

Minutes of Committee Meeting held at the Laura Trott Centre at 1.30pm on Thursday 16 October 2025

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

- 1. Apologies:** Brian Peel
- 2. Minutes of the previous Meeting** held on 18 September 2025 agreed.
- 3. Matters Arising from the Minutes**

None

4. Chair's Report:

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

A big thank you to everyone who stepped up to make our September meeting a success. This was particularly challenging with a number of key people not available for a variety of reasons. Well done to Jo for stepping into the Chair's role and to all those who covered the sound system and membership registration and tables, especially Tony, Steve and Debbie who are not committee members. The situation was unfortunate in that all 3 members most familiar with the sound system were not available and this led to an interesting scenario where despite a thorough briefing the padlock on the cage refused to open and a high degree of ingenuity was required to avoid falling at the first hurdle! Hopefully, we can train up more members on the sound system in the future.

Our annual u3a awareness and recruitment day was held on 24th September outside Tesco at Brookfield. Once again there were some issues with permissions from the management company but thankfully they were resolved and didn't cause any problems on the day. Our local MP, Lewis Cocking, once again attended to show his support and thanks also go to the A-Train for providing musical entertainment during the lunch period. Thanks to everyone from the committee who gave up their time on the day. I believe that we had about 12 new members at

the meeting the following day, some of whom were recruited at the event so it could be considered worthwhile.

However a lot of effort is required with this venue and the issues with the management company do not help so next year we should consider less stressful alternatives such as a table in the foyer at the Laura Trott Leisure centre.

5. Vice Chair's Report:

I want to start by thanking you all for pulling together as a team both at the u3a day and at the monthly meeting.

Yes, we had challenges and issues at both events, but even though the challenges at both events seemed insurmountable with regards to the pitch permissions at Brookfield, the unfortunate absence of our new membership team and all the membership forms and equipment, coupled with the delayed access to our sound and display IT equipment. We proved that with forward planning, thankyou SW2, our IT back-ups of Debbie Horwite, Tony Eagling and Steve Gollop, every one of us becoming chameleons on the day and assuming other roles; just shows how versatile, strong and successful we are.

15 new members and 7 visitors on the back of our u3a day just proves that we can put on a good show and that overcoming all the red tape barriers was worthwhile. The 'A Train' were very professional and drew a lot of attention and our monthly programmes were very well received, thankyou SW for bringing extras. Accepting 21 newbies at the monthly meeting was marvellous team work by Frank and Alan Angel, the registration ladies of Christine and Marilyn resorting to 'old school' with pen and paper, the strength of the 'muscle' to upturn the IT cage was impressive, Sue for managing without her walking stick, Heather for the receipt book, Rob; for not absconding to France with all the cash taken and my rock on the day Malcolm, thankyou for your steerage and guidance. And of course, Vanessa for her support and fortitude in sharing a large slab of carrot cake with me afterwards.

Assuming other roles, raised the concept of understudies for each role is on the AOB agenda, so we'll discuss it more then and if I forgot to thank anyone personally, then I apologise but you are all very much appreciated. Thankyou.

Also the monthly meeting saw a lot of group leaders return from their Summer holidays and I obtained updated email addresses and a lot more approvals of the risk assessments. Likewise at our Group Leaders lunch today, taking us up to 80-85% completion of our triennial review.

6. Business Secretary's Report:

I have circulated and responded where appropriate to all correspondence.

Lee Rayner at Barts still keeps asking if we would like a table at their Arts Café but I think we decided not to get involved with that because of the short timing it was not worth any groups setting up. Frank has also been contacted as Group Coordinator.

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 feel appropriate and manning from 10.00-4.00. They are going to send a table plan before the event.

Frank and I attended the BARTS Silver Anniversary Concert on the 24 September which turned out to be a most enjoyable evening and were treated as VIP's.

7. Treasurer's report:

Monetary Values at 13th October 2025

Main Account	£ 8,309.33	
Groups Account (Restricted)	£25,000.32	
	<hr/>	£33,309.65
Cash Floats:-		
Membership Secretary	£ 50.00	
Books	£ 5.00	
Cash in Hand held by Groups	£ 2520 .46	
	<hr/>	
	£35,885.11	
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Since the last committee meeting, I have again been in contact with Lloyds Bank and have now changed our bank accounts to Charity accounts. This now means that we do not have to pay the proposed monthly charge on each account. However, we will for paying cash and cheques in via the counters, Immediate Deposit Machines or indeed the Post Office. Cash Deposits will incur a charge of £0.75 per £100, while cheques will be charged £0.50 each, whether at the counter or Post Office and £0.42 at the Immediate Deposit Machines. Cheques paid out (currently one per month) will be charged £0.50. These charges have come in immediately, and will hit our accounts the following month. Although I don't like us having to pay any charges, we have been charge-free for 15 years and I believe we can swallow them in the normal course of business.

