

Ems Valley u3a
Minutes
Tuesday 18 November 2025 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)	Hilary Street (Treasurer)
Sue Kent (Membership Sec)	Karen Rodger (Beacon Data Admin)	Les Brokenshire (Groups Co-ordinator)	
Andrea Brokenshire	Liz Iddon		

Apologies:

Liz Rosoman (Mins Sec)			
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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.	
3	Business Sec Report	Charity Commission Annual return. Note 2 - Policy for social media needed if we are having this post on the committee? NOT REQUIRED Retention of records Current Document procedure states 3 yrs and therefore requires reviewing. Constitution (Clause 26) states as per Charities Act 2011 which is: - <u>Financial records - 6 years</u> The charity trustees of a charity must preserve any accounting records made for the purposes of section 130 in respect of the charity for at least 6 years PLUS THE CURRENT YR - <u>Trustees of charitable companies must keep minutes of their meetings for at least 10 years</u> (Charitable Companies are also governed by the Companies Act 2006, which requires meeting minutes of board meetings to be retained for at least 10 years. ACTION DBEE TO UPDATE DOCUMENT PROCEDURE FOR FINANCIAL AND MEETING RECORDS TO BE HELD FOR 6 YEARS Christmas 2025 - Group set up on beacon. Full details emailed to all members, in Newsletter and Monthly meetings- so far 85 signed up. Risk assessment in progress, await further information from Hayley at Chi College. Confirmation from Treasurer all payments have been received from Members.	Dbee Dbee

		Menu choices sent to Hayley at College Date - Thursday 4th Dec 202. - Time - 11:45 for a 12 noon serving Total amount due = £2,940 Deposit Payment paid 22th October £1,260 4 calculations and replaced with other members. + 1 new person added £35 £1,7150 to pay on day - REQUIRE CHEQUE (to Dbee) ACTION HILARY TO GIVE DBEE CHEQUE Christmas 2026 Booking for the 2026 Christmas lunch booked and to be confirmed at the 2025 Christmas meal Have tentatively booked Chichester College - Thursday 3rd December 2026 at 12 noon for 90 Members Other venues can be discussed at the January Committee meeting or approval of the College booking. ACTION DBEE - AGREED TO PROVISIONALLY BOOK - ACTION COMPLETED 2026 dates - Stated on the Agenda for Committee meetings and Monthly Members Meetings MONTHLY MEETING ROOMS BOOKED FOR 2026 AS AN ONGOING BOOKING. COMMITTEE MEETING ROOMS BOOKED FOR 2026 AND 2027 SPEAK TO ALAN BORROW TO ADD IN NEWS LETTER: A - FOR GROUPS TO SUBMIT PHOTOS FOR OUR HOME WEB PAGE. SHOWING THE ETHOS OF THE U3A LIVE LEARN LAUGH As a reminder, please see attached documents: 1. Succession plan 2. Management Procedure 3. Document Lis	Hilary Dbee ALL
4	Treasurer's report	Treasurer's role At the October meeting I floated the idea of a new committee role that would assist the Treasurer and make the Treasurer's role less onerous. I was asked to come up with a role description for the post and did do this. However, I have had second thoughts, as checking the work of someone else and chasing them up for paperwork could become an additional task in itself. The exercise did lead me to consider the Treasurer's role description as it appears on the website and I've produced an updated, revised version that I think will make the role clearer for anyone considering taking on the role, which I will pass on to the website administrator. (see attached). Christmas Lunch A cheque has been sent to Chichester College for the deposit and I will give Dbee a cheque for the balance to pay on the day. Accounts inspection 2024-25 At the request of our accounts examiner, I have emailed leaders of all groups holding a balance in the Social account to clarify the standard of supporting documentation expected for group income and expenditure transactions.	Hilary

