EMS Valley U3A – Minutes June 2026

Monthly Committee meeting.

Date: 16th June 2026
Time 9.30 am- meeting concluded at 11.24 am.
Location: Emsworth Community Centre

1. (Present)

- Rod Lipscombe - Chair, Andrea Brokenshire - Vice Chair, Carolyn Joy- Business Secretary, Hilary Street – Treasurer, Sue Kent – Membership Secretary, Les Brokenshire – Groups Coordinator & Beacon Administrator, Steve Joy.

2. Apologies for Absence

- Tim Mathews - Web Master, Karen Rodger - Minutes Secretary

3. Declarations of Interest

- No conflicts or complaints

4. Minutes of Previous Meeting 19th May 2026

- **Decision:** The amended minutes need to be updated by Tim in liaison with Liz Rosoman so a word pdf version can be uploaded onto website. The Business Secretary can update the committee minutes files on Google Drive from June 2025 to date and Tim can update the the same on the Ems Valley U3A website.
- **ACTION Tim to send the finished pdf version to the committee before next meeting plus minutes back to June 2025**.

5. Matters Arising

- Community First Minibus Hire procedure outstanding
- **ACTION Tim to send final procedures to Business Secretary by 21st July**
- Rod to complete the Food Hygiene course
- **ACTION Tim to send Rod the information on the Food Hygiene course by 21st July**

6. Agenda Items

6.1 Business Secretary's Report

- **Documents**
  - Accessibility Policy - completed and saved on the Workspace under Accessibility. Dementia guidelines linked on the Policy.
  - Membership Form (mid year) - completed and saved on Workspace under Membership
  - Food Allergy Notice and Hygiene tips and kitchen tips - approved for a further year by Andrea.
- Documents requiring review and approval
  - Treasurer Duties procedure and Treasurer Close Down procedure - allocated to Hilary. Hilary to convert the current procedures to Microsoft Word to allow amendments.
  - New Minute Taking and approval procedure - allocated to Karen
- AGM
  - Dbee handed over the filing box
  - The Trust has been updated on the new Committee
  - The Gov. Charity Commission website has been updated with the new Committee changes
  - AGM minutes completed by Dbee and uploaded on Ems Valley U3A website.

6.2 Treasurer's Report

- Hilary liaising with our auditor to sign off the approved budget
- **ACTION -Hilary to update bank signatories now minutes approved.**
- **ACTION -Hilary to clarify the Bridge group shortfall, as leader accepted we only fund two hours of room hire per month and bring an update on figures to next meeting.**

6.3 Membership report

- 528 members with 10 people Ian Austin, Rauwl Gill, Wendy Lindsay, Jayne McQuillan, Colin Morey, Chris Oates, Debs Smith, William Whitenstall, Rosalind Wilson & Jan Worrall joining since 1st April.
- Agreed that we would amend membership form to collect new member age ranges of under 67, 67-75, 75+ or prefer not to say, so we can understand how effective we are at attracting a good range of members and where to target future marketing.

6.4 Groups Report

- 52 active groups and 30 Group Leaders and guests joined our recent members thank you evening and very much appreciated the committee for laying on an enjoyable evening. M& S sandwiches were excellent, but we only need crisps and easily accessible finger snacks in future. Timing 6pm on Friday ok. Andrea tracking events for future planning.
- **ACTION - Carolyn to set up an Events folder for Andrea to store data on Events.**

6.5 Beacon Report

- Handover from Karen to Les is 90% complete with last action to amend contact for Beacon

6.6 Website Report

- Nil Report

6.7 Chairman's Report

- Monthly meeting Martin Cox on vegetables well received and next meeting Andy Thomas on conspiracy theory, Rambling doing tea and Alan Borrow his insights on Confessions of a playwright.
- It is difficult to attract group leaders to lead the after-tea sessions and charities are often called on. Agreed further thought needs to be given on the structure of monthly meetings going forward.

  ACTION Committee- bring thoughts to next meet on how we engage our members and balance increased costs by flexing church hire to 1.30 to 4pm or changing future format to allow members to minimise car parking to 2 hours which often leads to many members leaving at tea. Carolyn to add to July Agenda.

- 20-year celebration on 3/7 is now fully sourced and rain/sun protection will be gauged nearer date with set up planned for 9.30 am and 70 members accepting our invite

6.8 Vice Chairs report.

- Andrea will plan the speakers for next year create a database of potential speakers and a 12-month plan for tea support from our groups.

7. Safeguarding / Welfare – No Concerns

- Committee agreed that a Welfare Officer was not required at this stage as agreed that it was an overall joint Committee responsibility.

8. Any Other Business (AOB)

8.1 Chair asked if we still wanted coffee facilities for the meeting and everyone agreed it was not necessary as most members bring their own water.

8.2 Steve and Carolyn asked if it was possible to change meeting start time to 10.00 am, this found favour and the room booking has been updated but Anne did advise if she managed to book out the 9 am slot, we would need to set up at 10.00 am

8.3 The Contingency & Succession plan post AGM has been updated with a few amendments needed by Carolyn. Final document to be sent out for approval by Committee.

8.4 Les asked that the email distribution lists need to be updated so they can be used both by the committee and externally as role titles to avoid issues when members change.

ACTION Les and Andrea to fix meeting before next meeting to standardise and then new emails can be added to the Contingency & Succession file.

8.5 Chair suggested we create a role of Marketing Secretary which Steve agreed to volunteer. Role proposed by Chair and seconded by Vice and appointment proposed by Vice and seconded by Treasurer.

ACTION – Steve to work with Carolyn to create a role profile and first action to add our club to The Village magazine.

8.6 Process for sign off of minutes to be formalised by Karen who told Steve she was happy to follow the style completed at this meeting, ideally, the minute draft will be sent out within 48 hours, asking for amends no later than 8 days later so the Minute Secretary can distribute finished version on a word pdf web version for the Committee, in advance of the next monthly meeting and for Tim to upload, so our members can access as required.

ACTION Karen to formalise process document for Carolyn to upload.

8.7 New Committee agreed that all final pdf Minutes and documents are converted to Word as not everyone has a Mac. Mac users have software to convert documents to Word but Microsoft users cannot convert to Mac software.

9. Date of Next Meeting

- Date:21st July 2026
- Time: 10.00 AM
- Location: ECC Mountford 3

Ems Valley U3A - Charity number - 1117497

Signed (Chair): ________________________
Date: ________________________