

EMS VALLEY U3A - COMMITTEE MEETING TUESDAY
15th APRIL 2025 - MOUNTFORD 3 E.C.C.

Those present:

Tim Mathews (Chairman), Rod Lipscombe (Vice Chairman), Ann Sims (Groups Co-ordinator)
Hilary Street (Treasurer), Sue Kent (Membership Secretary), Dbee Robinson (Business Secretary),
Karen Rodger (Beacon Administrator), Liz Rosoman (Minutes Secretary)

1 Apologies: Margaret Melhuish, Andrea Brokenshire, Les Brokenshire

2 Minutes and Matters Arising: The minutes from the previous meeting were read and agreed.

3 2. Business Secretary's Report

3.1 AGM Preparations

- a Treasurer's Attendance: Confirmed Treasurer will not attend the AGM.
- b Action (Completed): Dbee to ensure emails mention Treasurer's absence and direct questions to her (Treasurer's email included).
- c Action (Completed): Dbee to deliver Treasurer's report at AGM (running order updated).

3.2 April 28th Email Content:

- a Formal notice: Document updated with correct spelling for Andrea and inclusion of "Thursday" in email/letter and formal notice (updated document sent to committee).
- b Nomination form (updated document sent to committee).
- c Constitution: No changes from last year. For C. Howells' letter, Dbee to hand-deliver and note: *There has been no change to the constitution you received last year. Please contact your Business Secretary if you require another copy.* (Completed)
- d Two committee members nominated to view and count votes: Ann Sims and Karen Rodger.
- e Quorum for AGM: 10% of 534 members = 54 members required.

3.3 May AGM Preparations:

- a May 10 Email Update to Members:
 - Finalized AGM agenda.
 - Last year's AGM minutes.
 - Trustee annual report (updated with corrections and sent to committee).
 - Treasurer's report (received).
 - Financial accounts (received).
 - Financial balance sheet (received).
 - Financial groups balance sheet (received).
- b May 18: Finalized AGM agenda and running order sent to committee (changed to a smoother format as discussed).
- c Examiner Nomination: David Griffiths nominated for AGM.
 - Action (Completed): Dbee to add his name to the running order for voting (updated document sent to committee).
- d May 19: Finalize Business Secretary's report for AGM. Action (Completed): Dbee to create report, including:
 - TAM: Discussion on whether members want reports delivered and if they read them (cost to group: £4; available free online with link).
 - GoCardless: Thank members who signed up, encourage more sign-ups (benefits: timesaving, simplicity, fewer email reminders; currently 2/3 of membership).

- Tea Rota: With 50+ groups and 10 monthly meetings, each group would serve approximately once every 5 years.
- Christmas: Save the date.
- Report emailed to committee for comment.

3.4 Trust Annual Return

- a Completed on 12th April 2025.

3.5 Risk Assessment

- a Risk assessments for committee and monthly meetings in progress.
- b Action: Dbee to complete (see AOB item A for related updates).

3.6 Brand Centre Portal

- a Action 1 (Completed): Updated for Chairman (Tim) and Secretary (Dbee).
- b Action 2 (In Progress): Dbee chasing the Trust due to portal access issues to the new brand webpage.

4 Treasurer's Report

4.1 GoCardless Payments:

- a Received 3rd April 2025: 340 payments of £25, totaling £8,500.
- b Fees deducted: £139.40; net amount: £8,360.60.
- c Issues: Three members created duplicate accounts; one member paid by cheque and direct debit; two automatic £20 payments received.
- d Action: Treasurer to request bank details from payees; otherwise, payments treated as donations.
- e Additional members signed up since 1st April.

4.2 Reserves for 2025-26:

- a Revenue Reserve: Set at 6 months' operating costs per financial policy. 2024-25 expenditure (excluding groups): £15,161. Recommended reserve: £7,500 (approved).
- b Investment Policy: Previously, 80% of Revenue Reserve (£6,000) invested in 35-day notice account. Proposed amendment: Invest 100% of Revenue Reserve (£7,500) to increase interest income, as sufficient funds exist for daily expenses. New wording approved: "Ems Valley U3A will determine how much of the Revenue Reserve to invest in a notice account with our current banking service providers on an annual basis."
- c Action: Treasurer to transfer funds to bring 35-day notice account to £7,500 (approved).

4.3 Accounts:

- a Final accounts provided in a separate report.
- b Independent Examiner: David Griffiths offered to act as examiner for 2024-25 (18+ years as Scout Group Treasurer, experience in Royal Navy accounts). Committee approved, subject to AGM election.

5 Membership Report

5.1 Current membership: 517 members.

5.2 47 members yet to pay; memberships will lapse after 8 weeks overdue.

5.3 25 members will not re-join.

5.4 February meeting attendance: 82 members.

6 Groups Report

6.1 Bus Explorers Group: Proposed, with an exploratory meeting on 22nd April.

6.2 Art Appreciation Group: Leaders stepping down in June; seeking new leader(s).

7 Website

7.1 AGM notice posted.

7.2 After-tea speakers listed.

7.3 TRUGS to take over tea/coffee supplies for monthly meetings.

8 BEACON

8.1 Nothing to report.

9 Monthly Meeting

9.1 March Meeting:

a Speakers: Brian and Jacqueline Sutton – “Johnny Remember Me” (well-received).

b Action: Rod to consider booking them for next year with a Dylan Thomas theme.

9.2 April Meeting:

a Speaker: Martin Lloyd – “Passports, Assassins, Traitors and Spies.”

b Tea: Family History Group (Karen Rodger).

c After Tea: Alan Borrow – “Cast Yourself Back 150 Years.”

9.3 Tea Rota: Suggested to display a large copy at the Group Leaders’ Social (9th May) for completion.

10 Any Other Business (AOB)

10.1 A. Kitchen Hygiene (Raised by Andrea):

a Need for 2–4 members with current hygiene certificates to share kitchen responsibilities at monthly meetings.

b Note 1: Tim sent kitchen hygiene tips to committee for review.

c Note 2: Dbee visited Emsworth Baptist Church (15th April) and discussed with Kathy and Rakish. Church held a meeting on the issue; feedback awaited. Church welcomed Dbee’s allergy/kitchen hygiene tips signs.

d Action: Dbee to provide feedback when received.

e Action: Dbee to update risk assessment to include kitchen hygiene.

f Action: Dbee to take allergy/kitchen hygiene signs to monthly meeting (remove Ann’s name from signs after AGM).

10.2 Able Community Care Stickers: Agreed to review stickers before ordering.

10.3 Hampshire Cultural Trust: Information and website link to be included in the monthly newsletter.

10.4 New Members Coffee Morning: 7 of 17 possible attendees. Suggestion to hold annually as a social event; to be discussed further.

10.5 Group Leaders’ Social: Friday, 9th May, 6:30 PM–8:00 PM. 26 Group Leaders and 5 committee members attending.

a Action: Tim to set up WhatsApp group or email for catering arrangements.

10.6 Projector Hire Payments (Raised by Karen): Group Leaders to handle payments as they see fit.

11 Meeting closed at 11:40 AM.

Next Meeting: Tuesday, 20th May 2025 (every 3rd Tuesday)