EMS VALLEY U3A - COMMITTEE MEETING
TUESDAY 20th JANUARY 2026 - MOUNTFORD 3 E.C.C.

Those present:
Tim Mathews (Chairman), Rod Lipscombe (Vice Chairman), Hilary Street (Treasurer), Liz Iddon, Andrea Brokenshire, Les Brokenshire (Groups Co-ordinator), Karen Rodger (Beacon Administrator), Liz Rosoman (Minutes Secretary)

1. **Apologies:** Dbee Robinson, Steve Joy, Carolyn Joy

2. **Minutes and Matters arising**: The minutes had been read and were agreed.

3. **Business Secretary's Report:**

1. Stepping down

Business Secretary job description and timeline in the shared drive updated
Jan and Feb tasks are done.

Procedures and other documents reviewed and updated if required, and updated in work space. Also document list updated and in workspace. only a few documents to do.

Trust and charity commission annual returns, Insurances and copyright info all are saved in workspace.

AGM prep nearly completed. Just a few details to add nearer the time which I can do, I am just unable to present at the AGM. It is all saved in my workspace should anyone wish to continue. (Obviously if they do my name will need removing from the forms and email templates.)

At the AGM I suggest the Chair take over my role and present the whole AGM as Tim is not being voted in.

2. Christmas 2025 - Feedback

No issues - Went well
Date - Thursday 4th Dec 2025
3. Christmas 2026 - Agree and confirm with Committee
The 2026 Christmas lunch is already booked with the College and confirmed at the 2025 Christmas meal.
Chichester College - Thursday 3rd December 2026 at 11:45 for 90 Members
Other venues can be discussed at the January Committee meeting or approval of the College booking.
NOTE - Hayley has left the Catering department so a new email address and contact will be necessary.

4. Documentation - Review of all documentation in progress

5. Insurance - Cover note for 2025/2026 in shared drive

6. Community first minibus.
- it would have to be booked in the Ems Valley University of the third age name and invoiced to Vice Chair, Business secretary or treasurer??. They would only like 1 point of contact for invoicing and booking

 - process for booking to be discussed and agreed. Details and costs should be emailed to group leaders to utilise this.

The new hire charges will be:
Admin fee £20 – applicable to all bookings and to each day of multi day bookings.
Mileage Charge - £1.50 per mile - applicable from the first mile including fuel.
Volunteer Contribution - £2.50 per hour – applicable to each hour of a volunteer driver being utilised to assist with the cost of training and administration of the volunteers.
Driver Charge - £15 per hour – applicable to each hour of a paid driver being utilised.
Out of Hours Driver Charge - £2.50 per hour – applicable in addition to the driver charge from 1700 to 0700.

2026 Committee meetings (Confirmed and booked)

Jan 20
Feb 17
Mar 17
Apr 21
May 19 - (Pre AGM and Committee Lunch)
June 16
July 21 (Purchase CLA Licence)
Aug - no meeting no booking required
Sept 15
Oct 20
Nov 17
Dec - no meeting no, no booking required
2027 (Confirmed and booked)
Jan 19

2026 Members meetings (Confirmed continual booking)

Jan 22
Feb 26
Mar 26
Apr 23
May 28 - AGM
June 25
July 23
Aug - no meeting no booking required
Sept 24
Oct 22
Nov 26
Dec - no meeting no, no booking required

2027 (Confirmed continual booking until further notice)
Jan 28

4. **Treasurer's Report –**

<u>BUDGET MONITORING REPORT FOR THE THIRD QUARTER OF 2025-26</u>

Report to end of December 2025

INCOME

Income from subscriptions to the end of December 2025 was £13,260, exceeding the budgeted figure of £13,000. Further membership payments have been received in January 2026.

The gift aid claim has been submitted, but has not yet been paid.

Donations of £40 represent payments made by former members and not reclaimed.

EXPENDITURE

Expenditure on Hall Rents in the nine months to the end of December was below the budget for the year to date, but this was due to late invoicing. Expenditure is forecast to exceed the original budget for the year by the end of March, due to the additional cost of recently established groups and increases in hall rents.

Additional expenditure on Sundries, in excess of the original budget, represents renewal of our membership with Community First and the purchase of new lanyards.

FORECAST FOR THE YEAR

The revised forecast for this financial year shows a £155 increase in the projected deficit, bringing it to just under £3,300.

The impact of this on balances would be to reduce general, unallocated reserves to around £3,100. This in addition to the Revenue Reserve, the level of which is determined by the Committee each year and currently stands at £7,500. Total reserves held at the end of the year should still exceed £10,000.

