

## Committee Meeting Minutes

**Venue:** John Storer House

**Date & Time:** Wednesday 10<sup>th</sup> December 10.00am

**Present:** Pam Upton-CHAIR, Debra Hardwick (DH), Garry Rigby (GB), Pam Towers (PT), Sue Ronald (SR), Martyn Speight (MS)

**Apologies for absence:** Bev Gillman, Geetha Bala

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### 1. Minutes of last meeting to be ratified and signed

Need to amend no corrections sentence. Pam (Chair) will amend and send to Martyn for uploading to the website.

**Action:** PU/MS

### 2. Matters Arising and Actions (items not included in agenda)

- Garry will collate a spreadsheet for cross-checking against valid membership closer to the AGM date.
- No further information from the United Reform Church. We await any further response from them.
- Potential new group for art gallery visits and opera. No further news. Pam (Chair) will email Geetha for details of the possible group leader.
- After further discussion about the Monthly Meeting Welcome Team, it was agreed to leave the numbers and rota in place.
- Pam (Chair) attended the EDI coffee morning. This was more useful than the online meeting. It would appear that Cu3a are further ahead on EDI policy than other u3as and Pam (Chair) has shared our policy with others who requested it.

- It was agreed at the last meeting that it should not be a prerequisite of joining a group that a member had to host. Pam (Chair) will check to see if we mention this in the Group Management Guide, as it is felt it is not explicitly stated.
- At the last Monthly Meeting Pam (Chair) asked if there were any trained first aiders. The response was no. Pam (Chair) will investigate training by St. John Ambulance and also put an item in News & Views.
- No further progress on a possible CANVA group.

### **3. Reports**

#### **a. Secretary (DH)**

Nothing to add to the circulated report.

- Leicestershire Network met and agreed to keep a new network informal, with 3 meetings per year. Three of the 13 u3as represented at the meeting stepped forward to host meetings for 2026. Each u3a will cover the cost of the meeting. Syston will organise and host the first meeting. They will email details of date and venue.  
Each u3a will only host one meeting every 4 years, so it was felt that cost would not be an issue.

#### **b. Groups Coordinator (BG/PU)**

Pam (Chair) selected highlights from her report:

- Martyn has seen one of the new group leaders for Spanish Conversation and they are now up to date with the system requirements.
- Pam (Chair) will contact groups to see which ones would like a foyer display for the AGM. Action: PU
- There are two members who are willing to support the Group Co-ordinator role, but do not want to be Trustees/Committee members. It looks preferable to have a two person team rather than three. It may be that it becomes a non-committee role. Action: PU
- It was also recommended that the New Members Meeting be reinstated, not only to welcome new members but also to assess possible group leaders.

Further discussion is required. Garry will provide a list of new members from the last two years. Also add as an agenda item for next meeting.

Action: PU/GR/DH

**c. Membership Secretary (GR)**

We are still hovering around the 1100 membership number. However, with some losses and non renewals the final number may be nearer to 1050.

Although the cost of depositing cheques is to rise from 30p to 40p it was agreed that we should absorb the increase which will be effective from 1<sup>st</sup> February 2026.

Given the importance of correct contact information on members' profiles, Garry suggested that at the point of renewal, members could be shown what information is held on the system and ask that profiles are updated. Martyn will also include something in News & Views.

Action: MS/GR

**d. New Members Liaison (GB). No Report**

**e. Speakers Programme (GB) No Report**

**f. Treasurer (PT)**

Bank balance at end November stood at £36,864, consisting of £23,721 in central funds and £13,142 in group accounts. Expenditure is currently running below budget. The budget of £800 for the Group Leaders meeting is a major contributing factor as the meeting did not go ahead this year.

Pam T will be contacting groups to alert them to check their accounts so that they can finalise year end figures.

Action: PT

**g. System Administrator/Web Manager (SM/MS)**

The system now appears to be running normally. Most issues have now been resolved.

The generic email issue seems to be much improved but monitoring remains in place.

**4. Presentation Skills for Group Leaders (GR)**

Garry has arranged two sessions: 29/01/2026 & 05/02/2026.

## **5. New Cu3a Leaflet (DH)**

Garry has altered the original TAT template, changing the colour and photo.

Pam (Chair) will circulate the new version, along with text from the previous leaflet.

Action: PU

## **6. AGM 2026 – Timeline & Documents**

Garry pointed out that the venue is Emmanuel Church not St. Emmanuel.

Timeline was agreed in principle with a few amendments (as below).

Timeline also needs to include:

- 14th February – documents to postal membership
- The nomination form needs to be amended as follows:
  - Tenure of Garry Rigby should be 2025-2028. To be amended by Debra.  
Action: DH
  - Nominations for Cu3a Officers should also include Vice Chair and Secretary.  
Action: DH
  - Budget proposal will be for 2026 only.
  - Current Committee status at 2026 AGM needs to be finalised in the first week of January 2026.  
Action: PU

## **7. Who will be the new Cu3a Chair 2028?**

As current Vice-chair, Garry will be nominated for the Office of Chair, but will be in role for 1 year only.

## **8. AOB**

Debra highlighted the East Midlands u3a Event which is scheduled for 11<sup>th</sup> March 2026 and therefore clashes with the AGM. As the event is local, at Braunstone Civic Centre, it was agreed to put an item in News & Views to see if any members would like to attend. 2 places are available and the deadline for booking is Monday 9<sup>th</sup> February 2026.  
Action: DH

## **9. Trustee Business. None**

## **10. Date & Time of next meeting: Wednesday 14<sup>th</sup> January 2026 at 10.00am.**

The meeting closed at 11.28 am

Accepted as a true record. Pam Upton,

A handwritten signature in black ink, appearing to read 'P. Upton'.

Chair .....