



MINUTES

Committee Meeting: Monday 13th October 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), Nusrat Shah (NS), Lorna Walsh (LW), Helen Simpson (HMS). Joan Jones (JJ). Christine Williams (CW)

Apologies: Vipin Patel (VP), Hazel Sugarman(HS), Marion Nwell (MN)

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) Follow up of the situation regarding the new contract with Harlow Library for the use of rooms for groups **HS**,
 - deferred due to absence of **HS**
 - b) Review of u3a week activities.
 - this was felt to be very successful and enjoyed by all who took part in the various activities. **IG** was complimented on her report in the Your Harlow paper.
 - It was agreed to give Ann Flint a Thank You card from all the committee at the next General meeting and also to thank her in the next newsletter.
 - c) Follow up of AI sessions from Stephen Tew.
 - The first session was well attended and felt to be very helpful.AGM dates etc.
 - AGM will be on January 26th 2026 at 10:30am in the Link.
 - There will be a report from the Chairperson and a Financial report. **JW and HMS**
 - An appeal for more members will be made at the meeting.
 - A notice will be sent in November with instructions for a Proxy vote if required. **LW**
 - A second notice will be sent in December with the Agenda and reports.
 - d) Email from Barbara Abbott.

- It was suggested we buy a laptop which will only be used for u3a business. **JW** to follow up.
- e) Proxy vote for TAT AGM. It was agreed that **LW** follow up on this.

4. Financial Report **HMS**

- a) General, Groups and Trips reports (August and September) – approved.
- b) Update on progress of Annual accounts re independent examiner.
 - Various possibilities have been followed up. There is no -one appointed yet.

5. Documents for discussion

- a) Follow up of letter to express our concern that there is no trained Safeguarding person in TAT.
 - No further correspondence has been received.
 - **IG** will draft another request.
- b) Draft Report of 'Report to Charity Commission'.
 - This agreed to be an excellent report.
- c) New Trustee Information booklet.
 - Suggestions will be incorporated, and then this will be presented for approval at the next meeting. **LW**
 - It was agreed to draw up Procedural Handbooks for key roles – Chair, Finance, Secretary, Members.
- d) 2026/27 Committee Budget.
 - This was approved by the Committee.

6. Reports:

a. Membership **CC**

Current membership is 598. There are 42 new members since July. 110 have not renewed as yet.

b. Meetings. **CC**

The next New Members meeting will be on 21st November 2025 at 2pm in the Link.

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

Speakers **VP**

d. Visits and Outings **HS**

Milton Keynes on 26th November 2025.

e. Events **CW**

f. Beacon Website **NS**

A problem with receiving a specific email was raised. **NS** will look into it.

The ongoing wish to have our u3a on Facebook has proved challenging since there is already a site with that name.

7. Newsletter.

The deadline for contributions for the next issue is 17th October 2025 for publication on 24th October 2025.

8. AOB.

Follow up with St. James and St. Luke's to pay for the use of the hall.
HMS to follow up.

9. Next meetings

Committee Meeting – 10th November 2025. Venue. St James and St Luke's Parish Room

New Members meeting. 21st November 2025. Venue The Link. 2pm

General Meeting – 24th November 2025. Venue: The Link

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