

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

Jane Kent (Beacon Coordinator); Valerie Bentinck (Events Secretary); Mike Bartlett (Interest Group Coordinator); Jane Hance (Publicity Lead); Beverley Bhaskare (Minutes Secretary); Kathy Hines (Treasurer).

3. Present

Chrys Smedley (Chair); Richard Dryden (Vice Chair; GDPR); Barry Gosling (Vice Chair; Welfare); Alan Poore (Financial Assistant); Hugh Rodger (Secretary, Accessibility Officer).

4. Approval of minutes of previous meeting

February's Minutes were approved.

5. Matters arising

A. COMMITTEE STRUCTURE DISCUSSION and CONSTITUTIONAL CHANGE (RD, BG) (from 3/2/26 Minutes item 5A)

- Following our discussion and agreement at the February committee, the Third Age Trust was contacted with a request to review our proposed Constitution changes.
- They agreed the changes to committee terms but asked that we keep the current wording on 'co-opted and appointed' committee members.
- Committee agreed to retain that wording. Therefore, the new Constitution only includes the committee term changes and this version was presented to Committee.
- The new Constitution was approved by Committee
- This new Constitution will be presented for approval by the membership at the AGM in June 26.

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 informed Committee that J Jackson had been invited to attend. She will clarify arrangements.*(CS)
- ii. Chair reiterated her concerns about Committee membership and that it would be raised in AOB.

7. Secretary Report

- i. Secretary asked that members continue to update the policies and role descriptions on the website using the dated sequence previously presented. It was agreed that the formats may need to be refreshed at some point but it is important that the content is read and redated now. HR will ask members as their policy date approaches if they can find the time to read and re date. *(HR)
- ii. AGM documentation and timeline have begun: see AOB.
- iii. Beverley Bhaskare has offered her resignation. Committee expressed appreciation of Beverley's help and asked for clarification of whether the resignation was immediate or from June.*(HR)

8. Treasurer Report

- i. Report was presented to Committee.
- ii. Approval was given for an increase to £800 for the annual Newsletter budget as indicated in the report.
- iii. KH made a specific request that members avoid using references to 'teaching' in written materials for groups; policies; role descriptions etc as this may affect our eligibility to receive Gift Aid.

9. Groups

- i. Report presented.
- ii. In his report MB reported that he had costed the group leader lunches. As February's minutes noted this was felt to be a very good opportunity for Committee members to interact with interest group leaders and to promote the need for volunteers to work on the

Committee. Accordingly CS reiterated that a committee member who is not a group leader does not pay for their group leader lunch.

- iii. Request that laptop be replaced. This was approved in principle by committee with a recommendation that the final decision be made later when it has a clearer idea of role allocation and requirements. (see AOB)

10. Events

- i. Report presented for information only.

11. Membership Report and Beacon Report

- i. Committee deferred discussion of arrangements for renewing membership and font size on the website (the latter raised by a member's family) until additional information was received from JK and LW,
- ii. LW has offered her resignation. There was acknowledgement of all the work that Linda has done over a period of great change which created additional complications in an already challenging role. It was agreed that she had done a great job and Committee thanked her for extending the time she had agreed to oversee this post.

12. GDPR

13. Communication

- i. Report presented for information only.

14. Publicity

15. Newsletter

16. Welfare

- i. BG informed that two members had recently died and he will follow this up.

17. Beacon

- i. See above Membership.

18. Accessibility

19. Website

20. Any Other Business

A. COMMITTEE MEMBERS RECRUITMENT (CS)

- i. There was a wide ranging discussion of this item looking at:
 - Publicity eg through interest groups; Facebook; library posters etc.
 - It was thought that a better matching of role to equipment would help. Offering better and adequate equipment on appointment might be beneficial.
 - Various rewards on appointment were discussed.
 - It was agreed that CS would contact all current officers and post holders to clarify exactly what their intention was regarding their roles in June.*(CS)

B. TIMELINE FOR THE AGM ON 4TH JUNE (HR)

- i. Committee agreed to the timeline outline and specifically the 4th June as the AGM date.
- ii. Committee agreed to request by Accessibility Officer to use visual aids as well as hearing loop for committee and invited speaker at AGM and to contact Leum and Valerie to organise.

C. SPECIFIC 'QUESTION' DOCUMENT FOR AGM

From the minutes of the committee meeting on 2/9/25:

- i. Committee was happy to adopt the Question Form presented as part of the documentation to be sent out for the AGM in June.
- D. It was thought that an invitation to a Tea and Talk event, rather than the AGM, might be a better way for an MP to meet Burton on Trent u3a. CS reminded Committee that u3a is very careful about not allowing political bias in all its presentations. BG will look into this item again.

Meeting closed at approximately 11.30 am.

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

April 7th 2026

