

EMS Valley U3A – Minutes July 2026

Date: Tuesday 21st July 2026 @ 10.00

Location: Emsworth Community Centre

1. Present

- Rod Lipscombe (Chair), Andrea Brokenshire (Vice Chair), Carolyn Joy (Business Secretary), Hilary Street (Treasurer), Les Brokenshire (Groups Coordinator & Beacon Administrator), Tim Mathews (Webmaster), Steve Joy (Marketing), Karen Rodger (Minutes Secretary)

2. Apologies for absence

- Sue Kent (Membership Secretary)

3. Declarations of interest

- No conflicts or complaints

4. Minutes of previous meeting - 16th June 2026

- The agreed process regarding the minutes has been followed. The minutes were agreed.

5. Matters arising from the minutes

- Tim needs more time to upload the missing minutes to the website and to Google Drive. This will be completed by September. **ACTION - Tim**
- Community First Minibus Hire procedure and charges have been sent to Carolyn.
- Rod to complete the Food Hygiene course. **ACTION - Tim to register Rod for the Food Hygiene course**
- Bank signatories have been updated.
- Hilary has resolved the problem with Bridge group.
- Carolyn has set up an Events folder on Google Drive.
- Following a discussion on standardising committee email addresses, Tim will remove the Speaker Secretary email address from the committee list. This will prevent multiple copies of emails being sent to Andrea.

The minutes were signed as a true record of the meeting on 21st June 2026.

6. Business Secretary Report

Documents

- Membership Forms – amended with age categories and referral source completed and saved on the Workspace under Membership
- Treasurer Duties procedure and closedown procedures – completed and saved on the Workspace under Treasurer

New Documents requiring approval

- Community First (minibus Hire) procedure/booking first draft - allocated to Tim
- Minute taking process NEW - allocated to Karen

- Contingency and Succession Planning document to be approved by committee. *This was agreed.*
- Website needs Committee Meeting Minutes uploaded for 2025 – Sept, Oct, Nov and 2026 – Jan, Feb, March, April, May – see *matters arising above*
- SCN (South Central Network) Secretaries meeting was held on 23/6. I have minutes
 - No one in the area is planning anything for U3A week (19-27 September)
 - Discussion around Welfare Officers came up with some U3As having a Welfare Officer under the Membership umbrella. The issue surrounding temperature issues for meetings during extreme heat and the network noted a need for policies regarding temperatures especially for the elderly. *This was discussed and agreed that there is no need for a policy.*
- The ECC booking for the monthly meeting wasn't cancelled and therefore we have had to pay for the room booking which we didn't use as we didn't give them 1 months notice. *It was agreed that we would write off the £47 but be mindful in the future that all cancellations should be in writing and no one should make a booking that has not been approved by the committee except where already mandated (eg Les for group meetings).*
- Copyright Licence due 1/8/26 - all paid for a further year and awaiting copy of the new licence.

7. Treasurer Report

BUDGET MONITORING REPORT FOR THE FIRST QUARTER OF 2026-27 to 30 June 2026

INCOME - Income received from subscriptions at the end of June 2026 totalled £12,700. This is less than the budget for the year but more than 90% of the budget, which is the level of total income that had been received by this time last year.

In the last financial year £1,045 was received between July and March from new members. There is a fine line between being over confident and too pessimistic. Forecast income for the year has not been changed for now, but it will hopefully be reasonable to increase it as the year progresses.

The gift aid claim has been submitted and paid. Interest income received is in line with projections.

EXPENDITURE - Expenditure on Hall Rents in the first quarter exceeds one quarter of the budget for the year. However, this does not show the full picture. Contributions from groups meeting for more than two hours a month, (which will reduce the expenditure figure), are not calculated until after the end of the quarter, when the relevant invoices have been received. Additionally, room providers frequently take some time to send us their invoices, so expenditure can be understated.

The forecast for the year, based on known room bookings, is a more useful indicator of the budget position. Due to the additional cost of recently established groups and increases in hall rents, this forecast has been increased by £300.

Expenditure on this heading is difficult to estimate and the position on this budget can easily change, due to any changes in groups and their decisions on where to meet that occur during the year.

The 20th Anniversary celebration expenses are within budget, unless there are further costs that haven't been presented for reimbursement yet.

FORECAST FOR THE YEAR - The revised forecast for this financial year shows a £300 increase in the projected deficit, bringing it to approximately £2,700.

The impact of this on balances would be to reduce general, unallocated reserves to around £1,700. This in addition to the Revenue Reserve, the level of which is determined by the Committee each year and currently stands at £7,500.

GOCARDLESS - At the time of writing, 457 of our 520 members have an active mandate with GoCardless for their subscription. This represents 88% of the current membership. The majority of new members are signing up to pay by Direct Debit, so this percentage should continue to increase.

