

**Minutes of Committee Meeting held at the
Laura Trott Centre at 1.30pm on Thursday, 18th September 2025**

Stewart Walter (SW2) Chair	Sue Allum (SA) Speaker Secretary
Jo Ware (JW) Vice Chair	Margaret Partridge (MP) Committee member
Stewart Wagstaff (SW) Asst Prog Editor	Malcolm Luff (ML) Committee member
John Durrant (JD) Events Coordinator	
Vanessa Lucas (VL) WEB Coordinator	

- 1. Apologies:** Heather Douglas, Frank Sluter, Tony Knight, Peter Harris, Brian Peel, Rob Scott and Andy Smith
- 2. Minutes of the previous Meeting** held on 21 August 2025 agreed.
- 3. Matters Arising from the Minutes:** None
- 4. Chair's Report**

I would like to welcome you all to our September committee meeting.

Once again our August meeting was well attended and Steven Keable-Elliott entertained us with a talk on 1920's Tahiti. Everything again seemed to mostly run smoothly with no excessive queues or incidents so thanks to the volunteers and RUGS team. On the membership table Andy and Chris did have problems connecting the Square box through his phone to take membership payments. This has happened on many previous occasions and so I have agreed that Andy should purchase a dedicated payment terminal at a cost of around £200.

With Andy possibly away next week and Christine Bolton on holiday we will need a contingency plan for registration and for any new members. We may have to revert back to the old system of manual registration and for membership Heather has offered to print out some temporary membership cards and we can take £2 in cash. For any new members I propose that we take details but no payment so that Andy can follow up in due course. Frank has offered to man the membership table.

The problem is that Andy has been delayed overseas and has the laptop etc in his care at home and also the knowledge. This critical role is one that we need to ensure is covered with knowledge shared more widely.

I am also not able to attend the monthly meeting and as Andy was backup for the speaker's equipment will need to find a substitute.

We have our awareness/recruitment day next Wednesday 25th September which was discussed last month and details to be finalise today under AOB.

5. Vice Chair's Report:

With members returning from their Summer vacations, I have an update to the risk assessment triennial review; I'm still awaiting feedback and approval from some Group Leaders but the majority of the risk assessments are now complete. It has been very encouraging to hear of a group member 'stepping up' to become group leader, when the incumbent group leader became ill and it was also a very pleasant surprise to meet with the new Book Club group leader, who is an old friend.

I have not tackled the brand new groups of Beginners French and Beginners Spanish as I am waiting for them to get established and viable. Also as their meetings are held at the Tesco Community room, their risk assessments are the standard forms used for these groups. All in all and even though Risk Assessments will be ongoing when any new group starts up, we have made clear headway for this years review.

Next week is turning out to be a very busy week. We have the area cluster meeting, our Cheshunt u3a day at the Brookfield centre and also our monthly meeting. We have a few of our members/volunteers either away or otherwise engaged next week, so it will be an even busier week for the rest of us.

So, brace yourselves, pace yourselves and as it is very topical at the moment, using the jargon of the world athletic championships let's all give a PB or personal best effort to show how well Cheshunt u3a pull together and work together to put on a jolly good show.

6. Business Secretary's Report:

I have circulated and responded where appropriate to all correspondence.

The issue of BARTS publishing the wrong Secretary details has now been resolved and corrected from October.

The rota for manning the table at the Spotlight on Friday 31 October for BARTS Open House day will be discussed in AOB (SW2). I can participate anytime during the day. The table will be inside so just need information etc. as appropriate and manning 10.00-4.00.

A paragraph informing of BARTS role in the community previously circulated has been added to the brochure for this month and going forward.

Frank and I will be attending the BARTS Silver Anniversary Concert on the 24 September.

Isabel Martin's details have been taken off the back page of the brochure.

I will be at the main meeting next week.

7. Treasurer's report

Monetary Assets as at 16th September 2025

Main Account	£	8,128.42
Groups Account (Restricted)	£	17,281.92
		<hr/>
	£	25,410.34
Cash Floats:-		
Membership Secretary	£	50.00
Books	£	5.00
Cash in Hand held by Grps	£	2,520.46
		<hr/>
	£	34,114.10

As mentioned at last month's meeting, I've now contacted John Hammond – the treasurer of Ware u3a, regarding the paying of bank charges in the future. It appears that they have had to pay charges to HSBC for some time now, but it is offset by the interest that they get from their deposit in the Saffron Walden Building Society. I have therefore made arrangements to visit the Saffron BS, Ware branch to talk it over with the manager on Friday, with a view to opening up a deposit account with them. But I think that we are going to have to 'bite the bullet' and pay Lloyd's bank charges next year.

During the last month, we have received Membership Fees of £250.01, less £2.70 Square charges, Books £57.00, Puzzles £27.60, and Refreshments £38.50. Lloyds bank paid into our account £40.00 and £14.00 for a 'Complaint' they raised for my time spent on the phone to them in August and the various groups have paid in £6,128.90.

We have paid out £110.00 to last month's Speaker, £190.79 for a New Square Terminal for Andy, £168.00 for the Printing of the August Programme, £170.26 for the hire of the Bar area until November and £870.93 for the hire of the Main Hall until December. We have further paid out £11,126.63 for the Groups and I have refunded a member (Pam Sumner) £45.00 for three amounts of duplicate membership payments she made in 2023/2024/2025.