5	Member's report	There are currently 526 members with another member about to join. There were 71 members who attended the October monthly meeting. The committee was reminded that members are asked if they would like to continue to receive the u3a magazine (TAM) at the time of their membership renewal. They have the opportunity to cancel at this time.	
6	Groups report	There are currently 50 groups within Ems Valley u3a. The 60s & 70s group are on their winter recess and are due to recommence in May 2026. The CAMEO group has cancelled its ECC booking due to the lack of parking whilst repairs at the building are carried out, following the fire earlier this year. Les is unaware whether CAMEO has secured another place to meet. If so, this should be advised to all members. He will enquire. Previously members were sent a listing of all Ems Valley u3a groups on a monthly basis but is no longer happening. The Committee were asked for their views. It was agreed that Les would email all members a monthly list of groups with a link to the website for further information. For groups without self-explanatory names, like CAMEO, a small description would be given.	Les Les
7	Website report	Tim has updated the monthly events on the website. Further to previous discussions, the committee would like to modernise the first page of the website. It was suggested that members of the Photo and Drawing groups be encouraged to help. Les has agreed to approach their leaders and explain what we are trying to achieve.	Les
8	Beacon report	Tim attended the Beacon Chair course and learned about selecting data through POLLS. Les would like to attend Group Leader training. Karen will look out for this. He has also expressed an interest in doing the Beacon Committee role as much of his work involves the platform. Andrea attended the Membership Secretary Training and was reminded about our ongoing liability for lapsed members.	Karen
9	Next monthly meetings	Improvements and Issues for Monthly Meeting: • Previous Meeting -The Day the Aliens took over ITN • After Tea - Citizens Advice There were differences of opinion about the guest speaker. It was accepted that not every speaker will appeal to all members. The committee introduced a welcome point to talk to new members in the EBC foyer. Liz sat at the table containing our welcome sign. It was felt the wording could be improved. Tim will prepare a new sign. Whilst Liz is happy to sit at this table, it was suggested that CAMEO group might like to be involved with this, once the meeting area is established. Perhaps this can be discussed in the new year?	Tim Feb 2026 Agenda

		It was also suggested that this area should eventually include existing members who may be on their own. • Next Meeting - Philip McDougall - A Factory At War • After Tea - Joel Ferreira, lead pastor of the Baptist Church talking about the work undertaken by the church abroad and in the local community • Tea prepared by: Wine 5 - Mark Parker	
10	AOB - A	Committee member replacements For a reminder of what was agreed before, along with an update of planned departures see attached. The Committee appreciates that GLs have taken our request for more volunteers seriously, by speaking to their members. The Chair will re-iterate the need for new committee members at our monthly meetings. At the start of the next newsletter, it was suggested that, the request for more members to volunteer to join the committee, is repeated and includes an invitation for members to come along to a committee meeting to see what happens. It was commented that no specific skills are required although some computer literacy would be advantageous. Interested members are to contact Tim. Dbee to speak to Alan about this.	Tim Dbee
	AOB - B	Encouraging younger members (Tim) The Committee suggested that the descriptive wording on our website of our organisation needs to be updated, particularly now that we are u3a and not University of the Third Age. New members of all ages are welcome. Committee members commented that prospective new members need to be aware that the majority of groups meet during the day and that they are not set up to accommodate children. All members were encouraged to put forward some suggestions.	All
	AOB - C	Social media (Rod) It was suggested that new Ems Valley u3a members could be recruited through Face Book – perhaps on the Around Emsworth Facebook page. We await Karen's findings who will look into this.	Karen
	AOB - D	Monthly Meeting Suggestion from Member (Dbee) This item is to be deferred to the next meeting	Agenda Jan 2026
	AOB - E	Kitchen Hygiene Tim confirmed that he attended a kitchen hygiene course. Liz Iddon has volunteered to accept the other training place provided by EBC. Tim will pass the joining information on to her.	Tim
	AOB - F	20 years of Ems valley (July 3rd) Tim confirmed that nothing is happening yet. The Committee has encouraged him to make a start with the plans and provide an update at the next meeting.	Agenda Jan 2026
	AOB - G	Hillary enquired about the Ems Valley u3a 'info@.....' email in respect of monitoring. She came across it in respect of the Community First (transport insurance) renewal. She could not find it on our website. Tim confirmed that emails from this box come to him and will set up a link to ensure they are forwarded to the Chair. Dbee will also update our u3a records.	Tim Dbee
	Close	Next Committee meeting – 20 January 2026	

