



MINUTES OF COMMITTEE MEETING
Thursday 21 May 2026
At Bishop's stortford Library

Committee Members

Chair -Nigel Varma (NV)
Vice Chair-Linda Ketteridge (LK)
Business Secretary-John Acklaw (JA)
Treasurer-Ryland Perrin (RP)
Assistant Treasurer-Tony Clark (TC)
Membership-Barbara Jacobs (BJ)
Groups- Annie Compton (AC)
Communications-Carmen Konopka
Speaker Coordinator-Barry Maxwell (BM)
Events Coordinator-Chrissy Thear (CT)

Apologies

NV, RP, TC, BJ, AC

Minutes of Last Meeting

Agreed. JA to put on cloud.

Action: JA

Matters Arising and Committee Matters

U3A Trust Survey: Committee agreed to circulate to members.
Action: CK

District News Letters: Secretary to send to committee members for information.
CK to circulate to members only information which is relevant.
Action: JA CK

Data Protection: Committee agreed that an identified holder of the position was necessary. BM has previous experience and training of the role and agreed to take

the position. BM to investigate if there is a U3A Trust national template for Data Protection

Action: BM

Anniversary Celebration: Committee agreed to mark the occasion with ceremonial cutting of a cake at the monthly members meeting. Photos to be taken for publicity and wider circulation. CT will explore local providers for the cake.

Action: CT

Committee emails: CK enquired whether all committee members were receiving or regularly checking official emails. LK has a problem accessing Beacon generated emails. Needs resolution.

Defibrillator: Agreed that secretary will contact Scouts to discuss decommissioning of defibrillator and removal of cabinet. Ambulance Service to be informed.

Action: JA

BM will arrange to have YouTube guide played at members' meeting.

Action BM

Membership Secretary

BJ reported We have gained 7 members since the last committee meeting so total membership is now 651.

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TAT magazine submission for the June edition was successfully submitted

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BJ discovered a section on Beacon for "members who have not renewed for 7years and who should now be deleted". They will be deleted and any associated gift aid forms.

Action: BJ

Speaker Coordinator

All in hand!

Treasurers

TC had submitted monthly spread sheet. Committee discussed reduction of membership to reduce surplus. To be decided at June meeting to ensure whole committee agreement.

CK has produced an amendment to the website to clarify for tax and Gift Aid purposes that Thorley U3A does not offer formal teaching services to members.

CK suggested the production of a “Pie Chart” to illustrate how funds are used.
Action: CK

Groups Coordinator

No action required

Communications Secretary

CK has amended the U3A logo for the News Letter’s heading.

Meeters and Greeters sashes need replacing. CK to investigate suppliers.
Action: CK

Events Coordinator

New Members Coffee Morning: 12 p.m on 28 May at Thorley Community Centre.
Only a small number attending as at time of committee meeting. CT setting up at 11.30 a.m. Committee members to attend.

CK will bring laptop to display information re groups etc.

Diary/Calendar Check

Not available at meeting but later check indicates only matter to be completed is recruitment for new committee members.

A.O.B

Committee agreed up to £25 to send flowers to AC. LK to arrange.
Action: LK

Date of Next Meeting

10.15 a.m. Thursday 18 June 2026 at Bishop’s Stortford Library