TETBURY & DISTRICY u3a

Minutes of Committee Meeting held 1st December 2025

Present: Martin Doidge, Jamie Dalrymple Hamilton, Chris Gibson, Mark Janaway
Richard Mattick, David Smith, Maggie Smith, Julia Walter

1. **Introductions -** Jamie Dalrymple Hamilton was introduced as a new Committee member.

2. **Apologies** – Caroline Hose and Liz Taylor

3. **Minutes of last meeting** – the minutes of the 3rd November 2025 meeting were approved.

4. **Matters Arising** –
   - Maggie confirmed that she would be reminding members about updating their contact details during the next and future membership renewals cycles.
   - David confirmed that the new Data Protection and Environment Policy have been made available on the website.
   - Martin confirmed that Caroline had issued the Data Protection Policy and details of emergency contact phone numbers to all Group Leaders.

5. **Committee Roles** – after discussion Committee roles were confirmed as follows-
   Officers:
   Chair – Martin Doidge
   Vice Chair and Speaker Secretary – Julia Walter
   Treasurer – vacant
   Secretary – Liz Taylor
   Committee member roles:
   Jamie Dalrymple Hamilton – Group liaison
   Chris Gibson – Meeting refreshments
   Caroline Hose – Newsletter
   Mark Janaway – Publicity
   Richard Mattick – Deputy Speaker Secretary
   David Smith – IT and website
   Maggie Smith – Membership

   The Committee thanked Judith Randall for her long service in the Monthly Meeting refreshments role. Martin confirmed that Judith had handed over to him all her stock and we appear to be well stocked with all refreshment items at the moment. **Chris to liaise with Judith Randall** about the refreshments role and in particular whether we had any volunteers for the January 2026 meeting when Chris would not be available.

Jamie to liaise with Caroline to pick up the Groups liaison role.

David to arrange Beacon access and training for Jamie and Julia

Richard to liaise with Julia to understand the requirements of the Speaker Secretary so he can deputise for her during absences.

Martin was in discussion with a number of people about the Treasurer role but at the moment no-one was keen to take the role on. In the short-term Martin would continue to act as Treasurer until a replacement was found.

Martin confirmed that all Committee members had been registered as Trustees with the Charity Commission.

6. **Membership** – Maggie reported that membership continued to grow and now stood at 423. As we have opened Monthly Meetings to visitors but are no longer registering attendees it was agreed that **Maggie would aim to collect an email address from any visitors** and we could then email them after the meeting asking if they were interested in joining u3a.

7. **Finance** – Martin referred to the Finance Report circulated in advance. We have good reserves carried forward from previous years and have just invested £400 of these reserves in a projector/screen/visualiser for Group use.

8. **Groups** – Martin reported that the Pickleball group had now found a viable venue at Sir William Romney's school and would therefore start meeting this week. There were 15 members of this group recorded in Beacon. The Group leader had submitted a loan application for £50 for playing equipment expecting to be able to pay this back within 6 months - this was approved. **Martin to liaise with the Group Leader to transfer the funds.**

9. **Speakers** – Julia confirmed that the speaker program for 2026 was already in place. **Julia would start working on the 2027 program** so that this was in place by mid-2026, noting that our finances allowed us to pay more for really good speakers if we wished.

   It was noted that Chris won't be at the January 2026 meeting so **Martin will make alternative arrangements for refreshment provision** and the Committee (and any volunteers) would assist with refreshments on the day.

   Julia to remind members to bring their own mug in her email to members about monthly meeting speakers.

10. **Publicity** – the Committee agreed that our publicity material should be aimed at

    - providing existing members with details of monthly meeting speakers and
    - raising awareness of u3a generally and inviting visitors to the monthly meetings.

A list of 2026 speakers was already in production and would be available within the next few days. **Mark to arrange distribution.**

David had produced a draft poster publicising the January 2026 speaker. It was agreed to add 'visitors welcome' to this and then **David and Mark would liaise to print and distribute the poster.** A similar poster would then be produced and distributed for each monthly meeting during the year.

Mark would work up a proposed generic DL-sized leaflet for use around the area to publicise our u3a generally. This would not list our activity groups as these are constantly changing.

11. **IT/Website** – David reported on recent updates to our website and the increased number of 'events' that were listed. He also noted that recent website usage statistics continued to show good levels of engagement.

    David reported that he had succeeded in registering our u3a as a non-profit organisation with Google which gave us access to new web functionality including the use of a generic domain. He had therefore registered 'tetburyu3a.org' for our use and this meant we would be able to use generic email address such as chair@tetburyu3a.org for committee members (and if they wished, for Group Leaders). **David aimed to have these in place for Committee members by the start of 2026.**

12. **Other items** – Julia reported that she had decorated a u3a Christmas tree in St. Saviour's Church Tetbury as part of their Christmas Tree Festival. She noted that our current tree was on the small side so if we could purchase a new one for next year we could make a better impression – **everyone to look out for a cheap artificial tree in the sales.**

    Martin asked all Committee members if they had access to Word software if we use that rather than Adobe for draft documents within the Committee. **Chris to confirm if she does.**

    Mark suggested that we do another member survey, potentially around the website. It was agreed we would do this early in 2026. **Mark to bring a draft survey to the next meeting.**

13. **Date of next meeting** – The committee agreed that flexibility was more important than a regular meeting pattern with the aim of reducing to around six Committee meetings per year. **Martin to issue a Doodle Poll for the first week in February 2026.**

14. **Items for next meeting –**

    - Agree a regular pattern of Open Days, Group Leader events etc. for 2026 and future years (**Martin**)
    - Draft membership survey (**Mark**)
    - Review draft generic DL publicity leaflet (**Mark**)
    - Policies – Equality and Diversity and Grievance Procedure (**Martin**)
    - Policies – outstanding policies and ownership (**Martin**)