

**Minutes of Committee Meeting held at the  
Laura Trott  
Centre at 1.30pm on Thursday, 12 June 2025**

<b>Stewart Walter (SW2) Chair</b>	<b>John Durrant (JD) Events Coordinator</b>
<b>Jo Ware (JW) Vice Chair</b>	<b>Heather Douglas (HD) Business Secretary</b>
<b>Rob Scott (RS) Treasurer</b>	<b>Malcolm Luff (ML) Committee member</b>
<b>Frank Sluter (FS) Groups Coordinator</b>	<b>Peter Harris (PH) Committee member</b>
<b>Stewart Wagstaff (SW) Asst Prog Editor</b>	<b>Vanessa Lucas (VL) WEB Coordinator</b>
<b>Andy Smith (AS) Membership Secretary</b>	
<b>Sue Allum (SA) Speakers Secretary</b>	

**1. Apologies:** Brian Peel, Isabel Martin, Tony Knight, Margaret Partridge.

**2. Minutes of the previous Meeting** held on 15 May 2025 agreed.

**3. Matters Arising from the Minutes**

*AS has sent out reminders on Beacon for outstanding renewals.*

*FS has sent an email from beacon to remind group leaders to check membership cards are valid 2025/6.*

*SW2 discussed the possibility of a hearing loop system with LT and has been given a contact at the council regarding this issue but seems unlikely.*

*Information from Michelle's dance studio is covered in AOB.*

**4. Chair's Report:**

I would like to welcome you all to our committee meeting. This has been brought forward a week to allow 5 key members who are away on the u3a cycling holiday next week to attend, so thank you everyone for your flexibility.

Last month's meeting seemed to go reasonably smoothly and Tony Tutton proved to be an excellent speaker. Perhaps word had spread, but very few people left after the raffle. He also has 2 bands who play mainly 60's music and has previously run dances for other u3a's as one-off events. In follow up correspondence it would be worth Sue asking if he would be available for our

Christmas event on 18<sup>th</sup> December and at what cost. If he is then this is something that we could then discuss at the next meeting.

The sound system worked well, ably run by Peter on his debut, and it was nice that 2 other people did come forward for tuition on how it works so that we do have some backup in that department. Unfortunately, it seems that technology has defeated Isabel in her role as minute taker at our meetings so we do need to find another volunteer for that job. This job is very much simplified if all members submit written summaries of their reports and then all that is required are notes of discussions on points arising during the meetings.

Along with Jo I attended a meeting of the East Herts Cluster chaired by Barabara Cordina. This was attended by representatives from Ware, Lee Valley, Broxbourne, Waltham Abbey and Bishops Stortford – Hertford and Stanstead Mountfitchet did not attend. It seems that we are in a relatively healthy position with members, recruitment and volunteers, although all u3a's face the same problems of getting people to step forward as group leaders. It was useful to meet committee members from other local u3a's and exchange ideas – for instance Ware have managed to set up an investment account for group funds. Barbara's agenda did seem to focus on support/information from head office who are producing things such as retirement packs. The question of risk assessments was also raised for which we have an agenda item under AOB.

For the first time in 4 years the cycling holiday does not coincide with the monthly meeting so hopefully we should have a full contingent of volunteers available on the 26<sup>th</sup> June.

During the meeting the committee discussed the possibility of Tony Tutton playing again for us either at the Xmas meeting or another time and discuss at the next meeting.

*Neither SW or HD has received any response with contacting IM regarding minute taking, it was therefore decided to seek an alternative volunteer. JW said MP was willing to do this but had given her apologies for this meeting. Thank you to MP.*

**Action SW2 to check availability of Tony Tutton.**

## **5. Vice Chair's Report:**

As it was volunteering week last week, belatedly I would like to thank every one of you for volunteering and giving up your time to support and further our u3a.

Every one of us is special, every one of us is elected and every one of us gets a vote in order for us to continue to grow and be successful. So thank you every one.

