



Minutes

Committee Meeting: Monday 9th June 2025 at 10 am

Venue: St James with St Luke's Church Parish Room.

Present:

Trustees: Jane Winterbotham (JW), Imelda Gunn (IG), Chris Chesham (CC), Marion Newell (MN), Vipin Patel (VP), Nusrat Shah (NS), Helen Simpson (HMS), Lorna Walsh (LW), Joan Jones (JJ).

Apologies: Hazel Sugarman (HS) and Christine Williams (CW),

1. **Call to Order and Confirmation of Quorum. JW**
2. **Minutes of previous meeting and Matters arising: JW**
 - a) Minutes of previous meeting - approved.
 - b) Matters Arising – Meeting arranged with Geoff Longster, former secretary, to organise access to Beacon for LW, new secretary.
3. **Committee Issues: JW.**
 - a) Admin person needed for website – advertise in newsletter.
 - b) Meeting arranged between Geoff Longster, NS and HMS to sort out issues re receiving info via Beacon.
4. **Financial Reports: HMS and MN**
 - a) General, Groups and Trips reports - approved
 - b) HMRC - update. The appeal re fine is being considered. Gift Aid amount received.
 - c) Accounts: Independent examination of accounts is in progress.
 - d) Rainbow Services. It was agreed to remain with them for now.
5. **Documents for discussion**
 - a) Safeguarding Policy: The Safeguarding document was approved.
 - b) A letter to express our concern that there is no trained Safeguarding person to be contact will be sent to the TAT Board of Trustees from the JW via email addressed to the Chair of Trustees and cc'd to all Board Trustees.
 - c) The document highlighting key points from the Data Protection and Privacy Policies needs to be e-mailed to all group facilitators. **JJ/VP.**

- d) Charity Commission. Guidance on Governance. Deferred to next meeting

6. Reports:

- a. Membership **CC**
- i. Current membership _676
- b. Meetings **CC**
- i. The New Members meeting went well. The next New Members meeting will be on Nov 21st 2pm at Link
 - ii. It was agreed to ask Facilitators to arrive at the meeting half an hour earlier to prepare information and room
- c. Group Co-ordinators **VP/JJ**
- i. The new Ballroom dancing group needs a facilitator. The group will be asked to stay for short time after next Members meeting on 23rd June to choose a facilitator.
- d. Speakers **VP**
- i. Speakers are booked for all meetings for this year. Some speakers are already booked for next year.
 - ii. The speaker for the Members meeting on 19 May was excellent. It was agreed to ask her to come again next year
- e. Visits and Outings **HS**
- i. Two trips are planned for August: 1) Polesden Lacey on 15th Aug. cost £13 for NT; £28 for non-NT. 2) Whitstable on 28th Aug. cost £14.50
- f. Events **CW**
- i. U3A week 20 – 28 September 2025. Advertise events in newsletter
 - ii. Financially all events to be recorded as one general event
 - iii. It was confirmed that u3a covers our Public Liability Insurance.
 - iv. Community Fete on 16th August – a rota will be drawn up for volunteers.
 - v. The General meeting on 22nd September is during the u3a week and clashes with the Park Walk. It will be followed up to see if the Park Walk could be done in the afternoon.

7. Newsletter.

- a. The deadline for contributions for the next issue is 13th June for publication on 20th June.

8. AOB.

- a. Harlow Brass Band are appealing for new members – add to newsletter.
- b. The Voting representative will be the Committee secretary
- c. The u3a satisfaction survey will be completed by IG and NS
- d. MN attended a 'Keep It Legal' zoom session from TAT which was excellent. MN will circulate slides as requested.

- e. A request for seniors to take part in a research Project from Oxford University on the health and wellbeing of seniors who were in Care or FASTER homes will be put in the newsletter.

9. Next meetings

Committee Meeting – Monday 14th July Venue. St James and St Luke's Parish Room

General Meeting – Monday 28th July. Venue: The Link