



Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 13th May 2026 10.00am

Present: Garry Rigby-CHAIR, Ann Maddocks (AM), Julie Chapman (JC), Mike Hood (MH), Martyn Speight (MS), Pam Towers (PM), Caroline Nash (CN), Bev Gillman (BG)

Apologies for absence: Debra Hardwick, Sam Hardwick

1. Minutes of last meeting to be ratified and signed

There were no amendments to these minutes so Garry will sign them and then forward to Martyn for uploading to website. Martyn also mentioned that the previous minutes need signing and uploading. **Action: GR/MS/DH**

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

Ann reported that she had 3 names for the First Aid courses at JSH but there are only two places available for the next course. The third person can book themselves on the following course in October. The cost is £45 each which will be met from central funds. **Action: AM/PT**

PAT Testing – the only equipment that needs testing is held by Bev Gillman and Malcolm Coulton. Garry to arrange for the equipment to be done within the next 2 months. **Action: GR**

Garry has contacted Margaret to see if she knows anyone who would be willing to take on the New Member Liaison role from within the Welcome Team. Margaret will not take on the Welcome Team role until September. He has placed this request for help in the Newsletter but at the moment no one has come forward.

Group Leaders have been given some leaflets to distribute to the various venues used by their group. Ann has sent a list to Debra. Ann has returned the remainder of the leaflets to Garry. Julie has volunteered to contact the Social Prescribers and give them the details of Charnwood u3a.

Shepshed 41 Club have been contacted and Garry will attend their September meeting and deliver a presentation about the u3a

3. Reports

a. Secretary (DH)

- DH has contacted Matt at JSH to confirm information regarding their First Aid training courses and forwarded the information to Mike.
 - We have been made aware that copyright breaches are now made possible using bots, and that means that u3as and all publicly available material on their websites, including newsletters, are increasingly being targeted for the levying of fines and damages. This also includes copyright breaches where information is used on our website and within certain groups. There is a 50 minute video and a PowerPoint, of which the committee should be aware and we need to circulate this to the Newsletter Editor in the first instance and then onto certain group leaders. Debra to forward this to the Committee and to the Newsletter Editor.
- Action: DH**

b. Membership Report (GR)

- Now at 1094 members, with 8 awaiting activation. There are approximately 30 renewals being processed each month except September to November.
 - Two new welcome letters have been produced. One for members without emails and one for members with emails.
Two amendments need to be made: the first is to mention limited parking at Emmanuel for the Main Meeting and the second is to remove the Group Co-ordinator title and replace it with the Groups Support. Only members without emails will receive a copy of the Activities List. Those with emails will be pointed to the website.
- Action: GR**

c. Treasurer (PT)

- The 3 largest annual payments have gone out recently totally over £7000.
 - Since we have over £16000 in Central funds and £14000 in Group funds we agreed that £10000 should be transferred to the Deposit Account. Funds are easily transferred back if required urgently (within 24 hours) and required the normal 2 authorisations.
- Action: PM**

d. Groups Support Team (MH/AM)

- One new group – Women's History, led by Pam Upton, now meet on the 4th Thursday of each month. 2pm – 4pm at the Tesco Community Room
- Singing for Pleasure – this group will close in July if a new GL cannot be found.
- All Self-Employment Confirmation forms have now been received, and copies forwarded to the Secretary.
- Groups Support – this is for the Group Leaders meetings, start up loans for new groups, and for any equipment needed for the group. If the equipment is for the sole use of the group, it would be as a loan, but if it was for general use it would become part of the Asset Register and it would be funded centrally.
- A list of documents requiring regular reviews has been received and the Web Forum Meeting will discuss this at their next meeting. We need to know where responsibility lies for the various documents and how they will be reviewed. Initially, it was for those documents that apply to the Groups Support Team

but the Web Forum will widen the brief to all files that can be normally accessed on the website.

- Group Leaders Meeting Notes were presented to the committee before going out to the GLs. Bev pointed out that the minutes in 2025 in regard to the Scout Hut car park were correct at the time of writing but should be amended to say that a small car park has subsequently been made available.
- With regard to defibrillators, Group Leaders have been asked to pass on any information relating to their venue to the Groups Support Team and update their Risk Assessments where necessary. **Action: Web Forum**

e. System Administrator/Web Manager (SM/MS)

- The Web Forum that was meeting on 11 May had to be postponed until 15 June so there is nothing to report.

4. Document Storage

- We have some sensitive information which means that access should not be granted to all the trustees. However, there does need to be a summary of any incident that does not identify members. For example any first aid incident; we don't need names but we do need to know how it was handled, whether the emergency services were called etc. and any follow up. **Action: DH/MS**

5. Cu3a Policy Review

- It was decided that we would tackle this one by one. We need to review any changes to the Third Age Trust policies that our policies are based on. We also need to create a rolling review program. Garry and Debra will meet and create a review plan. **Action: GR/DH**

6. Safeguarding

- Julie has volunteered to be our Safeguarding Officer and will start this in September. A refresher course is provided by JSH and this will be funded through central funds.

7. Trustee Business

None

8. Date & Time of next meeting

Wednesday 10th June 2026, 10.00am

9. Meeting closed at 11.30am

Accepted as a true record. Garry Rigby, Chair

