Tetbury u3a Committee Meeting
Monday 3 November 2025
10.00 Upton Mill, Tetbury

1 **Apologies:** Mark Janaway; Maggie Roberts

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

In Attendance: Liz Taylor, Chris Gibson, Richard Mattick

2 Minutes of meeting held 22 September 2025
- matters arising, review & approval
There had been responses from 4 members to the request for volunteers to join committee.
Maggie Smith had contacted members to request they update their contact information and had received updates from members
Action Point Maggie will add a section in next year's membership renewals form to ask members to update information.
The minutes were approved without amendments.

3 AGM
Preparation:
Martin was arranging slides for the meeting. Bernadette was preparing the Chairman's Report
Nominations At the AGM we need to elect 4 officers plus 8 other nominees
No one has been found to replace Martin as treasurer
We also needed a nomination for vice chair to deputise for the chair
Julia volunteered to apply to be Vice Chair

Action Points
-Bernadette send Martin her input for the slide show
-Maggie send figures for Chairman's Report -number of members & numbers who attended 2024 Christmas Lunch
-David send photo of 2024 Christmas lunch to Martin for slide show
-Martin to include website homepage feature to attract people to the website
-Chairman's Report also to include reports on Speakers, Coffee Mornings, Open Day

4. Data Protection Policy (David)
David had based the basic document on the u3a Central Data Protection pro-forma
At our last meeting we had agreed we need to hold members' emergency contact details on Beacon. David had written a Legitimate Interest Assessment document to justify holding this data.
We need to ensure that members with access to Beacon know about our data protection policy.
It was agreed that group leaders need to be made aware of the policy.

The difficulty of ensuring group leaders have all the emergency contact information with them for every meeting was discussed. It was agreed that group leaders be asked to have three u3a emergency numbers on their phones… (4 numbers in case one or two are unavailable.) The numbers will be for David Smith, Maggie Smith, Caroline Hose and Martin Doidge, who when contacted in case of emergency, will use Beacon to get in touch with the member's designated emergency number.

Action Point

Caroline send data protection policy to all leaders, having run draft message on this by David.

David upload the agreed policies to the website

5. Environmental Policy (Anne) Anne had drafted a policy and circulated it to committee before the meeting. Some amendments were made to the policy and agreed and it was amended on the spot at the meeting.

David upload the agreed policies to the website

6 Updates from Committee members:

Chair: nothing to report

Group Leader Co-ordinator Caroline had given Group Leader training to the new Aviation & Classic Cars group. There were 14 potential members for this group.
Caroline had been asked a question about risk assessments:
- Do the group leaders have to ask venues for their risk assessment for every venue they visit?

It was agreed this was not always necessary and risk assessment should be dynamic depending on the nature of the venue. For venues regularly frequented by the public e.g. cafes, unless there were obvious hazards at the venue it should be up to the venue to organise response to emergencies.

Vice Chair Alan had nothing to report

Treasurer: The Financial Report had been circulated before the meeting. Martin asked for comments.
There were some questions about financial policies:
-Whether we subsidised any groups. The policy was that groups should be self sustaining but committee had agreed last year that groups could be given loans.
- Giving to other charities was not allowed unless their aims exactly matched ours

Bank Balances: Committee had agreed last year need to keep a minimum of £1600 as a folding up fund
We had £2800 at the end of last year giving ca £1000 surplus
The surplus couldn't be reasonably used up by reducing the membership fee, which is only £10.
Committee had used some of the surplus to buy a projector equipment for use across groups. It cost around £250. A projector had also been donated by a member and it would be used as back up.
Bank account changed: Lloyds had withdrawn Treasurers Accounts but Martin had successfully applied to them to be a free Charity Account. Our Bank account numbers will stay the same

Speaker Secretary: Our November speaker would be Chris Hollister, Head of Product Development and Artisan Support at Shipton Mill. He would talk about the changes in milling, baking and grain varieties used through the history of humans.
Anne was resigning as Speaker Secretary. Julia was considering taking on the role. They would be meeting before the AGM to discuss this.
Anne had initiated an annual meeting for speaker secretaries in our u3a district to share recommendations about speakers. Julia could decide whether to continue with this if she took up the role.

IT and Website
David was maintaining the website, monitoring analytics and had added the new groups.
Papers and information for the AGM were up and easily accessible.
He had attended Zoom meetings on *Siteworks* and was exploring how to set up a user friendly online membership application form.
The google forms we had used to invite feedback had worked well and it may be possible to create a google form for membership. David will explore this.
He was also exploring how to get a google for non profits account which could give access to IT support, storage and advertising
He will bring his findings to committee for approval.

Item 6 Membership Secretary : Maggie informed the meeting of 8 new sign ups since our last meeting, taking the membership to 415 plus 2 link members. 21 members had resigned since 1st August '25.
There had been around 4o responses to the request to members to update their information.
Maggie wondered whether there was any real need to have members sign in to monthly meetings. After discussion it was agreed that a simple head count was adequate.
Maggie was holding several files with hard copies of people's application forms Could we destroys them? Gift Aid forms need to be retained for 7 years but apart from that there was no need to retain.
Action Point: Maggie to buy a clicker
Maggie to process the hard copy forms, keeping the Gift Aid ones

7 Christmas lunch: 82 members had signed up for the Christmas lunch

8 . The 3 potential new committee members present at the meeting introduced themselves to committee and the current committee members introduced themselves.

9 Any Other Business
Bernadette wanted to get our leaflets out and wondered whether Mark (Janaway) had the copies ready. It had been decided we would use the old leaflets with sticker corrections till they were used up. David had supplied Mark with the stickers to update the old leaflets.
Mark had e mailed a comment for the meeting.
" I only have one minor item and that relates to the updating of the trifold leaflets. I can update the committee that the website link on the trifold leaflet is correct, but the

one of the Speakers List is in correct. David has produced update stickers to cover the incorrect link and I will ensure that all remaining copies of the speakers list are updated.   Given that it is nearing the end of the year, this really isn't a major issue."

Action Point:

Bernadette will talk to Mark to clarify and find out when the leaflets will be ready for distribution

10 Date of next meeting tbc

Action Point Martin set up *doodle poll* to get date for next meeting