

Ems Valley u3a
Minutes
Tuesday 21 April 2026 at 9.30am
MOUNTFORD 3 E.C.C.

Ems Valley u3a Committee Member Attendees:

Tim Mathews (Chair) (Web editor)	Rod Lipscombe (Deputy Chair) (Speaker Sec)	Dbee Robinson (Bus Sec)	
Sue Kent (Membership Sec)	Karen Rodger (Beacon Data Admin)	Les Brokenshire (Groups Co-ordinator)	Andrea Brokenshire
Carolyn Joy	Steve Joy		

Apologies:

Liz Rosoman (Mins Sec)	Hilary Street (Treasurer)		
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MEETING DETAILS:

NO.	TOPIC (Rep)	DETAILS	ACTION																																								
	Welcome	Meeting chaired by Tim																																									
1	Apologies	As above																																									
2	Minutes approval & matters arising	The minutes have been read and were agreed. After a long discussion about the format of future minutes, distribution timings to the committee and the uploading to the website, it was agreed that new incumbent of the Minute Secretary role (Karen) will create a process to be agreed by the committee then formalised in a document after the AGM. It was suggested that AI should be involved though this was not welcomed by the majority of members, at this stage. It was thought that it would create more work before the minutes were 'signed off' by the committee as AI wordings may differ from the Minute Secretary's original records.	June 26 Agenda																																								
3	Business Sec Report	Community Bus Tim will continue to be the bus point of contact post his Chairmanship. There are 12 and 16 seater busses for hire. They can be self-driven or a driver can be provided at additional cost. A process needs to be compiled for hiring, including paperwork for those wishing to hire. NOTE: Document Template available from business secretary or from our Work space under docu-ments. (ev_u3a_com_15_Document_Template) AGM Prep is in progress. <table><tr><td>ev_u3a_com_44</td><td>1</td><td>Food Allergy notice and Hygiene tips</td><td>Guide</td><td>15.04.25</td><td>Hygiene advice for those preparing tea and coffee at baptist church during monthly meetings</td><td>Committee</td><td>And ea</td></tr><tr><td>ev_u3a_com_45</td><td>1</td><td>Food Allergy notice and Kitchen tips</td><td>Guide</td><td>15.04.25</td><td>Kitchen advice for those preparing tea and coffee at baptist church during monthly meetings</td><td>Committee</td><td>And ea</td></tr><tr><td>ev_u3a_com_46</td><td>0.01</td><td>Treasurer duties Procedure</td><td>Procedure</td><td>In Progress - Treasurer - last update --></td><td>15.7.25</td><td></td><td>Hila y</td></tr><tr><td>ev_u3a_com_47</td><td>0.01</td><td>Treasurer Close Down Procedure</td><td>Procedure</td><td>In Progress - Treasurer - last update --></td><td>15.07.25</td><td></td><td>Hila y</td></tr><tr><td>ev_u3a_com_48</td><td>1</td><td>Membership Application Form</td><td>Form</td><td>16.04.24</td><td>Membership Application Form (Mid Year)</td><td>Membership</td><td>Su</td></tr></table>	ev_u3a_com_44	1	Food Allergy notice and Hygiene tips	Guide	15.04.25	Hygiene advice for those preparing tea and coffee at baptist church during monthly meetings	Committee	And ea	ev_u3a_com_45	1	Food Allergy notice and Kitchen tips	Guide	15.04.25	Kitchen advice for those preparing tea and coffee at baptist church during monthly meetings	Committee	And ea	ev_u3a_com_46	0.01	Treasurer duties Procedure	Procedure	In Progress - Treasurer - last update -->	15.7.25		Hila y	ev_u3a_com_47	0.01	Treasurer Close Down Procedure	Procedure	In Progress - Treasurer - last update -->	15.07.25		Hila y	ev_u3a_com_48	1	Membership Application Form	Form	16.04.24	Membership Application Form (Mid Year)	Membership	Su	Tim
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		• All Documents for members sent to committee for approval - Updates made - Approved • REMIND ALL TO WEAR TROUSERS AS ON STAGE. • Take current AGM pack to the AGM • Remind all committee members to stand up when their names is stated for voting in • Need 2 people to count votes and seconders etc (Decide on day) • Action completed Added to running order “Proposers & seconders to state names” • Steve and Carolyn signed trustee forms. Date as Trustees as of todays meeting. • Action Dbee - To train Carolyn on updating the charity website. (Date 29.04.26 - 2pm) After the AGM Dbee will: - Hand over the filing box to Carolyn - Ensure Carolyn has the log in details and PW for the Gov Charity Commission and Trust. - Pass the AGM minutes to Webmaster ASAP for the website. - If not already done, Update the trustees on the Gov website and the Trust with Carolyn Sue told the committee that she will not be at the AGM.	Dbee / Carolyn Dbee AGM minutes
4	Treasurer's report	The committee did not have any questions or changes to the Ems Valley u3a final accounts. Thank you to Hillary.	
5	Member's report	There are currently 525 members so a quorum of 53 is needed at the AGM. Unpaid membership subscriptions There are 17 members who have yet to pay their subscription fees for 2026/7. Sue is about to send out a 4th reminder. Should they not have paid by 28 May 2026, they will no longer be considered a member of Ems Valley u3a and will, therefore, not be allowed to attend any group meetings. At this stage, group leaders will be informed. The constitution allows for an 8-week grace period in which to pay from the fee due date of 1 April. Unfortunately, some of the late payers are repeat offenders, causing the Membership Secretary extra work. It was suggested that these members were given a shorter time beyond the deadline, given their track record. Sue to consider and propose any changes to the committee. Moving to Direct Debit Around 80% of the membership has now moved to paying their subs by DD. However, there are still 20% who do not pay electronically. All new members pay by DD	Sue
6	Groups report	There are currently 50 groups within Ems Valley u3a. The Intermediate Spanish group was down to 3 /4 members and has now closed. The members were invited to set up a Beginners Spanish group but there were no takers. The	Les

