

Tetbury u3a Committee Meeting 14 July 2025 Upton Mill, Tetbury

Present: Bernadette Bell, Martin Doidge, David Smith, Anne Cox, Maggie Smith, Alan Harris, Caroline Hose, Julia Walter, Maggie Roberts

Guest - Mark Janaway

1 Apologies

None

Mark Janaway, guest attendee, was introduced by the Chair.

2 Minutes of meeting held 23 June 2025- matters arising, review and approval

Martin had circulated the Finance Policy ahead of the meeting. It was approved at the meeting.

The Group Leaders have not yet been contacted by Caroline about whether they could use a projector in their groups as there had been a lot of correspondence needed regarding the Open Day and she did not want to overload them with information.

Action point

Caroline to contact Group Leaders about whether they would find a projector useful for their groups

The minutes were presented, approved and seconded as a true reflection of June's meeting.

3 Open Day debrief

The Group Leaders feedback was extremely positive. It was felt it had been a very well organised event which was enjoyable. Most groups recruited new members with Historical buildings, Short walks, and the History group recruiting larger numbers. It was felt that some costs could have been saved, for example, the Village advert. It was also felt it would have been helpful to have a printed copy of the table layout for all to see.

A discussion followed about how to market the u3a effectively. Ideas included a stand at the Woolsack races and the council event at Dolphin Hall.

A suggestion was made to have a rolling programme of events- Open Day, New Members and a Thank you to Group Leaders. It was felt the new members event should be a more intimate event as numbers were smaller and there needed to be the opportunity to allow for new members to ask questions and talk about their experiences. It was also felt the New Members event needed to be an annual one. Suggested venues were the Priory snug/separate room or the new Dolphin Hall.

Action point

Bernadette and Julia to form a subcommittee to look into what form the rolling programme of events should take and costs involved. They should report back to the committee.

Overall the event was very successful.

Action point

Open Day subcommittee to meet to produce an event document for the planning and execution of the Open Day

4 Marketing of Speakers' programme

The wording on the promotion poster designed by David for the Speakers' programme needs to be tweaked because we want to welcome people with an interest in joining the u3a rather than the general public.

The Goods Shed were keen to open our Speakers' Programme to the general public and would then advertise the event. There was a question about whether our insurance would cover the general public coming to listen to a speaker.

Action points

Martin to check the u3a insurance

Anne to ask Kathryn at the Goods Shed about public liability if the public came to listen to a speaker

5 Christmas lunch- date and venue

Maggie has contacted the Great Tythe Barn. They currently have availability in December. There would be a £250 deposit and a minimum number of 50 guests required with a maximum of 200. A suggested time would be 12.00-15.00. The advantage of the venue is that it is in Tetbury. The cost of a two course menu would be £47.50 or £60.50 for three courses and would include a glass of fizz on arrival, tea and coffee and a mini mince pie. The service charge is discretionary.

The cost of the meal was raised as a potential concern although it was acknowledged that teas and coffee would not be an extra and there was a welcome drink.

Proposed dates are 1. Wednesday 10 December and 2. Thursday 4 December

Action points

Maggie to check whether the deposit is refundable and if it is then then to book the venue.

6 Updates from Committee members

Chair - Bernadette Bell

Bernadette mentioned that Mindfulness and Meditation would like a few minutes after the next speaker to promote a new group.

Bernadette will say a special thank you to Judith and a general thank you to all others at the meeting.

Groups and Newsletter - Caroline Hose

Caroline would like to add a link rather than detailed information at the end of the Newsletter about national events. Approved.

A suggestion was made to use a more updated banner at the top of the the Newsletter to match the new website branding

Action points

[Caroline to change banner at the top of the Newsletter](#)

Members Secretary - Maggie Smith

At the time of the committee meeting 28 new members had joined the Tetbury u3a since the Open Day. In addition, 88 existing members had joined new groups. Tetbury u3a currently has 416 members and two link members.

Treasurer - Martin Doidge

The budget was shared ahead of the committee meeting. It shows a deficit because the Gift Aid has still not been paid by HMRC. The budget also includes an expenditure of £300 for the Open Day from last year's budget.

This year's budget will include recent new members and will have last year's Gift Aid and will therefore have a surplus.

Accounts remain in a strong financial position.

IT Support -David Smith

There are currently no major Beacon issues.

David explained that he is unable to change permissions set up by Beacon.

The stats for the new website were circulated to the committee ahead of the meeting. There was an understandable surge around the Open Day. David is looking into the bounce rate which is good but it does not seem to make sense. The u3a Forum suggests not to rely on these figures as the bounce rate stats are more suitable for commercial use. The top three pages are the welcome page, groups and events.

The old website closed down in early July. David has backed up its content on Google Drive both as a full PDF for each page and HTML download.

Caroline has been set up with an email address for use with the Newsletter.

7 Any other business

Bernadette shared that the tree to honour Jeremy would probably be planted in Helena Court.

The Health and Safety policy was signed off.

Mark Janaway said he would like to join the committee as publicity officer.

8 Date of next meeting

22 September 2025 14.00 Upton Mill