



Minutes of Petersfield u3a Management Committee Meeting

The United Reform Church, Wednesday 10 September 2025 at 1400

Present: Charles Price (Chair), Rose Noonan (Secretary), Greg Cumming, Bernice O'Reilly, Peter Lake, Tim Willans, Titian Fleming, Doreen Challen, Peter Clist

NOTE: * indicates pre-circulated paper

1. **Apologies:** Jenny Thwaites, Susie Reynolds

2. **Declarations of interest:** None

3. **Introduction**

GC explained that Gary Butler, who was not present, is a potential MC member who may take over as Treasurer in the future. GC and TW have met GB.

A question was raised as to whether references should be required generally for new members with financial responsibilities. CP asked GC to investigate the view of national u3a. **ACTION: GC**

RN made a proposal to co-opt PC to the Management Committee, seconded by Bo'R. Members voted unanimously in favour. CP welcomed PC to the Committee.

4. **Chair's Opening Remarks**

CP observed that there has been much u3a activity recently, and there is a need to review where further resource is needed. He asked all MC members to take on the role of recruiters. He thanked members for their reports, and suggested that those whose reports include numbers (e.g. members, groups) might look into providing cumulative statistics to enable monitoring over time.

CP stated that he will not stand for MC next year, and will therefore be unable to progress the Communications project. He is, however, willing to explain his initial ideas to a colleague who may take this forward.

5. **Minutes of the meeting held on 6 August 2025***

The following amendments were made:

- Greg Cumming added to list of attendees
- Susie Reynolds abbreviated as SR

- (10) Amend to: *'PL suggested that some of Petersfield u3a's policies should be incorporated into the Byelaws...'*

6. **Matters Arising**

- (7a) Wording of amendment clarified: *'Within their first [6] months of operation, new interest groups may request start-up assistance funds to a value of £50 per group or £5 per person, whichever is the greater, up to a maximum of £100 (unless otherwise agreed by the Management Committee). ACTION: GC to amend wording and incorporate in byelaws*
- (8) CP clarified that the question of whether speaker costs can be funded is not yet resolved and requires further research. PL raised the question of whether withdrawal from GiftAid might be helpful in resolving the issue.
- (9) PC reported that the bridge apps he referred to are not in fact free.
- (10) PL took the view that at Open and General Meetings, the recording of visitors' and guests' names should take place, even if not current practice, to provide evidence in the event of any insurance claim that might be made. **ACTION: DC/RN/SR to review this matter again.**

7. **Members' reports**

Reports were received as follows: Finance* (GC); Vice-Chair's Report* (JT); Membership* (SS); Groups (Bo'R)*; IT* (TW). CP thanked all concerned.

- **Finance:** PL asked if information regarding restricted funds could be included in the routine reports. GC noted that these change little from month to month. CP asked GC to consider the matter and report back. **ACTION: GC**

8. **Committee organisation/sub-groups/meetings going forward (CP)**

Following discussion with JT, CP asked that issues brought to a meeting should be worked through in advance, so that they can be either accepted by the Committee or returned for further development; and that if a budget for a project is required, this should be approved by MC at an early stage. Bo'R suggested that a schedule of current projects might be appended to the meeting agenda, starting after the AGM.

9. **AGM* and Meeting Schedule * (RN)**

Referring to the AGM timeline she had circulated, RN noted that the Accounts require approval by trustees at the next MC meeting (**22 October**) in order to be ready by the 31 October deadline. She explained that those seeking re-election will be nominated and seconded at the 22 October meeting.

An MC meeting schedule for 2025-26 was also circulated. Agreed: post-AGM meeting to take place on **Wednesday 25 November, 2026.**

10. **Data (Use and Access Policy) Act (TW)**

TW asked for this item to be postponed. He has been working on accounting systems, membership renewals, and, with PL, an improved system for managing policy documents. He is willing to offer training in Beacon.

11. **Christmas Party**
This will take place on Monday 8 December at 2pm. RN/TF are investigating possibilities for entertainment, and will discuss the event with the Welcome Team on 23 September. Funding was discussed. **AGREED:** u3a to subsidise up to £500, as necessary (to cover hall, entertainment etc); tickets to cost £8 per head; RN/TF/GC to make decisions.
12. **(a) Surplus Funds* (PL)**
PL's suggestion of a grant scheme for interest groups was discussed. PL has made a start on developing such a project as outlined in his paper. It was agreed to progress this further through a working group as follows: PL, DC (core group); BOR, PC (consultations relating to groups); GC (financial aspects). **ACTION: PL, DC**
- (b) Group vacancies and waiting lists* (Bo'R)**
Bo'R thanked PL for his help and described four strands for action: plans for an audit, which will give a snapshot of the waiting list situation; using the listening groups/'hubs' to manage the setting up of new groups; making follow-up phone contact with new members; and, possibly next year, surveying all members. A clearer view of the current situation will help target future action. The potential use of Beacon to identify group vacancies was discussed and thought to have good potential for the future.
- (c) Guidance for group leaders* (Bo'R)**
Bo'R again thanked PL for his help. She believes there is a general preference for a slimmed-down model, and wants to use the hubs, with hub coordinators taking the lead, to develop this. She has asked Kate Napier to take on this project. In addition to the guidance, the hubs, by enabling people to discuss matters in person, will effectively serve as 'training sessions' in group leadership.
13. **Connect**
CP asked colleagues to seek a volunteer to assist with publishing Connect, requiring about 30 minutes every fortnight (could be shared role). Bo'R offered to help if needed.
14. **AOB**
RN is updating the MC contact list. **AGREED:** to include only name, phone, email.

The meeting closed at 16.20.

Date and Time of Next Meeting: Wednesday 22 October 2025 at 1400.

Venue: United Reform Church

DMC 11/09/25

Chair's signature:

Date: