Tetbury & District U3A

Minutes of Committee Meeting held 7th August 2026

Present: Martin Doidge (MD), Chris Gibson (CG),Caroline Hose (CH), David Smith (DS), Maggie Smith (MS), David Walker (DW), Julia Walter (JW), Liz Taylor (LT)

1. **Apologies**
   - Richard Mattick (RM), Mark Janaway (MJ),

2. **Minutes of Last Meeting**
   - Approved

3. **Matters Arising**
   - Bowls Group Corporate Day circulated to Group Leaders
   - Equality, Diversity & Inclusion Policy Complete
   - Policy Availability notified to all members and Group Leaders

4. **Membership**
   - The Current Membership is 455 plus 2 link members.
   - To date, 395 members have renewed their annual subscription and 45 have yet to renew.
   - 11 members have resigned, due to house moves etc.
   - 15 new members have joined since 01/06/26

5. **Christmas Event**

   CG is co-ordinating this 'Winter Event', supported by CH and JW, plus others on an as needed basis.

   Liaison needed with Hare & Hounds to change starter to soup and 25% deposit to £6 per head deposit **Action: CG**

   Following discussion, the following Deadlines and Actions were agreed:-

   Deadlines:

   Sept 1st - Beacon Admin systems for this event to be made available **(DS)**
   Wk commencing Sept 7th - Beacon email Invitations to be issued to all members **(CG)**
   End Sept - Deadline for members acceptance and deposit paid. **(members)**
   Sept 30 - Go/No Go decision based on at least 30 invitation acceptance
   Wk beg.12th Oct - Cancel or £6 deposit per confirmed head to be paid to Hare & Hounds **(CG,DW)**
   4th November - Estimated final numbers to be confirmed to Hare & Hounds **(CG)**
   10th November - Full payment to be made by attendees to U3A, accompanied by menu choice and note of any dietary requirements **(Members)**
   18th November - Final Numbers to be confirmed to Hare & Hounds **(CG)**
   24th November - Final balance (including service charge) to be paid to Hare & Hounds **(DW)**

   Other Actions

   A 'Keep this Date Free' notice to go on Web-site **Action: DS**

6. **IT/Website**
   - Website activity increased considerably following invitation to renew membership. Pattern of viewing very similar to previous months.
   - Additional information is now available for Beacon users in a Beacon User Guide on the website
   - Beacon Training course booking is now available on line
   - Android Training courses could be made available via ABility Netbut would need set-up and co-ordination by Committee. Time to co-ordinate this is not currently available from DS
   - Email to be issued to all members to determine interest level for a beginners course before this matter is discussed further. **Action: DS**
   - Potential value of Group Calendar to be deferred to next meeting **Action: LT/DS**

7. **Finance**
   - Audit of final accounts for last year complete

- Finances remain in good health with very little to report
- Subscriptions total for Historic Buildings Group is currently approaching £400 which is rather high. To be reviewed with the aim of reducing total to about £250. **Action: DS**
- It is hoped that the Social Account can be closed with all monies transferred to the main account by end August to avoid bank charges **Action: MD, DW**

8. Groups

- 3 new groups have been set up on Beacon & the Web-site
  - Youth Club Recycled Adults
  - French Reading
  - Philately
- Response positive for all three groups
- To be converted to confirmed Groups once sufficient information is available. **Action: CH**
- Updated Group Leader Guidelines and Beacon User Guide Group Leaders to be notified **Action: CH**
- Group Leader Event was very successful with a great deal of positive feedback. A very positive event.

9. Speakers

- The list of programme speakers with costs and date for 2027 is confirmed and The Goods Shed has been booked for the dates requested. To be issued to all members and put on the web-site. **Action: DS, JW**
- Links to other local groups to be encouraged so that monthly meeting topics can be shared. Website links to these groups can be set-up on web-site. **Action: All/DS**
- Agreed that a December meeting should be planned for 2027, ideally with a Christmas theme. **Action: JW**
- JW requested that ideas on how to make the monthly meeting more sociable should be raised at next meeting. **Action: LT**

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10. Publicity

- General T&D U3a publicity leaflets now available for distribution **Action: All**
- Leaflet detailing 2027 talks to be printed once December 27 meeting organised **Action: JW/MJ**
- Volunteers have been identified for leaflet/poster distribution to outlying villages. Update to be provided at next meeting. **Action: MJ**
- The text of web-site survey was approved, but the distribution will be delayed until Q3/4. To be discussed at next meeting. **Action: MJ**

- The use of Social Media was to be discussed at next meeting. It had previously been agreed that some help would be needed with respect to set-up.
- *Post Meeting Note: Liz Taylor has found out that Alan Greenway set up and manages the Lions Facebook Page. He leads the Men in Sheds initiative and would be useful source of information.* **Action: MJ/Others?**

11. Policies

- External Speaker Guidelines approved with the following amendments ie Item 4.5.1 to be amended as agreed at the meeting. Item 4.5.3 to be deleted. **Action: MD**
- Disclaimer statement requires further discussion with RM and u3a National Office. **Action: MD**

Date for Next Meeting: Next meeting to be fixed for early October. Agreed that Committee Meeting dates for the whole of 2027 should be fixed in advance. Draft schedule of date to be prepared for review at next meeting. **Action: MD**