Thorley

MINUTES OF COMMITTEE MEETING
Thursday 6 June 2026
At Bishop's Stortford Library

Committee Members

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

Apologies

None

Minutes of Last Meeting

Agreed with one amendment; reference to defibrillator video to include "training"or "instruction".
To be uploaded to cloud (Action JA)

Matters Arising and Committee Matters

1.Barry Maxwell formally proposed as committee member. Agreed unanimously.

2. Emails: Proposal to use committee gmail accounts to send group emails to committee members rather than via the Beacon system was discussed. Problems are arising re individual access to committee emails.

Agreed: BM and CK will seek the help of Ken B to identify solutions. (Action BM CK)

3. Defibrillator: JA reported email exchanges Colin Hill of the Scouts Group who advised that a new defibrillator will be provided and maintained by the Parish

Council. The assistant treasurer confirmed that the relevant authority has been informed of the removal of the old one.

4. Membership Subs: it was proposed and unanimously agreed that the membership sub for the coming year will be reduced to £10. To be reviewed annually.

Membership will be informed by Communications Secretary
(Action CK)

5. Data protection: BM confirmed that Thorley U3A's Data Protection statement is in line with U3A national guidance. He proposed that the wording of Thorley U3A's written policy needs review and updating. He will review and circulate for discussion one item per meeting. (Action BM)

6. Committee expressed regret that AC had found it necessary to resign. It was agreed to forward our thanks and best wishes in a signed card; Secretary to arrange.
(Action JA)

Comms Secretary will advertise the urgent need for a volunteer replacement.
(Action CK)

There is a need for a permanent organiser for the History group to take over from the present temporary occupant. Chairman will ask for volunteers in his next Newsletter article.
(Action NV)

7. PAT Testing; Has been completed by Richard.

Membership Secretary

651 members with some prospective new members yet to return forms.
There are still 11 members who have not submitted ICE forms.

It was agreed that Membership Secretary can safely dispose of redundant paper membership records of 7 years or more. Gift Aid forms of members who are still active will be retained.
(Action BJ)

New Membership Cards: Colour of cards for next year will be changed from yellow to a suitable alternative.
(Action BJ)

Speaker Coordinator

Speakers booked for coming year for six out of the 11 sessions. In the absence of the Speaker Coordinator the Chairman will meet and host the speaker for the July meeting.
(Action NV)

Business Secretary

All in hand.

Treasurers

Previously agreed payments have been made. The organiser of forthcoming trip is slightly short of takers and might require subsidy. Situation re Table Tennis group appears to be resolving.

TC produced a pie chart showing distribution of annual expenditure. It was agreed that, before presentation to membership, some additional modification was needed to distinguish disposal of annual membership fee from actual expenditure. (Action TC)

There is some overlap of receipts between one accounting year and the next. RP will look into the possibility of coordinating accounting periods. (Action RP)

Groups Coordinator

AC has passed signed documents re group sharing to CK
Line Dancing tutor has offered occasional line dancing sessions to interested members. To be advertised.
(Action CK)

Communications Secretary

National and Regional Newsletters: CK will use discretion to pass on any relevant items via Thorley U3A Newsletter.
(Action CK)

Meeters and Greeters sashes: New sashes to be ordered. Committee agreed to expenditure of up to £100.
(Action CK TC)

CK is revising website to clarify the self-learning nature of the U3A's educational activities.

Events Coordinator

11 members attended the new members 'coffee morning. It was agreed that future coffee mornings will be arranged at the Coach and Horses Public House in the hope of attracting more participants.

Committee thanked CT for organising meeting and encouraged her not to delay claiming expenses incurred (including for committee refreshments).

15th Anniversary Cake; committee agreed that cake should be ordered for September 7 meeting; ceremonial cutting to take place before meeting.
(Action CT)

Diary/Calendar Check

Recruitment of prospective committee members: ongoing.

A.O.B

Safeguarding: Chairman confirmed that Thorley U3A policy and practice conforms to those of The Third Age Trust.

Date of Next Meeting

17 July 2026 10.15 a.m. at Bishop's Stortford Library