proposals were agreed by the committee. There followed a discussion of the practicalities of how to implement the changes.

RD/BG will now move forward to step 2 ie to seek approval from TAT for the proposed changes to the Constitution. *

Subject to approval from TAT, the proposed changes will be submitted for approval at the next AGM, followed by registration of the approved new constitution with the Charities Commission and they will then be sent to TAT.

RECIPROCAL ARRANGEMENTS

- B. MB outlined the details of the current reciprocal arrangements and that Lichfield u3a had withdrawn from this arrangement. MB proposed that Reciprocal Membership of Burton on Trent u3a should be discontinued. This was seconded by KH and agreed by all committee members.

Action:

1. MB to contact all Group Leaders and update them on the Committee's decision to discontinue Reciprocal Membership of Burton on Trent u3a.*
2. MB will also contact the other u3as involved in the arrangement and advise them that the reciprocal agreement with them will finish at the end of the current membership year. *
3. MB will also contact CH to ask for the Burton on Trent u3a Website to be updated accordingly. *
4. JK will contact LW regarding the update of the Membership Renewal Letter/Email that will be issued shortly to members. *
5. LW will also be asked to encourage membership renewals via the online membership portal. *

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

CS was recently contacted by the Customer Engagement Officer (CEO) from Trent & Dove Housing who was interested in promoting Burton on Trent u3a.

BG and JH to liaise and contact the CEO. *

7. Secretary Report

8. Treasurer Report

- i. Following receipt of the Treasurer's final report, the committee approved the Treasurer's print costs as submitted.
- ii. The committee approved the request for the Tuesday Crown Green Bowls Group Leader's fees to be paid by Burton on Trent u3a up to £60.00, subject to the final decision of where they elect to play.
- iii. Request to promote the Trust's Riviera programme, gift aid and online membership via the Burton on Trent Newsletter and Website was approved.
- iv. KH to write a paragraph regarding Gift Aid to be put on the Burton on Trent u3a's webpage and to be issued with the Membership renewal letter. *
- v. CS to invite Jean Jackson, Regional Council Representative, to attend a Burton on Trent u3a Committee Meeting. *

9. Groups

MB said he would shortly be issuing an invitation to Group Leaders (GLs) to the Annual Group Leaders lunch. It was discussed and agreed that all committee members will also be invited to the lunch. It was felt that the

Annual Group Leaders' Lunch is a good opportunity to encourage interaction and communication between the Committee and GLs as well as fostering good relations between them in the hope that GLs would encourage their group members to take more active roles within our u3a.

10.Events

- i. Committee decided there was no need to respond to members regarding the apology from Pirelli. It was felt that it was better to let things lie.
- ii. It was agreed that Pirelli would not be used for next year's Christmas Party, if there was one.
- iii. VB presented some options/prices for different venues for next year's party. It was felt that members really attend the party for dancing. Food is only an adjunct to the event. VB was asked to investigate the possibility of other venues which could offer dancing and a bar, eg Town Hall and report back to Committee for further discussion about what format the next Christmas Party might take.*

11. Membership Report

Committee pre-approved the purchase cost of up to £35.00 for the green Membership Cards for the year 26/27.

12. GDPR

See presented reports agreed by committee.

13. Communication

For information only

14. Publicity

15. Newsletter

Currently being prepared.

16. Welfare

17. Beacon

18. Accessibility

19. Website

20. Any Other Business

A. INFORMATION SECURITY

Updated Privacy Notice and Information Security Policy for information only.

- B. BG asked for clarification on the use of the titles 'Business Secretary' and 'Interest Group Secretary'. It was established that Business Secretary is HR and the correct title is Secretary. Interest Group Secretary is MB and the correct title is Groups Co-ordinator in line with TAT titles.

Meeting closed at approximately 12.00pm.

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

March 3rd 2026