



Minutes

Committee Meeting: Monday 14th July 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), Nusrat Shah (NS), Helen Simpson (HMS), Lorna Walsh (LW), Hazel Sugarman (HS).

Apologies: Joan Jones (JJ). 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. Following a complaint concerning the booking process for trips, a clarification regarding the booking process was sent to the complainant. This was approved by the committee.

3. Committee Issues JW.

- a) Geoff Longster has agreed to provide support for u3a Website. He will not be part of the committee.
- b) Voting for Vice Chair for TAT. When more information is available Lorna Walsh (LW) will look at it and feedback to the committee.
- c) The situation regarding the new contract with Harlow Library for the use of rooms for groups will be followed up by Hazel Sugarman (HS) and reported back to the committee.

4. Financial Report HMS.

- a) General, Groups and Trips reports – approved.
- b) The changes to the Constitution have been approved by TAT, but the Charity Commission will not approve them until they see the Special Resolution which is to be passed by the AGM in January.
- c) Progress on Annual accounts: these are with the Independent Examiner, who has been unwell.

5. Documents for discussion

- i. Follow up of letter to express our concern that there is no trained Safeguarding person in TAT. An acknowledgement of the letter was 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 will be circulated to clarify the insurance cover provided when groups are using u3a premises.
 - The need for new Trustee induction and handover was highlighted. It was agreed to draw up checklist of documents and information which will be followed up at the September meeting.
- iv. Facilitators will be asked to consult their groups regarding holding sessions during extreme weather conditions.

6. Reports:

a. Membership CC

Current membership is 680, but 152 have not yet renewed their subscription. There are 558 paid up members.
There were 139 members at the meeting on 23rd June.

b. Group Co-ordinators VP/JJ

The Ballroom dancing group is in doubt due to the high cost of renting the room which may put some people off, making the numbers not viable.

c. Speakers VP

Some speakers have already been booked for 2026.

d. Visits and Outings HS

Two trips are booked for Whitstable. One of 6th August, the second on 26th August. There is a waiting list for these trips.
A trip to Olympic Park is scheduled for September 9th.

e. Events CW

- i. U3A week 20 – 28 September 2025.
- ii. Community Fete on 16th August

Rotas have been drawn up for both these events and will be finalised at the next meeting

7. Newsletter.

- a. The deadline for contributions for the next issue is 8th August for publication on 15th August.

8. AOB.

9. Next meetings

Committee Meeting – 11th August 2025. Venue. St James and St
Luke's Parish Room

General Meeting – 18th August 2025. Venue: The Link

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