My visit to Saffron Walden B. Society was cancelled due to ill health and I've yet to make another appointment.

We had one person pay her Membership Fee by bank transfer whilst at the last meeting and I paid in a further £224 in cash – it was pretty hectic with the new members, but we coped well. I also paid in £41 for the Books, £40 for the Puzzles, £45.85 for Refreshments plus a £5 Donation that we were given on the U3A Day. Sue paid in two months of Raffle money totalling £191.90 and the Groups received a further £13817.90.

There was very little going out of our coffers last month - £110 for the Speaker, £258.94 for Diaries that purchased by Frank, £12.90 to John for entertaining the new members and we paid out £6099.50 for the Groups.

8. Membership Secretaries Report

There are now 798 members. All the forms from the last meeting are on on the system.

Jackie Yeardye has requested the purchase of a laptop for her use to be purchased from her group funds. Agreed but will remain u3a property to be returned if she does not run a group.

New membership cards were discussed and it was agreed to keep them separate to cards not collected after annual renewal.

At an area u3a meeting Hertford group offered a machine for printing membership for free which JW said we might be interested in. AS said would make printing difficult. JW said as yet have had no firm offer from Hertford.

AS said he has now set up automatic membership updates on the laptop used for booking in. In future he would pass the laptop to Christine Luff if he was going on holiday to avoid any unforeseen issues.

9. RUG Coordinator's Report:

Arrangements for next week's meeting all ok.

The Chairman expressed thanks on behalf of the committee to TK for arranging the buffet for the group leader's lunch.

10. Speaker Secretary's Report:

Next week's speaker will be arriving 1.30 at the back door and will be bringing his own equipment. He may need a table. The November speaker Denis O'Shea just wants a free membership for a year as payment. It was decided to extend to include next year as only 6 months left for this year

Parking for speakers was also discussed and it was agreed that all speakers should be told park in the staff car park.

Action. AS to arrange membership as discussed for Denis O’Shea for the November meeting.

11. Group Coordinator’s Report:

Group Leaders were asked to forward any questions that they may have prior to the Group Leaders lunch as requested at the last committee meeting.

Together with the u3a secretary I attended the B.A.R.T.S. Silver anniversary concert at the Spotlight on the 24th September representing Cheshunt u3a.

2026 u3a diaries will be handed out at the October meeting
The Community table will not be used this month

12. Web Coordinator’ Report:

Everything ok

13. Programme Editors Report:

October brochures- 600 required as some will required for the Spotlight on BARTS day.

14. Events Coordinator’ Report:

There is likely to be more visitors and attendees at the meeting because of the speaker’s talk on Elvis which has been very popular at other u3a’s. Changes to the table layout was discussed and will be assessed on the day. BP will be needed on the membership table and will do gift aid as well.

15. Any Other Business:

BARTS Open House (SW2/HD)

The rota for attendance was discussed and is as follows:-

10-00-11.30 HD and FS

11.30-13.00 SW1 and MP

HD and FS will try at the meeting to get some group leaders to help out in the afternoon. HD will do another session after lunch if needed.

The u3a table cover will be required and some programmes and new member information sheets. HD to collect at the meeting.

Summer Dance (SW2)

Halsey Hall is available for several Saturday evenings in July 2026. Any food has to be supplied by their caterers. The hall hire cost is £600 and Tony Tutton’s fees are £700. The music will be 60’s. Interest in this event is to be tested at the meeting by SW2.

Hearing Loop (SW2)

No further forward. Still trying to secure council funding.

Shadowing (JW)

A suggested rota was distributed to ensure adequate cover if required for key roles. Changes were discussed and the rota will be updated for the next meeting.

Group Leaders Lunch (SA/VL)

Feedback given from a leader was that leaders were not introduced. This was discussed and was pointed out that SW2 had introduced new committee members. It was suggested that maybe group leaders might like to meet more regularly. SW2 to send an email from beacon to see who might be interested.

Xmas Meeting (PH)

PH informed the committee that Barry had said the singing for fun group were full on board for being part of the entertainment for the Xmas meeting and that Karris would be performing with them.

Meeting finished at 15.45

Main Monthly Meeting: 1.30 on Thursday 23 October 2025

Next Committee Meeting: 1.30 on Thursday 20 November 2025