Charnwood u3a

CHARITY COMMISSION FOR ENGLAND AND WALES

Registration Number 1076107

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 10th September 2026 10.00am

Present: Garry Rigby-CHAIR, Pam Towers (PT), Bev Gillman (BG), Caroline Nash (CN), Julie Chapman (JC), Ann Maddocks (AM), Stephen Morris(SM)

Apologies for absence:
Debra Hardwick (DH), Sam Hardwick (SH), Mike /hood (MH)

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1. **Minutes of last meeting to be ratified and signed**
   There were no corrections. These will be signed and sent for uploading to the website. Action: GR/MS/DH

2. **Matters Arising and Actions (items not included in agenda)**
   PAT Testing – Garry confirmed that all the testing has been completed with the exception of equipment held by BG. The music equipment has stopped working and this will be removed from the asset list. The only other item is a kettle which is currently not in use. The asset list will be amended accordingly Action: GR
   Charity Commission Annual Report has been completed.

3. **Reports**

a. Secretary (DH)

- No new reports filed during July and August.
- DH raised the questions about the form with central office, relating to insurance cover and whether a simpler form for minor incidents could be appropriate.

  They responded as below:
  "We would always say to record incidents (an incident refers to personal injury or property damage) even if they appear minor at the time. A person has 3 years to lodge a claim, what could appear minor has the potential of becoming a more significant for the person and the potential claim. If an incident form is not completed, the Insurers have nothing to defend the claim."

- NLA Licence has been processed and I am waiting for confirmation and the new certificate from NLA.

b. Membership Report (GR)

- Now at 1099 members, with 5 awaiting activation.
- On 1 September emails and letters were sent out to the majority of members. A note in the September newsletter was added as a reminder. The number or renewals upcoming rose to 712 at 8am on 1st and now it is only 634 - 78 renewed on the first day (about 11%). Unfortunately, Elizabeth is away during the first part of September but the main bulk of renewals, in a single day, will come in on 1 st October.
- Garry spoke at the 41 Club on Thursday 3 September and hopefully some new male members may be recruited.

c. Treasurer (PT)

- Krystal Hosting domain renewal has been paid £9.59
- Gift Aid £2464 + £33 interest received. Some u3as had been refused due to the word teaching on their website. The Gift Aid portal can have problems with some postcodes if there are two spaces within it. Whenever it encounters a problem it stops. You have to make the correction and resubmit it. You have to go through the errors one at a time.
- NLA media access licence £49.92

d. Groups Support Team (MH/AM)

- The autumn meeting will be on Friday 30th October in the Emmanuel Church Hall (Booked). It will start with a Groups Fair, followed by a GL Meeting and then lunch. Provisional agenda: Groups Fair 10am – 11.15am, GL Meeting – 11.15am – 12 noon; Lunch 12 noon – 1pm.
- GL's will be sent invites (to attend the Groups Fair and/or GL Meeting) mid September. It is anticipated that the Fair element will be of particular interest to groups looking for new members.
- Notification email about the Groups Fair will be sent out to ALL members in early October, and it will be advertised in the October N & V. This event can also be notified at the September and October Monthly Meetings.
- An agenda needs to be created for the group leaders' meeting

Action: MH/AM

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

- Group changes and new group set-up has been supported.
- Document restructuring is substantially complete. This has found a few lingering references to 'group coordinator' which have now have (unless others advise differently) all been changed to 'groups support'.
- An offer to meet with the new Canasta 2 group leader has yet to be taken up. She saying that she cannot access the pages of her group.
- Helen Reid has herself uploaded the last 2 News & Views onto our system.
- There is a meeting on this on 18th September and it is known that other user u3as share some of our concerns about the lack of action on previously agreed updates nationally.

f. Speaker Programme

- No report

4. TAT revised Incident Report

- This will be adjourned until next month

5. Cu3a Policy Review

- The amended version of the Local Policy was agreed and will be uploaded to the website. Action: GR/MS
- Ann and Mike have reviewed the following documents;
- Group Management Guide*, Starting a new Cu3a group*, Group Closing Arrangements*, When a Group Leader Changes*, Self Employment Confirmation form*, Guidance – Day Trips, Guidance – Trips involving an Overnight Stay*, The * indicated a change.
- These will be amended and then forwarded to MS to be uploaded to the website with the exception of the Group Management Guide since PT wishes to make some amendments to the finance section. This document will be amended but not uploaded until after the next meeting.

Action: GR/MS

6. 30th Anniversary

- We agreed that the Air Ambulance Fundraising should be part of a Main Meeting. CN has a speaker contact and will let us have the details. We must ensure is that there is a closed collect box that the speaker takes away with him/her as we cannot send money from the u3a account.

Action: CN

- "Picnic in the Park" celebrating 30 years of Charnwood u3a. We need an organising committee and permission to hold a celebration/recruitment event in the park. Ideally we need to go for a June date on a weekday.
  A newsletter article is the first step Action: GR

7. New Member Liaison

- There is still little response to the plea for help.

8. Speaker Programme Team

- There is still little response to the plea for help.

9. AOB

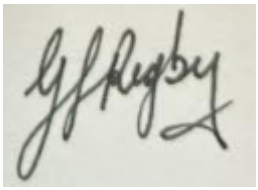
- Tesco had double booked their community room and their text had gone to BG. The group concerned need to ensure their contact details are with Tesco
- Safe Guarding Advanced Training course has been booked for JC.

10. Date & Time of next meeting

Wednesday 14th October 2026, 10.00am

11. Meeting closed at 11.57am

Accepted as a true record. Garry Rigby, Chair



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