

Minutes of the committee meeting on 9 January 2026 10:00am, Golf Road Centre

<u>Agenda</u>	<u>Actions</u>
1. <u>Welcome and apologies</u> Present: Carol Fowler (Chair), Sara Miller, Denise McCoy, John McCoy, Ponda Thomas and Heather Jackson (second part of meeting). In attendance: Jan Poynter. Apologies: Ellie Brooks. Carol welcomed everyone to the meeting. She explained that Jan Poynter was in attendance with a view to seeing how she could help the committee. She comes with experience from being involved in the founding of another u3a and serving on their committee for a number of years.	
2. <u>Minutes of the previous meeting</u> a. The minutes were accepted as a true record, with an amendment to 9b, to include more detail about the action: <i>The committee authorise Denise McCoy to be the Primary Administrator and point of contact for the Charity Commission and for Carol Fowler to be the Super Administrator.</i> Carol will contact the Chairs' network to see if any other u3as have experience of changing their Primary Administrator.	a. CF
3. <u>Matters arising</u> a. Members of the committee had provided updates regarding their actions to Denise. Carol provided an update in the meeting, which Denise included in the actions list.	
4. <u>Committee</u> a. The meeting to review committee role descriptions will be held on Friday 23 January at 10 am in Carol's house. b. Carol thanked members of the committee for reviewing and sharing their role descriptions and comments. c. Sara will use the Membership Secretary role description as a template to develop one for the Talks Coordinator role as there is no TAT model version. She will share it with the committee by 16 January as agreed at the previous meeting. d. Ponda and Heather sent their apologies for the meeting on 23 January. e. Denise agreed to provide a draft template for role descriptions and will edit the agreed versions so that they have a consistent WCC style.	c. SM e. DM
5. <u>Finance</u> a. Carol signed off the December accounts and confirmed that Beacon matches the bank statement. There is c£6,300 in WCC u3a bank accounts. The forecast still suggests that WCC u3a will spend around £2,000 more than raised in income in this financial year, and a modest increase in subscription will be needed for 2026/7 to ensure sufficient reserves are maintained. b. John reported that PayPal access has been resolved and the Treasurer is now the account owner. He will now add Carol as agreed previously.	b. JM

8. <u>Groups</u> a. Heather provided a general update on groups b. Someone has been in contact with Heather regarding providing a talk or group on rail health and safety and incidents. It was agreed that a talk would be more appropriate than a group in the first instance. Heather will contact the member to find out more and report back to the committee so that a decision can be made whether a talk on the subject is appropriate. c. There are several new groups planned for the coming months up to April. d. Carol will follow up payments for the January/February groups that she and Ellie had opened to members. e. Heather agreed to continue to take on and follow up all other groups, including chasing payments. f. Heather is out of the country from 20 January to 20 February but agreed to continue to manage the groups while she is away. She agreed to inform the committee if this is not possible during her absence. g. John will send any anomalies regarding payments for groups to Heather, apart from those that Carol and Ellie dealt with, which he will send to Carol. h. Heather is preparing a number of documents regarding the role of the Groups Co-ordinator and groups process and confirmed she will share them with the committee by 16 February. i. The agenda item about accommodating the increasing number of new members in groups was postponed to the next meeting. j. It was confirmed that only members can attend groups. Carol will write some words to be added to the website to offer Talks or New Members meetings for those wishing to 'try before they buy'. k. It was agreed that requests for remote interest groups will be addressed on a case-by-case basis. l. It was agreed that requests from welfare and other support organisations to accommodate members in groups will be addressed on a case-by-case basis. The SE Region Welfare policy is expected to provide guidance on this. m. Carol and the committee thanked Heather for her work as Groups Coordinator and expressed that they are sorry that she is stepping down. Heather will step down on 30 April 2026. It would be ideal if someone were found to take over the role before this time and Heather confirmed she is happy to work with them up to the end of April.	b. HJ d. CF e. HJ f. HJ h. HJ i. DM j. CF
9. <u>Secretary</u> a. Denise reported that she is planning on sending the next newsletter out mid-February. She requested sections from the Chair, Groups Coordinator, Membership Secretary and Talks Coordinator in good time. b. Carol will request information on Beacon and IT from Bill and Mary Venables to include in the newsletter, particularly the arrangements for the drop-in sessions. c. Denise has drafted newsletter sections on Christmas (lunch, entertainment and crafts) and on the Climate Change event that Ellie attended. d. It was agreed that Denise can write to Group Leaders requesting news for a 'Groups Roundup' section, with a view to adding something similar to the website as well. e. It was agreed that Denise could draft a section on becoming a Group Leader and several names were suggested for her to contact for material. f. Carol and Denise are meeting later in January to review policies. g. Denise will write to TAT to see if they are developing policies on Risk Management, Conflicts of Interest and Serious Incident Reporting as these are recommended by the Charity Commission. h. All to feed back to Denise about the draft Trustee Welcome Pack by 31 January. Carol has drafted the Chair's welcome section and started to review the document.	a. CF/ HJ/ PT/ SM b. CF d. DM e. DM g. DM h. All
10. <u>IT/website</u> a. Bill is first line support for Beacon. b. Carol has requested that Bill and Mary run a workshop for the committee about editing the website. Details are awaited. c. Group Leaders' access to Beacon will be discussed in the next committee meeting on 13 February as it will be more useful after the discussion about roles on 23 January.	

d. Bill and Mary are again considering using the Landmark Centre as a venue for the IT drop-in sessions. e. Carol had circulated information to the committee about the AI event that has been sent to the speaker for comment. Once he has agreed the content, it will be circulated to members.	
12. <u>Network and TAT updates</u> a. There is a Secretary's Peer to Peer meeting later in January and Denise will try to attend.	a. DM
13. <u>AOB</u> a. Denise has uploaded the 2026 u3a insurance cover note onto the WCC website. b. Carol will attend the Beacon training for Chairs. c. Carol will be away from 8-15 February but will have access to emails. d. Carol proposed that a project for Risk Assessments for groups and for venues regularly used be set up and the committee unanimously agreed this. It was further agreed that the person who leads the project does not need to be a committee member. Heather will send any risk assessments she already has to Carol, who will send them on, together with other relevant information, to the person that will take on the project.	b. CF d. HJ
14. <u>Next meeting</u> a. <i>Post meeting note: date, time and venue for next meeting to be confirmed.</i> Apologies from Heather.	