This special meeting is fortuitous because when Stewart and I attended the area cluster meeting with Barbara Cordina a couple of weeks ago, we learned that group and events risk assessments are a public liability insurance requirement in order to uphold any claim of personal injury or

property damage. Without these risk assessments, our u3a insurance will not cover any potential claim, instead it is Cheshunt u3a that is financially liable.

As updated risk assessments are required every 3 years, I followed up with past and present chairs (including Mick, Michael Knight) and I ascertained from Malcolm. That risk assessments were indeed conducted at the venue changeover from Wolsey Hall to Laura Trott, but apart from that, no one remembers or holds any old or current risk assessments.

Central u3a or TAT as Barbara called it, has templates on their websites, both by group type and event type and low risk activities for instance a book club is just a tick list.

This is a time consuming and onerous task for our group leaders and potential new group leaders. I have a few ideas which we can discuss within AOB, so I will conclude with my report that it is now time to review and update all of our risk assessments.

## **6. Business Secretary's Report:**

After a challenging start sorting out my u3a email address I am now up and running. Big thank you to Andy for helping to sort it out and to Christine for her continued support while I was solving the problem.

Emails and enquiries have been circulated and responded to as appropriate with two survey requests still to be resolved.

I have ordered badges and lanyards for new committee members and those changing roles which will be given out as soon as I receive them hopefully at the June meeting.

## **7. Treasurer's report:**

### **CESHUNT u3a**

#### Monetary Assets as at 10th June 2025

Main Account	£	9,340.48
Groups Account (Restricted)	£	17,681.70
		<hr/>
	£	27,022.18
Cash Floats:-		
Membership Secretary	£	50.00
Books	£	5.00

Cash in Hand held by Grps	£	<u>2,520.46</u>	
		£	<u>29,597.64</u>

During this slightly shorter month, we have received Membership Fees and Visitors of £460.00, less the Square charges of £5.38.

The Raffle generated £95.70, while the Refreshments paid in £36.40. The final figure received was £19700.00 from the various groups.

We have paid out £1088.68 for the Main Hall hire and £283.75 for the Bar Area hire both until August - together with April and May Printing of £168.00 each and £72.00 for the printing of the 'Welcome' Flyers. The well received Speaker was £105.00 and Membership Refunds were £30.00. There was

£166.45 paid to Stewart for the retiring Committee Prezies, while I paid

£142.13 to Heather for Lanyards and Badges for the New Committee Members We had another invoice from National Office for £50.00 in respect of the Site Work subscription to March 2026. Finally, there were Group Payments of £20447.21.

*The possibility of investing £7500 in a Community Online Saver Account with Saffron Wardon Building Society was discussed which at the moment is offering 3.35%. Other u3a groups were currently using this account. So far 71 members had signed up to gift aid their membership fees.*

**Action: RS to look into investing in the Community Online Saver.**

## **8. Membership Secretary's Report**

There are currently 829 members and 236 lapsed members and 6 visitors at the last meeting.

*A discussion was had on picking up on the lapsed members at the main meeting and group leaders should check membership cards of their group members. Andy found some anomalies in the reporting of membership numbers which he is going to look at so we can confirm current membership numbers. On further investigation Andy confirmed that there are **723** current members and **106** lapsed.*

## **9. RUG Coordinator's Report**

RUGs for the tea bar and meet and greet have been arranged for June and July meetings. They are Meet and Greet Jean Fisher, Barry and Jan. Tea Bar Ann Appleton, Margaret Angel and Isabel Martin.

*Everything went well at the last meeting. JW raised an issue of rodents getting into the store cupboard as had found crumbs on the bowls mats. It was suggested and food items be checked and in future stored in plastic containers.*

## **10. Speaker Secretary's Report:**

Rob Eastaway, the Speaker next week is all confirmed. He will bring his own equipment. He will need a table please. A call was received regarding booking Carrie for our Xmas meeting as she is getting booked up.

