

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 9th July 10.00am

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Pam Towers (PT), Garry Rigby (GB), Geetha Bala (GB), Sue Ronald (SR), Jennie Lock (JL), Martyn Speight (MS), Char March (CM)

Apologies for absence: Bev Gillman

Pam (Chair) reported that Sam Hardwick had resigned from the Committee. Pam officially registered her thanks to him and it was noted that he would still be available for input into Risk Assessments should the need arise.

1. Minutes of last meeting to be ratified and signed

Correction to Matters Arising:

Pam T is working on a proposal to help groups “which are close to cancelling day trips”.

The minutes were then ratified by Committee. Pam (Chair) will sign and forward to Martyn for upload to the website.

Action: PU/MS

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

- Further to the query over spam emails, it was generally felt that highlighting the issue may create more concerns. Martyn felt it was better to support individuals when they had an issue. Pam (Chair) was reminded of a talk in 2021 from the police Cyber Protection Officer. She also has a copy of the Met Police Little Book of Big Scams 2025. This is available online so Martyn will add a link on the website. It was also suggested that

some printed copies are available at the monthly meeting for those without online access.

Action: MS

- Canva Pro issue is now resolved. Cu3a are not prepared to sign up to this as what we currently have is sufficient.
- Next EDI meeting is August 11th.
- Martyn raised the issue of Committee and Support structures as shown on the website. Committee confirmed the correct people under each section and Martyn will make the changes.

Action: MS

3. Reports

a. Secretary (DH)

Nothing to add to the published report. Debra highlighted the following:

Having contacted TAT regarding the third party venue risk assessments, their response was that there is no need for us to have sight of the documents if we have performed our own risk assessment. Pam (Chair) will include this in a message to Group Leaders.

The NLA Licence is due for renewal early August. Debra presented the quotes for the Bronze package (currently using) and the Silver package upgrade. It was agreed that we would renew the Bronze package again. Debra will provide a list of the current NLA Licence users and Pam (Chair) will contact Group Leaders so that we can assess if the listed users are correct.

Action: DH/PU

Debra collated a list of the contacts for all the Leicestershire and Rutland u3a groups and has passed it to Jean Hogg, so that an email invitation can be sent for a Zoom meeting late September, to agree actions going forward in setting up a new Network.

b. Groups Coordinator (BG)

Emails to the Groups Co-ordinator generic email are currently being routed to Pam (Chair).

Jane North has been giving temporary cover for the Friday morning Line Dancing group. There will be a break for the rest of July, but, if necessary, Jane will cover August as well, though only as a temporary arrangement.

Scrabble 2 has now closed and has been removed from the website.

The Groups Co-ordinator role is an important role within the Committee and potentially we may need to look at alternatives to one person holding that post. It could be a shared role. There are quite a few u3as where roles are shared, often without the necessity for people to be a Committee Member/Trustee. Indeed this works well with our own System Administrator/Web Manager roles.

There are two questions that need to be discussed with group leaders: what do they want from the Group Leaders Meeting and in a wider sense, what support do they feel they need from the Cu3a? Pam (Chair) suggested a meeting with group leaders in September (ahead of the next Group Leaders meeting) to encourage discussion.

Action: PU

c. Membership Secretary (GR)

Garry reported that membership remained at around 1100. He noted that postal membership would rise to £25 from 1st August 2025. The website and paper documents need to reflect this change.

There is a potential issue with Gift Aid as HMRC have recently rejected applications from some u3as. The TAT Financial Director is currently in discussions with HMRC, so we will process our request with HMRC and await the outcome.

Committee approved the new Welcome letter, subject to amendments to the IT Help Desk contact details. Garry will look to print 100 full colour copies, through Helen Reid, for posting to new members.

Amendment to New Members Page: 'Groups Co-ordinator' as a title needs to be consistent throughout. The Document was then approved by Committee.

