



Agenda

Committee Meeting: Monday 12th May 2025 at 10 am
Venue: St James with St Luke's Church Parish Room.

Present:

Trustees: Imelda Gunn (IG), Hazel Sugarman (HS), Chris Chesham (CC),
Marion Newell (MN), Vipin Patel (VP), Nusrat Shah (NS), Helen
Simpson (HMS). Lorna Walsh (LW), Christine
Williams (CW)

Apologies: Jane Winterbotham (JW), Joan Jones (JJ)

Action by

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1) Deputy Chair **HS**
Call to order and confirmation of quorum.

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2) Minutes
Committee meeting of Monday 14th April 2025 minutes – **Approved**

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3) Matters Arising
It was agreed to post Committee meeting minutes on the u3a website

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4) Committee Organisation
(1) **CW** supporting Ann Flint
(2) Christine Williams agreed to take on the role of Events Co-ordinator.
(3) Web Administrator – vacant, Notice to be posted in Newsletter.

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5) Safeguarding and Data Protection.
(1) Safeguarding Policy to be discussed. Approved with amendments suggested.
(2) u3a will be contacted to express our concern that there is no trained
Safeguarding person to be contacted.

(3) Data Protection Policy to be discussed. Approved and will be circulated to Group Facilitators.

6) Secretary

LW

- (1) To have access to Beacon. This will be followed up.
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7) Treasurer

HSM

- (1) Monthly Positions and Transactions 30th April 2025 - General, Groups and V&O Accounts – **Approved**.
- (2) The committee approved the payment of £100 fine to HMRC while continuing to appeal this.
- (3) It was agreed to pay £65 to Rainbow Services, although alternatives are being evaluated.
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8) Group Co-ordinators

VP/JJ

- (1) A new group – Ballroom and Latin Dancing – is looking for a venue.
- (2) The Art and Drawing group is paused as a new facilitator is sought.
- (3) Board Games group is still being investigated.
- (4) **IG** is exploring the possibility of an IT Computer group from St. Mark's School providing support for u3a members.
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9) Membership

CC

- (1) Current membership 680.
- (2) Membership fees will be collected at the New members meeting and the next General meeting.
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10) Meetings

CC

- (1) New members meeting 16th May 2025. 2 – 4 pm at The Link.
- (2) 30 people have expressed interest and will be attending this meeting.
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11) Beacon

NS

- (1) There appears to be an issue with changing the name of the secretary. This will be followed up.
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12) Website

IG

- (1) Admin needed. A request will be put in the newsletter.

13) Newsletter. IG

- (1) Next issue deadline for contributions is 13th June for publication on 20th June.

14) Speakers VP

- (1) Future speakers are confirmed.

15) Visits & Outings HS

- (1) All meetings in April went ahead.
- (2) Meetings for May and June are booked.
- (3) A Paddleboat event in July on the Norfolk Broads is provisionally booked.

15) Events JJ

- (1) New Members meeting. 16th May 2-4pm. Venue: The Link.
- (2) Museum Fete 16th August. Details of table, awning, volunteers to be finalised.
- (3) u3a Week 20 – 28 September 2025.
All activities suggested by Ann Flint were approved.
The Licence of Agreement with Harlow Library will be signed by **IG**.
Whether the u3a covers Public Liability Insurance will be looked into.
- (4) General meeting 22nd September. Agenda and events were discussed.

16) Continuing Items

Nothing that is not covered by AOB.

17) Any Other Business

- 1) Confirm dates for 2025 and 2026 - Confirmed.
 - 2) the December meetings for committee 1st December - Approved.
 - 3) Christmas social 23rd December if not too late. It was agreed to move this to 15th December 2025.
 - 4) Suggestions for u3a week from Ann Flint. All approved. See ~15 (3) for details.
 - 5) It was agreed to leave the December meeting at 21st December 2026.
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18) Next Meetings

General Meeting – Monday 19th May.

Committee Meeting – Monday 9th June.

Luke's Parish Room

Venue: The Link.

Venue. St James and St