



Minutes

Committee Meeting: Monday 11th August 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), Vipin Patel (VP), Helen Simpson (HMS), Lorna Walsh (LW), Hazel Sugarman (HS). Joan Jones (JJ).

Apologies: Nusrat Shah (NS), Marion Newell (MN), 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.
3. **Committee Issues JW.**
 - a) The clause re total amount of insurance cover will be followed up. **HS**
 - b) It was agreed to vote for Sheila Crawley for Vice Chair of TAT. **LW.**
4. **Financial Report HMS /MN**
 - a) General, Groups and Trips reports – approved.
 - b) The independent examiner normally used is unwell. This will be revisited informally in September if necessary.
5. **Documents for discussion**
 - i. No further response to the letter expressing our concern that there is no trained Safeguarding person in TAT has been received.
 - ii. An e-mail was sent to all group facilitators of the document highlighting key points from the Data Protection and Privacy Policies.
 - iii. Charity Commission. Guidance on Governance. Approved.
 - The TAT insurance document was circulated to clarify the insurance cover provided by TAT for U3A activities.

- Facilitators will be asked to revisit the risk assessments for their groups and ensure new members are aware of them. Copies to be sent to Chris Chesham **(CC)**
 - It was agreed that Lorna Walsh **(LW)** will draw up checklist of documents and information for new Trustees.
- iv. Facilitators have been asked to consult their groups regarding holding sessions during extreme weather conditions.
Completed.
 - v. An offer from Stephen Tew to set up an AI Hub in Harlow will be followed up by Jane Winterbottom **(JW)**.
 - vi. Community Police will be invited to the next Community meeting to meet members and talk with them. A presentation may be arranged if it is felt appropriate. Hazel Sugarman **(HS)** to follow up.

6. Reports:

a. Membership **CC**

Current membership is 559. There are 124 members who have not yet paid their membership fee.

b. Meetings. **CC**

19 new members have signed up since the last meeting.

c. Group Co-ordinators **VP/JJ**

Ann Nutt is willing to facilitate a Card and Board Game group. Details will be explored at the first meeting.

d. Speakers **VP**

Speakers are already being booked for next year (2026).

e. Visits and Outings **HS**

Not enough people signed up for the visit to Olympic Park, so it was cancelled.

There will be a visit to Walton-on-the-Naze for 9th September, cost £12 per person.

There will be a visit to Thursford for the Christmas Spectacular on 11th November. Cost £64 per person.

f. Events **CW**

- i. U3A week 20 – 28 September 2025. The Play reading will be cancelled since only two people signed up for it. Anyone interested will be able to join the usual meeting on 9th September.

- ii. Community Fete on 16th August,
Rotas for both of these events were finalised

- iii. It was agreed to give a £50 Amazon voucher to the Quizmaster following the Community Quiz meeting on 17th August.

g. Beacon?Website **NS**

IG is working towards setting up a Facebook page for Harlow u3a with support from Geoff Longster

7. Newsletter.

- a. The deadline for contributions for the next issue is **12th** September for publication on **19th** September.
- b. Deadlines for newsletter for October are **17th** October for publication on **24th** October.

8. AOB.

Due to a number of members unable to be present at the September meeting, it was agreed to cancel the meeting in September.

9. Next meetings

Committee Meeting – 11th October 2025. Venue. St James and St Luke’s Parish Room

General Meeting – 22nd September and 27th October 2025. Venue:
The Link

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