*It was agreed during the meeting that we would not book Carrie but if she was available at the time and would accept a nominal fee to sing we would welcome her.*

*Other recommended speakers were discussed, Andy Thomas who talks on Crop Circles and another who talks on Mersey Ships. SA said she would look into them*

## **11. Group Coordinator's Report:**

I have emailed all group leaders to check that their members have renewed, stating that after 1 June any member not renewed will be shown as lapsed.

Re Local History group no communication received from Pat Dixon. I have put the Local History members on Beacon as this was omitted before and informed them by email of the situation with Pat Dixon. I asked if anyone would be willing to take over as leader of this group. I did not receive any replies. This group has now been put in abeyance and removed from the monthly program. Any prearranged visits have been cancelled.

The last committee minutes were incorrect to state that the proposed Basic Spanish Group will not be taken forward as this matter is still in hand and being actively pursued. Tesco has been booked for alternate Monday afternoons for group meetings.

The new Basic French Group has had a good response and we have had two people willing to teach (when they are both not on holiday in France! Which is not a problem) this will begin in September. So both language courses will start.

Proposed Line Dancing is proving problematic as it needs more than one leader, i.e. Instructor, music provider and organizer. So far there is only one person to lead who admits to being not very tech savvy. The Sea Cadets Hall is Available for £15 per hour.

The Book Club is showing signs of being successful.

Proposed Golf Group is promising

Members on their own group has possibilities with Jill Freeman doing a lot of research with other u3a's nationwide into what works. This will be in the next program.

I am actively liaising with Broxbourne and Hertford u3a for help and ideas for forming a joint Bridge club group.

Unfortunately, the recently formed Love to Dance group has folded due to lack of support. Talking to some of the members several said that it was not fun and enjoyable. Which is a shame as a lot went into setting this group up.

Lastly when the suggested entry door change at the Monthly Meeting is discussed, I have designed a new table plan to accommodate this, if the door change is approved by the committee.

*Discussions regarding the problems setting up the proposed line dancing group were had. Details of the new Book Club and Spanish Group to be given to Vanessa for the Website. A new Golf Group looks a possibility. MP to follow up leads for Community Table use that she collected and give FS details to any interested groups to check availability and book a table.*

*The changing of the entrance door to the meetings was discussed at length and it was decided to role forward to AOB at the next meeting as a change in the registration table position maybe a different option.*

### **12. Web Coordinator' Report**

Vanessa had nothing to report this month. Would like notification of groups to be added or taken off the website as and when known. FS agreed to keep her updated.

### **13. Programme Editors Report:**

500 copies required this month. Requested all entries for next programme be forwarded promptly as her and Ray will be away this month. Stewart will collect from the printers this month

### **14. Events Coordinator' Report:**

A table will be required for the remainder of the membership cards to be collected.

### **15. Any Other Business:**

Carry over request for information Michelle's dance school BP

*Answers back from Michelle:*

*Session on a Wednesday or Friday.*

*1 hour session between 3.00pm and 5.00pm*

*Price £10 per session.*

*Min 10 Max20*

*Payment cash or card on the door.*

*Suggested trial period 1 month.*

*Discussed was probably worth trying to gauge interest at a monthly meeting.  
I would suggest possible start in September after holiday season.  
If you let me have any feedback I will let Michelle know what our plans are.  
She has been very responsive so far.*

*It was suggested to put in the brochure and see what the response was. Will need an u3a contact if going to progress.*

**Action: Still to be decided when interest has been established.**

Request for u3a members to take part in an Oxford University Research into older Adults experiences in residential and foster care HD

*It was discussed and decided it was not appropriate. HD will respond to the email.*

Risk Assessments JW

*A discussion was held and JW is heading a working party to progress the provision of risk assessments. Will be discussed further at the next meeting after information is sourced from existing sites groups use and templates will be downloaded by JW from the u3a website.*

**Action: carry forward to next meeting and discuss findings and way forward**

**16. Main Monthly Meeting: 1.30 on Thursday 17 July 2015**

**17. Next Committee Meeting: 1.30 on Thursday 24 July 2025**

*The meeting closed at 15.25*