8. Membership Secretary's Report

No report available. Membership secretary not available due to family issues and may not be able to attend the monthly meeting. A backup plan for dealing with membership is required.

Action: Christine and Marion will man the registration desk as usual and will register attendees manually against a membership list, current to May 2025. Any new members since then will be added (membership number only required to reduce delays).

Action: Frank Sluter will man the membership table with Jan Speller (TBC). Jo has temporary membership cards and membership forms and will bring a supply to the meeting. FS can take £2 cash for temporary membership (cash can be handed to Rob Scott at the end of the meeting). New

members will complete the membership form but told they will be contacted for membership fees later when Andy is available.

9. RUG Coordinator's Report

The buffet for the Group Leaders lunch is in hand.

The RUGS rota is the same for each month Sept, Oct, Nov

Tea Bar - Margaret Angel, Ann Appleton and Isobel Martin

Meet and Greet - Jean Finch, Barry Wallace and Janet Wallace

10. Speaker Secretary's Report

The Speaker for next week, Jon Mein, is confirmed and is relatively local, coming from Stevenage. He will require a table.

He will bring a powerpoint presentation on a memory stick but will be advised to bring his own laptop as a backup in case there is a problem with ours due to our technical people being "thin on the ground". Debbie Horwite has agreed to set up our laptop, being familiar with it from the photography group meetings.

Action: SA to advise the speaker

Action: SW2 to meet Rob to sign cheque for £110 for the speaker ahead of the meeting.

11. Group Coordinator's Report

All Group Leaders, Committee Members, Rugs and Helpers etc. have been invited by email to the lunch on the 16th. October. I have bought 50 2026 U3A diaries which I will distribute in October.

It was assumed that there is no community table required this month, although this will be confirmed before the meeting.

Action: it was suggested that FS email group leaders ahead of the GL lunch to ask if they have any questions ahead of the lunch to send them to him so that we can have answers.

12. Web Coordinator' Report

The website continues to run well. We have now had over 5000 visitors with a worldwide distribution and with 40,000 pages viewed

13. Programme Editors Report

This month we agreed to print 500 copies (B&W), SW will take a few to supplement the 50 from August for the u3a day. Steve Gollop has requested a few to be taken to the library having had a request from the head librarian (non were available last month). Steve advised to take them at the start of the meeting. JW will also take some to load into the holders at the entrance to LT.

14. Events Coordinator' Report

Some change to the table layout required. It was suggested by MP that the books be moved nearer the tea bar and we rearrange the new members table (Jan Speller), membership table (Andy) and gift aid (Brian) along that wall in logical order. Jan (and Alan) would have the membership forms for people to complete so that they are then handed over to Andy who only has to take their membership fees. This should help with congestion. To be trialled at the next meeting.

Action: Change to table layout

A contingency plan is required for the sound system in case AS is not available at the meeting.

Actions: SW2 check with PH to see if he is available or not. If he is now available then he will run the sound system.

If PH not available then Malcolm will ask Tony Eagling if he can help. Tony has run the system before.

As a last option SW2 will assemble the system with ML and JD on Wednesday evening and leave in the cage to be taken out Thursday. SW2 will also run a tutorial with ML and JD and others if available on build up and sound adjustment. **SW2 to contact Sharon to arrange access to the cage**

15. Any Other Business

- **u3a Day Wednesday 24 September**

SW and JD have had a trial run to erect the gazebo and will deliver it to Tesco along with banners and bunting for 9.15. SW2 will collect 3 tables from LT and deliver to Tesco for 9.15 together with the laptop, extension cable and TV for display of rolling ppt. Tesco may provide chairs but also a good idea to bring garden chairs as back up.

SW2 will check parking arrangements with Lynn and contact from management company, Mohommed Rahman, Head of Security. 07718 424578.

Peter Harris to organise A Train.

Thank you to those who volunteered their time for cover. Please see the confirmed rota below:

TIME	PEOPLE
09.30 – 11.30 (set up)	TK, JD, SW
11.30 – 13.00	HD, MP, JW
13.00 – 14.30	SW, FS, RS
14.30 – 15.30	ML, CL, SW
15.30 Break down	SW, JD

- **BARTS Open House Friday 31 October rota (defer over until October meeting)**
- **Summer Dance afternoon**
SW2 checked out YHA but room not really suitable and cost of £400 for hire. Will check out Halsey Hall as this is more suitable for this type of event. We will then canvass members interest
- **Hearing Loop**
Quotes now received for 2 systems. The preferred system has an estimated cost of £6900 which is too much from our u3a. SW2 to follow up with LT and u3a central office for any other funding. MP suggested approaching Age Concern and similar organisations to see if they could contribute any funds. Ongoing.
- **Group Sharing Agreement**
An item from the East Herts Cluster for discussion at the meeting next week was the Group Sharing Agreement drafted in 2018. Former chairs Steve Gollop and Malcolm had been involved in drawing this up and after discussion it was agreed that it was still acceptable (minor change to provision of emergency contact details) for the purposes of enabling viability for some groups. VL pointed out that we have 3 versions of Group sharing: in the program, on the website and under the cluster group on the website. These need to be checked for consistency and probably updated.

15. Main Monthly Meeting: 1.30 on Thursday 25th September 2025

16. Next Committee Meeting: 1.30 on Thursday 16th October 2025

The meeting closed at 15.20