

Minutes of Committee Meeting
Held on 28th August 2025 at 2.00 p.m. at Christchurch, Clarendon Park Road

Host & Chair: Bob Collins (Chair)

Present: Sue Took (Acting Secretary, Groups & Trips Coordinator); Angie Barnes (Membership Secretary); Dave Barnes (Systems Administrator & Treasurer); Phil Proud (Assets Keeper); Sandra Barker (Hospitality & Wellbeing); Glyn Bray (Publicity); Pam Harrison

Apologies: None

1. Minutes of Previous Committee Meetings

27/5, 01/07, 05/07/25 minutes were approved by committee, will be signed by Bob & send to Graham for website. **ACTION SUE**

2. Matters Arising (not on the agenda) - None

3. Actions From Previous Minutes - None

4. Chair's Business

- a. **Chairs report** – As this meeting was Bobs 1st as Chair. He had no report
- b. Bob welcomed everyone & reminded about rules of the meeting.
- c. **Vice Chair** – It was agreed that we needed a Vice Chair & Angie Barnes volunteered to do the role. As long as she doesn't have to speak to large groups (meetings) if Bob is not available. Proposed by Pam; second by Phil; Motion was carried with 2 abstentions.

5. Secretary's Business

- a. **Charity Commission** - Most of the necessary changes to the charity commission have been updated. A few returns are due by 31/10/25 which are in hand. **ACTION SUE**
- b. **Website** – still needs to be updated **ACTION SUE**
- c. **Roles of the committee members** – Sue asked all committee members to email their job description to her so she can send them to all members to see if we can get new committee members. **ACTION SUE**

6. Treasurer's Business

- a. **Treasurers report** - Dave talked though the report.
- b. **Bank Mandates** – The committee is updating the bank mandates due to change of committee.

7. Trips – There are seats available, the trip will be advertised at the next monthly meeting.

8. Membership Secretary's Business

- a. **Membership** – 359
- b. **Lanyards** – Angie asked if any committee member needs a u3a lanyard please let her know. Lanyards need to be worn so they can be identified.

9. Group's Report

- a. No new groups have been set up this month.
- b. All walking groups have not been active, Sue is looking into this.

10. Programme – Angie said that the majority of speakers have already been booked for 2026 by Keith Pyne. There are 2 dates not filled.

- a. Angie volunteered to do a quiz in January 2026

11. Wellbeing & Hospitality – Sandra said coffee mornings were doing ok.

- a. Angie is continuing sending our get well / condolence cards, as information is usually given to her first. **ACTION ANGIE**
- b. Christmas party on 9th December at Christchurch were in hand, volunteers have already been offered to help on the day. **ACTION SANDRA**

12. Christmas Meal at Taste – was confirmed as being held on 28th November 2025 at Taste, Freemans Common and a new menu was distributed to the committee & agreed. Kay Relf will be the organiser, and tickets will be sold at the next monthly meeting. **ACTION ANGIE / DAVE**

A.O.B. –Glyn asked whether u3a would be present at the Queens Road Christmas Fair in December as had been mentioned by the previous Chair. Bob said he would find out.

– There are 3 members of u3a who have expressed an interest in joining the committee. They will be invited to the September meeting to observe with the view to being co-opted on to the committee

Holiday Dates:-

Phil: 2/09/25 – 9/9/25

Bob: 3/11/25 – 7/11/25

Sue: 4/9/25 – 7/9/25 9/10/25 – 13/10/25

Pam: 12/10/25 – 19/10/25 5/11/25 – 14/11/25

Date & Time of next meeting - Tuesday 23rd September 2025 at 2pm

Meeting closed at 3.50pm

APPROVED