

Minutes of the committee meeting on 12 December 2025 10:00am, Golf Road Centre

<u>Agenda</u>	<u>Actions</u>
1. <u>Welcome and apologies</u> Present: Carol Fowler (Chair), Heather Jackson, Denise McCoy, John McCoy and Ponda Thomas. Apologies: Ellie Brooks and Sara Miller. Carol welcomed everyone to the meeting. It was agreed that with Ellie moving away from Kent, Carol will formally thank her on behalf of the committee for all she has done for this and previous committees and for White Cliffs Country (WCC) u3a members.	
2. <u>Minutes of the previous meeting</u> a. The minutes were accepted as a true record.	
3. <u>Matters arising</u> a. Denise will sort the actions list in alphabetical order and circulate it with draft minutes and again with agendas. All to send Denise updates within a week of circulation with the draft minutes.	a. DM
4. <u>Committee</u> a. It was agreed to continue to use Golf Road Centre for committee meetings. b. Role descriptions for the committee will be reviewed in a meeting on 23 January. This will include looking at overlaps with and relationships between committee members and identifying any gaps. There are model descriptions for all committee roles except Talks Coordinator on the TAT website and there are WCC u3a descriptions for some. Carol will look at the Talks Coordinator role with Sara. c. All committee members will review the model description for their role and, if one exists, the WCC u3a version. They will share proposals about which version to adopt and any suggested amendments with the committee by 16 January, ready for discussion in the meeting on 23 January. Denise will circulate the link to the model role descriptions on the TAT site and any WCC u3a versions. d. Ponda and Heather sent their apologies for the meeting on 23 January.	c. All c. DM
5. <u>Finance</u> a. Carol signed off the November accounts and confirmed that Beacon matches the bank statement. There is just over £9,900 in WCC u3a bank accounts. The current forecast shows that WCC u3a will spend around £2,000 more than income, and a modest increase in subscription will be needed for 2026/7 to ensure sufficient reserves are maintained. b. John presented the current situation with the bank and PayPal accounts and proposals about the policy going forward, all of which were agreed: i. John will escalate with Nat West the problem of access to our bank account for Carol ii. In accordance with our current Finance Policy, once problems are resolved with Nat West, John will ensure only John, Carol and Ponda have full access. iii. All financial transactions will require the approval of two signatories iv. Ownership of the PayPal account has been migrated to John (as Treasurer)	b. JM

v. Where possible, PayPal access rights will be consistent with bank access rights.	
6. <u>Membership</u> a. There are currently 451 members, up from 447 last month. b. The Christmas Celebration at the Astor on 3 December was attended by 73 members: Deal 35, Walmer 13, Kingsdown 10, Dover 5, River 2, St Margaret's 2, Whitfield 2, Bridgeside1, East Langdon 1, Martin Mill 1 and Temple Ewell 1. c. It was noted that fewer members did not renew this year compared to previous years. Ponda and Cathy Sigrist had rung round members who had difficulty renewing to offer support. It was noted that some renewed their membership when the groups went live. It was suggested that early communication about groups being opened could include information about membership renewal. It was also suggested that making Group Leaders aware that the membership of group members may have lapsed could be part of an agenda for a Group Leaders' Forum in the future. d. The committee had been made aware of 'New Hobby' events taking place in both Dover and Deal in January. It was agreed not to exhibit at these events as it was such short notice and only a small table would be available. Carol had been in touch with the contact in DDC for these kinds of events, who has agreed to inform Denise of future similar events so that WCC u3a could plan to exhibit if appropriate.	
7. <u>Talks, coffee mornings and visits</u> a. Carol has made the final arrangements for the Christmas lunch, and it was agreed that the small profit would be used to purchase after dinner mints with the compliments of WCC u3a. Carol will welcome members to the lunch and introduce herself and the committee. b. Sara had sent a report to Denise which stated that the programme for 2026 is in hand. c. Denise had circulated a list of venues that were either on Beacon or on a list used by the previous committee to consider venues' suitability for talks. She also suggested revised criteria for assessing venues' appropriateness. It was agreed to use the suggested criteria. Heather has information about several of the venues on the list and will send this to Denise to collate and share with the committee. The process for completing information about venues will be discussed at the next committee meeting.	c. HJ c. DM
8. <u>Groups</u> a. Release of the groups that will go live in January has gone smoothly and associated payments are also going well. b. Carol has been in touch with Group Leaders to see if they are able to increase capacity and some have been able to do so. c. Heather agreed to using the established groups process. d. Heather will take over the ongoing management of the groups that will be new in January. e. Heather will propose any changes to groups to Carol via email. f. Carol will send the standard letter to members regarding groups to Heather. g. Heather reported that it is her intention to step down as Groups Coordinator in April, after Easter, and to support her successor. She agreed to review the established groups process and the Groups Coordinator role description and propose any changes for discussion in the January committee meeting. It was agreed that these would then be used to brief the new Groups Coordinator. h. Shamanic healing will be opened for booking in January. i. Four groups are expected to go live after Easter. j. John has carried out some housekeeping on groups on Beacon: i. 'Non-paying' inactive groups from previous years have been deleted from Beacon and the information has been archived ii. 'Paying' inactive groups from previous years have been renamed with a prefix 'Zz' so that they appear at the bottom of the list on Beacon iii. Active 'paying' groups have had a three-letter prefix added to the name to enable better matching with financial information. k. John will send Heather weekly reports on Mondays about payments for groups and will provide information in between these reports if Heather requests it and flags it as urgent.	c. HJ d. HJ e. HJ f. CF g. HJ h. HJ k. JM

9. <u>Secretary</u> a. Denise will update committee members' email address on the Charity Commission site to their generic WCC addresses. b. The committee authorise Denise to be the Primary Administrator and contact for the Charity Commission and Carol to be the Super Administrator.	a. DM b. DM
10. <u>IT/website</u> a. The Gentle Explorers leader will send Denise photos of trips to include in the newsletter. b. Bill and Mary are looking for a venue with good internet speed for their drop-in sessions. The committee will consider topics that members might find most useful in these sessions. c. A talk by Russell Whitworth on AI has been agreed for February and information will be circulated to members in due course.	
12. <u>Network and TAT updates</u> a. Heather and Denise had attended a SER Welfare Zoom meeting. Two key outcomes of the meeting were that a small group will develop a welfare policy for the region that u3as could adopt if desired and there will be quarterly meetings of those with an interest in welfare. b. Heather is aware of two people who may be interested in taking on a welfare role in WCC u3a. It was agreed to wait until the policy has been developed before approaching them.	
13. <u>AOB</u> a. Ponda has been exploring a variety of fun ideas for the 30th anniversary celebration and it was agreed that she should continue pursuing these, and the celebration will be discussed in the January committee meeting. b. The u3a had previously used business cards to hand out to potential and new members. Carol offered to design new ones with the same branding as the WCC u3a banner and flyer. This suggestion was welcomed by the committee. c. It was agreed that Ponda should respond to the TAT offer of visiting u3as to see if they are able to visit WCC u3a. d. Carol had received an invitation to a training session about Beacon. She will find out if it is only open to Chairs or if other committee members or members of u3as can join, so that a decision can be made about who is best placed to attend.	b. CF c. PT d. CF
14. <u>Next meeting</u> a. Friday 9 January, 10:00-12:30, at Golf Road Centre, in the Small Hall. Apologies from Heather for February meeting.	