



MINUTES.

Committee Meeting: Monday 10th November 2025 at 10 am

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

Present:

Trustees: Jane Winterbotham (JW), Lorna Walsh (LW), Joan Jones (JJ), Marion Newell (MN), Christine Williams (CW) Vipin Patel (VP)

Apologies: Imelda Gunn (IG), Nusrat Shah (NS), Hazel Sugarman (HS), Helen Simpson (HMS), Chris Chesham (CC)

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 – all items covered in agenda.
3. **Committee Issues JW.**
 - a) Follow up of the situation regarding the new contract with Harlow Library for the use of rooms for groups deferred to next meeting. **HS**
 - b) Follow up of email from Barbara Abbott. No request for money has been received. Follow up next meeting with **HS**
4. **Financial Report HMS**
 - a) General, Groups and Trips reports October 31st 2025 – approved.
 - b) Peter Houghton was approved as independent examiner by electronic vote from Trustees.
 - c) It was agreed to send a thank you note with a £50 voucher to Peter Houghton and flowers to Helen Simpson in appreciation of their work on the accounts. MN to action.
5. **Documents for discussion**
 - a) Follow up of letter to express our concern that there is no trained Safeguarding person in TAT. (**IG**) is following up.
 - b) Annual Accounts to March 2025 were approved.
It was noted that some typo errors needed to be corrected before they were sent to HMRC.
 - c) Final Accounts with Certificate – approved.
 - d) Assessors Report. 21 Oct 2025 – approved.

- e) MN explained that the HMRC portal we have used in the past to digitally file our accounts and CT600 tax form would not be available to us (because we are a CIO) from 1/4/2026. We may therefore need new software for this. MN is looking into this.
- f) AGM. Date January 26th 2026.
A notice of the AGM, Agenda, Trustee terms and forms for nominations for new Trustees and for a Proxy Vote will be sent out to all members.
The Facilitators lunch will follow the talk following the AGM.
- g) New Trustee Information booklet – approved.
- h) December General Meeting – 15th December 2025.
CW will have a Christmas Quiz, IG will have the choir there to entertain.
Light refreshments – mince pies etc – will be provided.
- i) It was agreed to draw up Procedural Handbooks for key roles – Chair, Finance, Secretary, Members. This will be followed up at the next meeting.

6. Reports:

a. Membership **CC**

Current membership is 610.

b. Meetings. **CC**

There were 103 members at the last meeting.

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

There is a possibility for a new Art Facilitator to restart an Art group.

It is important for Facilitators to have a deputy as back up for their groups.

d. Speakers **VP**

Speakers are booked until July 2026.

August 2026 will be a Quiz.

Only September, October and November to be filled.

e. Visits and Outings **HS**

The trip to Battersea was cancelled, but all others are going ahead.

If a trip does not have enough members, it was suggested that it be opened to other u3a groups.

f. Events **CW**

New members meeting at The Link on 21st November 2025 from 2pm.

Facilitators are asked to be there at 1:30 pm.

Chairs will be arranged in a horseshoe shape with Facilitators asked to come to the front to speak.

g. Beacon Website **NS**

7. Newsletter.

a. The deadline for contributions for the next issue is 14th November 2025 for publication on 21st November 2025.

8. AOB.

9. Next meetings

Committee Meeting – 12th January 2026. Venue. St James and St Luke's Parish Room

General Meeting – AGM 26th January 2025. Venue: The Link