Garry noted that the PAT testing will now be in July. Emmanuel Church have their own PAT testing equipment and Garry has been added to their PAT testing team, so will be able to perform testing for Cu3a members. There may be a nominal charge for labels etc.

d. New Members Liaison (GB)

No report for July.

e. Treasurer (PT)

The biggest items of expenditure have now gone through this month.

Proposal to support day trips for Groups: This came from a query raised about supporting groups with a planned trip that was close to being cancelled because there were insufficient attendees to make the break-even level. Having looked at all the costing for a particular Gardening Trip, Pam (T) found that they were only four short when the trip for the remaining 31 members was cancelled. It equated to a difference of £100 for a go/no go decision. Pam (T) proposed a change to the 'Guidelines for Day Trips' to offer the opportunity for a discussion about financial support with the Treasurer. Debra to amend the guidelines document and forward to Martyn for uploading to the website. Equally there needs to be discussion about opening up trips to non-group members and how early. The process will be reviewed once we see what the future uptake is.

Action: DH/MS

f. System Administrator/Web Manager (MS)

Martyn reported that next month the email about the newsletter will include a link to encourage members to go to the website to access News & Views.

Martyn suggested that the Help and Support section on the website be more defined. The aim is for less text, making it easier to navigate. He is looking to add some testimonials to the website, so members can see the way people have been helped.

There needs to be more discussion about analytical information from the website, in light of GDPR. Martyn is waiting for some responses from the wider support group.

Action: MS

Phil Bass had provided a report about the status of IT support in Charnwood u3a. He clarified that the Enjoy IT Talks is closing. Phil said he could reinstate the IT Helpdesk at the monthly meetings, but only with prior knowledge of the issues. It was suggested that there could be a form for members to complete with their query, which would then be sent to Phil. He could then determine whether a group session on a subject was necessary (which could be costed from central funds), or whether individual meetings needed to take place. There is a sizeable group that have come forward with testimonials and hopefully these will show the appreciation for the help they have received from Phil and IT support. The IT groups may need to be revamped. Pam (T) will discuss with Phil.

Action: PT/PBC

4. Risk Assessment Review – Update

To Follow.

Action: SH

5. Cu3a Leaflet

Char has identified two local printers with substantially lower charges than TAT. She went through the detail of paper weight and costs based on quantity printed. The costing also included design. Committee agreed to progress with one of the printers and approved the cost for an initial meeting with the design office of that printer. The information should be generic to extend the 'shelf-life' of the leaflets.

Action: CM

Sue also suggested that we put together a list of target venues for the leaflet.

Char will start to collate a distribution list.

Action: CM

6. AOB

Support with group presentations: The initial idea was to help group members create presentations. Another issue is that members don't necessarily have the confidence to stand up and present. Pam (Chair) suggested that Char and Garry get together and initially put an item into News & Views.

Action: CM/GR

Pam (Chair) received an email from someone who has been attending an Italian language class at Loughborough Library. This is now being closed by the Council and they wondered if they could use the Cu3a platform and keep the same external tutor. The tutor would have to be self-employed and a non-member of Cu3a, but the class members would need to be Cu3a members. Although we do have some groups with external tutors, these are qualified for medical reasons i.e. Tai Chi, Pilates etc. Committee agreed that, although permissible under u3a rules, it would be contrary to the u3a ethos to have a paid tutor for a language group. It was suggested that this group could become Cu3a members and join the Italian group. Pam (Chair) will speak to David Fell, who runs our Italian Conversation group.

Action: PU

7. Trustee Business

We are now down to 9 Trustees on the Committee. Therefore we have three available positions. Pam (Chair) has asked that we all look out for members that would be good Committee/Trustees. We are only 6 months from the 2026 AGM and don't want to be in the position of not fulfilling Charity Commission rules. The option of role sharing could be an important option in encouraging members to come forward. Not all committee roles need to be Trustee roles, but we have to fulfil the 4 Officer roles who are Trustees.

Action: ALL

8. Date & Time of next meeting

Wednesday 13th August 2025 at 10.00am.

The meeting closed at 12.03pm

Accepted as a true record. Pam Upton, Chair.



.....