GOCARDLESS

At the time of writing, 409 of our 530 members have signed up to pay their membership subscription by direct debit, using the service provided by GoCardless. This represents 77% of the current membership. A renewed appeal to existing members who hadn't made the switch was sent out in early January and has so far resulted in about 20 members setting up a direct debit.

5. **Membership Report:** Sue is away,

There were 86 members at the November meeting.

6. **Groups Report:**

Les had prepared an analysis of the groups showing the number of groups that members belong to plus a listing of all the groups and number of members. It was suggested that this was done on an annual basis with the data harvested from Beacon.

The Italian group has been disbanded.

CAMEO has agreed to use Denvilles for their meetings.

Les mentioned that he doesn't have a list of contacts for all the meeting venues and it would be useful to have such a list.

Les had found the Beacon training useful as it highlighted what is available with the right privileges.

Les had sent out a groups listing to members and this had prompted group leaders to get in touch with changes that were needed. It is a problem that Beacon is not linked to the website but hopefully it will be in due course.

Art appreciation has a new group leader, this is Sarah Lipscombe and she will need Beacon access if she does not have it already.

Liz Iddon needs a Workspace account.

Tim suggested that he and Les discuss aspects of IT to make it more accessible. The Siteworks team have mandatory access if required in an emergency.

There was a discussion about the procedure for setting up new groups and the need for a generic email for the new group leader. Tim is to discuss this with Les and inform the committee.

There has been an offer to set up a sitting Pilates group and the level of interest needs to be gauged. It was suggested that this is highlighted at the members meeting although not until there is confirmation of a group leader.

7. **Website:** See AOB

8. **BEACON:** nothing to report.

9. **Monthly Meeting:**

Next Meeting – Alan Freeland – AI is here – Prepare Yourself This will be on ZOOM due to temporary closure of the Baptist Church.
Tea – not required
After Tea – not required

10. **AOB**

A. **<u>Document Review</u>** – work in progress, to discuss next month.

<u>Stepping Down</u>

Tim to organise Christmas meal at Chichester College. Dbee has very kindly offered to work from home up to the AGM.

Website – Tim has taken Dbee off the Committee page.

B. **<u>Encouraging younger members</u>** – Work in progress, not discussed.

C. **<u>Alan Mak ideas</u>** – The local MP for Emsworth has been in touch and offered members the opportunity to have tea with him, also to organise a guided tour of the Houses of Parliament (limit of 15 people). After discussion it was felt that this could be pursued as long as it was completely apolitical and that members should be canvassed for their opinion as to whether Alan Mak should be invited to speak in a main speaker slot. This would not be until early 2027 as Rod has booked all the speakers for this year. **<u>Tim to reply</u>** and ask if this would be of interest to him.

D. **<u>Monthly meeting suggestion from member</u>** – it was decided against any changes to the monthly meeting format as the general feeling was it would lack the continuity we have at the moment and there is no need to economise on speakers.

E. **<u>Kitchen Hygiene</u>** – Liz Iddon confirmed agreement to take the other place but has yet to be contacted with instructions.

F. **<u>20 years of Ems Valley</u>**

Date confirmed as Friday 3rd July.

Subcommittee now: Rod, Andrea, Sue and Liz Iddon (Tim has stepped aside). **Rod to arrange** meeting of subcommittee.

Tim to reconfirm date with Linda Hunt and check if there is a maximum number allowed in the garden.

It was suggested an email is sent to members to gauge interest in attending with a £5 per person contribution to help with catering costs.

G. **Committee jobs** – there was discussion of the need to recruit a new business secretary. It was suggested that the role of Groups Co-ordinator and Beacon Administrator be combined and it was agreed that this is a good idea.

H. **Documents on Google Drive** – Tim brought up this subject and the general feeling was that this should be something the new Business Secretary decides.

I. **Website refresh** – Tim requested some creative input and Liz Iddon kindly volunteered to work with Tim.

J. **Sue Long email address correction** – **Karen to confirm** the correct email address for this member and update Beacon.

K. **New members coffee morning** – Friday 13th February, Andrea kindly offered to book a room 10.30 to 12.30. **Karen to find the new members** and let **Tim know who to invite**.

Group Leaders social will be in the next financial year and Les will invite the CAMEO leader when the date has been decided.

Meeting closed at 11.20 am.

Next Meeting: Tuesday 17th February 2026 (every 3rd Tuesday)