		community centre room will no longer be needed for this group. Les to notify the centre. An invitation has been distributed to all members, inviting them to join the new Wine group 6. The group will hire a room in the community centre – Les to action. FYI - To hire a community centre room, the group needs to have a minimum of 8 members.	Les
7	Website report	In order to link the new group leaders to the u3a website Tim needs their email addresses and passwords. Tim to let Karen know how far back she needs to go for the group leaders details required. Karen to provide this info to Tim. It was agreed that this action does not need to happen until after the AGM.	Tim / Karen Karen / Tim
8	Beacon report	Karen has forwarded the Beacon training on offer to the proposed new Business Secretary and Vice-Chair. Both committee members have signed up for these courses.	
9	Vice-Chair	It was reported how much those who were at the March monthly meeting enjoyed Ian Fowler's talk about keeping us safe in the skies. It was also felt that members had enjoyed the play reading group's production. Janet Glennie was considered a good speaker last year so has been invited back to this Thursday's meeting. The drawing group will be serving tea and the Real Ale Appreciation group will be treating us to the history of ale after tea.	
10	AOB - A	20th Anniversary on 3 July 2026 The event will take place from 2-4.30pm with a small Chair speech and cake cutting although the garden has been hired for most of the day allowing time to set-up & clear up. Rod & Andrea visited the Community Garden and were pleasantly surprised how nice it is. There are ample tables and chairs in the shed. It was suggested that cleaning fluid and cloths are taken. Invites will go out at the beginning of June asking for an indication of attendance so that we have an idea of numbers. This would in no way preclude non-responders from attending. It was suggested that the sub-committee approaches the X Kitchen to find out the costs of a main cake and cupcakes. Andrea to action.	Sub-committee Andrea
	AOB - B	Group Leaders Social – Friday 5 June 2026 Lumley room has been provisionally booked on the above date from 5.30 – 8.30 pm. The committee decided that the event should be from 6.30-8.00pm. To allow time for setting up & clearing up, the room booking should be changed to 6.00 – 8.30 pm. Les to change booking with community centre -done Catering	Les Rod

		• Rod has offered to purchase the drinks (alco and non-alco) • Food list to be obtained from previous GLS? • Volunteer for catering (notice may need to be order) • Budget?	Committee
	AOB - C	Food hygiene training Rod has offered to do the training. Tim to arrange.	Tim / Rod
	AOB - D	Committee lunch on 12 May – Pre- AGM Tim has booked the Kings Arms, Emsworth, for the committee and will ensure that Liz and Hillary are aware.	Tim
	AOB - E	Monthly Meeting venue cost rises The committee had heard that the cost of hiring the Emsworth Baptist Church (EBC) was going to increase from £170 to £250. Given the level of increase, the committee has considered other local venues able to accommodate 100+ members and have the facility to mingle and speak to other members during a tea break between talks. It was felt that neither St. James' Church hall nor the Community centre were big enough. The committee voted unanimously to continue to hold our monthly meetings at EBC. It was suggested that the committee could consider reducing the monthly hire time from 4 to 3 hours, thereby reducing the additional cost per head slightly. However, the committee has yet to receive any formal notification of these changes and when they might be implemented so it was decided that Tim and Rod would speak to EBC. Since the committee meeting, Rod has spoken to Simon Cargill, who confirmed that the church was considering increasing the hire charges but no decision have been made as yet. Simon also confirmed that charges to the u3a's would not increase for the remainder of this calendar year. Dbee has cancelled the provisional booking for the monthly meeting to take place in the community centre.	
	Other	Disabled Members It was drawn to the committee's attention that procedures have yet to be implemented with regards to the above. Whilst the u3a is an inclusive organisation, the committee would not expect other group members to provide care for another disabled member during their group meeting. Equally, u3a would not wish for a disabled member to feel unwelcome within the group. There is also the question about a carer attending the group without becoming a member. This is not possible as our insurance does not cover non-members which leads to the next question – 'if the carer has to join u3a, should they pay to be a member?' It was agreed that the business secretary would look into this and inform the committee.	Dbee / Carolyn

		Emsworth Show It was disappointing that Emsworth u3a were unwilling to share a 'stall' with Ems Valley u3a at the Emsworth Show this year at the end of August. The committee decided that the cost of setting up and manning our own stall is unlikely to reap the benefit of potentially attracting new members to u3a. It was therefore decided that Ems Valley u3a would not have a stall at this year's show.	
	Items for future meetings	Banking With a number of changes of roles within the committee following the May AGM, the committee will discuss bank signatories etc . Minute taker for June 2026 Steve has offered to take the minutes for the committee's June meeting in the Minute Secretaries absence.	May 2026 June 2026
	Close	Next Committee meeting – 12 May 2026 (followed by a meal)	