

**EMS VALLEY U3A - COMMITTEE MEETING
TUESDAY 21st OCTOBER 2025 - MOUNTFORD 3 E.C.C.**

Those present:

Rod Lipscombe (Vice Chairman), Hilary Street (Treasurer), Liz Iddon, Andrea Brokenshire, Les Brokenshire (Groups Co-ordinator), Sue Kent (Membership Secretary), Liz Rosoman (Minutes Secretary)

Visiting: Alan Borrow

1. **Apologies:** Tim Mathews, Karen Rodger, Dbee Robinson.
2. **Minutes and Matters arising:** The minutes had been read and were agreed.
3. **Business Secretary's Report:**
 1. Charity Commission Annual return.
Accounts now examined. Commission Annual report in progress, require help by treasurer prior to sending.
 2. Christmas 2025 - Group set up on Beacon. (Tim & Dbee)

Full details sent to members - so far 84 signed up, 6 spaces left

Risk assessment in progress, await further information from Hayley at Chi College.

Date - Thursday 4th Dec 2025. - Time - 11:45 for a 12 noon serving - Seating - 90 people

Deposit Payment due 20th October . Emailed Hayley for payment details.

Await confirmation from Treasurer all payments have been received.

4. **Treasurer's Report –
FINAL ACCOUNTS FOR 2024-25**

David Griffiths has signed off the inspection of last year's accounts with no concerns about the accuracy of the accounts.

He did comment on the quality of supporting paperwork provided by group leaders, including a lack of clear documentation and photos of receipts that are unreadable. I have raised these issues previously with individual group leaders and will do so again. It may be something to add to guidance for new leaders.

BUDGET MONITORING REPORT FOR THE SECOND QUARTER OF 2025-26

Report to end of September 2025

INCOME

Income from subscriptions to the end of September 2025 reached the budgeted figure of £13,000. At least one more membership payment has been received in October and further are expected before the end of the year.

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

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

EXPENDITURE

Expenditure on hall rents in the three months to the end of June was below budget, due to late invoicing. The forecast for the year is higher than the original budget, reflecting the additional cost of recently established groups and an increase in hall rents.

Expenditure on refreshments for the first quarter is significantly more than a quarter of the total budget, because it includes expenditure on the Group Leaders' Social in May. Expenditure for the whole year is expected to be within budget.

FORECAST FOR THE YEAR

The revised forecast for this financial year shows a deficit of £3,495. A deficit at this level would leave a balance of £2,898 in general, unallocated reserves at the end of the year, in addition to the Revenue Reserve of £7,500.

MEMBERSHIP FEES

It was agreed that the annual membership fee of £25 would remain the same next year.

5. **Membership Report:**

There are currently 519 members.

There were 94 members at the September meeting.

6. **Groups Report:**

An email has been received from ECC requesting confirmation of ongoing room bookings for groups. Les is going to speak to the office today and confirm the current bookings up until next August and then email group leaders informing them that in the event of a group no longer requiring the booked room, they will need to inform ECC giving a month's notice.

The monthly email listing all the groups is no longer being sent out. This to be discussed in AOB.

7. **Website:** Tim is away.

8. **BEACON:** Karen is away.

9. **Monthly Meeting:**

Next Meeting – Neil Nixon - The Day the Aliens Took Over ITN

Tea – Croquet

After Tea – Citizens Advice Bureau

10. **AOB**

A – Newsletter

Alan reported that it has become easier to receive input from members. He does not intend to stand down immediately as editor of the newsletter but is seeking a deputy who will eventually take over the role but will also widen the appeal to members for input.

B – Succession

There was a note in the last Newsletter flagging up the need for new committee members. An email to the membership has yet to go out from Tim which was due to be followed by an email from Les to group leaders. Les will send the same note from the newsletter to group leaders with a request that any interest be directed to Tim and/or Rod.

C - Welcoming new members

It was agreed that a 'CAMEO' area at the monthly meeting for new members was an excellent idea, however it was flagged up that the sofa area was too tucked away and Alan suggested a table with a large sign in a more prominent position would be better and all agreed. Alan offered to make a sign. Liz Iddon offered to be available to be on the lookout for anyone looking a bit lost when arriving for the monthly meeting.

Sue has a procedure for new members and perhaps this needs revisiting with a link to the website included in the welcoming email if not already included. Also to be added a request for new members to make themselves known when attending the monthly meeting. The practicalities will be discussed at the next meeting.

D - In Memoriam in the Newsletter.

This was discussed and it was decided this should not be included unless the person in question had a prominent role in EmsValley U3a. Names of new members should not be included because of possible problems with data protection.

E – Committee Member Replacements

The plan is still for any committee members looking to stand down next year to exit the stage at the November monthly meeting.

Hilary suggested that a new position be created to work alongside the treasurer to help with the group payments and paperwork. This may also be a good way of bringing someone in as a prospective new treasurer in time. This will also spread the workload. Rod suggested Hilary write a job description to articulate this idea for the committee. This will be added to the next committee meeting agenda.

F – Kitchen Hygiene

Nothing to report.

G – 20 years of EmsValley

For ongoing discussion.

Next Meetings

Committee Meeting dates

- NOV - 18
- DEC - NO MEETING

U3A Members Meeting dates

- OCT - 23
- NOV - 27
- DEC - NO MEETING

Meeting closed at 10.40 am.

Next Meeting: Tuesday 18th November 2025 (every 3rd Tuesday)