Rod asked if the budget could cover next year if the Baptist Church were to increase their charge for the hall. Should we leave membership fees as they currently are and reduce the Revenue Reserve or do we increase membership fees in anticipation of a rental increase? **ACTION - Hilary to prepare various models to look at what % increase in fees would be viable.**

8. Membership report

- No report

9. Groups Report

- There are currently 52 groups. One of the Bridge groups has closed.

10. Beacon Report

- There have been a couple of issues with group leaders not being able to contact their members, probably through forgetting their passwords. Les will investigate further.

11. Website Report

- Tim is happy with the technical side of the website but would appreciate some creative input to make it more appealing to members. Several suggestions were made but it was agreed that, initially, Rod will email all members individually asking for help. **ACTION - Tim to send details of what is needed to Rod.**
- Also, Tim was asked to move 'Notices' on website to a more prominent position and ask for creative ideas from users.
- Steve, as an IT novice, will go onto website and report back to Tim on its accessibility and ease of use.

12. Speaker Secretary Report

- Andrea has produced spreadsheets for the tea rota, after tea speakers and to collate feedback from members on the main speakers. These are on Google Drive and the tea rota, once agreed with group leaders, will be uploaded to the website.

Any Other Business

- Rod reported that the 20th Anniversary celebration on 3rd July went very well. The overall number was more than expected and there was a lot of very positive feedback from those that attended. Thanks were given to Andrea for her hard work organising the event along with Rod and Sue, as well as other committee members and helpers.
- There was a discussion on whether to reduce the length of the monthly meeting in the Baptist Church, as many people leave after the first speaker. It was agreed that there should be a 1.30pm start with the speaker from 2.00 until 3.00, to include Q&A. Tea will be from 3.00 until 3.15. and the second speaker will start promptly at 3.20 for 30 minutes. This would enable us to end the meeting by 4.00, meaning that members would only have to pay for two hours in the car park. Reducing our hire of the church by 90 minutes would depend on the flexibility of church bookings. **ACTION - Rod to negotiate a change of timings with BC.**
- Carolyn and Andrea asked if the tea rota for the coming months and minutes from previous meetings could be uploaded to the website. **ACTION - Tim to check that this is completed.**
- Steve, as Marketing Officer, has contacted the The Village magazine and a piece will appear in the September issue. Rod has also contacted The Ems and an article about the 20th anniversary of Ems Valley will appear in their next edition. Photos from the day were taken by Juliet Walker. **ACTION - Rod to send text of article and photos to Steve to forward to Village magazine.**

Next Meeting

- Date: Tuesday 15th September 2026
- Time: 10.00 AM
- Location: ECC Mountford 3

Ems Valley U3A - Charity number - 1117497

Signed (Chair): _____

Date: _____

EMS VALLEY u3a BUDGET MONITOR TO 30 JUNE 2026

	Budget	Budget to 30.06.26	Actual to 30.06.26	Difference between budget and actual for quarter	Revised forecast for year	Difference between forecast and original budget	Notes
	£	£	£	£	£	£	
Income							
Subscriptions	13,150	11,835	12,700	865	13,150	0	New members likely: £1,045 received in qtrs 2 - 4 in 2025-26
Gift Aid	2,280	2,280	2,296	16	2,296	16	
Interest	250	63	60	-2	250	0	
Donations	0	0	0	0	0	0	
Total	15,680	14,177.5	15,056	879	15,696	16	
Expenses							
Hall Rents	11,600	2,900	3,253	353	11,900	300	Group contributions not processed until after quarter end. Forecast increased due to new groups and fee increases
Speakers	1,500	450	434	-16	1,500	0	£150 per meeting
Member subscriptions	2,116	2,116	2,116	0	2,116	0	
Magazine	1,147	1,147	1,126	-21	1,147	0	Charges may be revised by TATTL at year end.
Beacon	520	520	524	4	520	0	
Refreshments	300	255	245	-10	300	0	
Anniversary celebration	500	500	442	-58	500	0	
Office expenses	150	110	109	-1	150	0	Site works licence £50, website domain £12, postage, printing & paper
Sundries	100	25	0	-25	100	0	CLA licence (£72) & Community First membership (£10), payable later in year.
GoCardless fees	190	180	179	-1	190		Fees are front loaded, when memberships renewed.
Total	18,123	8,203	8,429	226	18,423	300	
Net surplus / -deficit	-2,443	5,975	6,628	653	-2,727	-284	
Current accumulated fund	4,386				4,386		
Forecast balance at year end	1,943				1,659		This is in addition to the Revenue Reserve of £7,500