



MINUTES.

Committee Meeting: Monday 1st December 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), Helen Simpson (HMS), Lorna Walsh (LW), Hazel Sugarman (HS). Joan Jones (JJ). Marion Newell (MN). Vipin Patel (VP)

Apologies: 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 contract with Harlow Library for the use of rooms for groups seems to have stayed as it was. **HS**
 - b) Barbara Abbott has a new computer but is having problems accessing Beacon. Support will be provided to help with this situation.
- 4. Financial Report HMS**
 - a) General, Groups and Trips reports for November 30th 2025 were approved.
- 5. Documents for discussion**
 - a) Follow up of letter to express our concern that there is no trained Safeguarding person in TAT. Further letters are to be sent/
 - b) December General Meeting – social.
The date has changed to 8th December due to booking problem at The Link. All members have been notified by email, letter and phone call.
 - i. Mince Pies also Dairy and Gluten free mince pies to be purchased.
 - ii. Plates, napkins etc to be purchased.

- iii. Choir is organised with a medley of songs.
 - iv. Quiz is prepared. Tables will be set out for groups.
- c) AGM – January 26th 2026
 Second Notice to be sent on 2nd January 2026 by email and letter including:
 Reports from Chair and Finance.
 Proxy Vote.
 Resolution to Amend Constitution.
 Any other resolutions need to be submitted by 16/01/2026
- d) It was agreed to draw up Procedural Handbooks for key roles – Chair, Finance, Secretary, Members.
 IG will draw up template.
- e) An email from Ian Matthews appealing for another Council Representative for the East of England will be included in the newsletter.

6. Reports:

- a. Membership **CC**
 Current membership is 611.
- b. Meetings. **CC**
 20 new people attended the New Members meeting.
 The next New Members meeting will be held on 15th May 2026.
- c. Group Co-ordinators **VP/JJ**
 VP and JJ will prepare for the next meeting. A reminder about special diets will be included.
- d. Speakers **VP**
 Speakers for 2026 are on attached sheet.
- e. Visits and Outings **HS**
 A trip to Brick Lane Theatre for a pantomime and afternoon tea is planned for 27th January 2026. Cost is £71.50
 A visit to V&A in February 2026 to see the Marie Antoinette exhibition is planned.
- f. Events **CW**
- g. Beacon Website **NS**
 Problems with blocked emails has been resolved.
 An issue has arisen regarding non-members of u3a still attending groups. This will be followed up with Facilitators.

7. Newsletter.

- a. The deadline for contributions for the next issue is 5th December for publication on 12th December.

8. AOB.

- 1) An invitation to organize a trip to Greece was felt to be inappropriate for the u3a committee to organize.
- 2) Dates for AI follow up meetings were requested. IG to follow up.
- 3) Issues for facilitators to be sent to JW in time for Facilitators lunch following AGM in January 2026.

9. Next meetings

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

General Meeting – 8th December 2025 Venue: The Link
