

MINUTES OF COMMITTEE MEETING
Thursday 16 July 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 BM

Minutes of Last Meeting

Agreed with amendment re membership subs vote: “unanimously” to be replaced with “ majority with one abstention”.

Secretary to put on drive
(Action JA)

Matters Arising and Committee Matters

Notes re Email practice and Data Protection to be placed on agenda
For August meeting
(Action JA)

Membership Secretary

Membership now at 658. 7 new members since last meeting
BJ has access to Bank a/c application form

Membership form does not state name of committee contact for Data Protection. Proposed and agreed that contact name and details be placed on the website.
(Action CK)

New membership cards will be distributed from August.
(Action BJ)

Speaker Coordinator

No report

Business Secretary

New extension to URC facilities: Secretary to confirm that works will not affect access to monthly meeting
(Action JA)

Library not available for September meeting. Secretary to confirm and book alternative venue.
(Action JA)

Treasurers

Groups to be contacted to determine if they wish to use surpluses.
(Action RP)

Treasurer reported that the Coop Account bank card cannot be frozen if mislaid or stolen making the U3A's main bank account potentially vulnerable.

He proposed and it was agreed:

1. That the Coop Bank debit card be no longer used for payments and withdrawals and cancelled;
 2. That an additional account with a debit card be opened and maintained with a minimal balance through which payments and withdrawals requiring the use of a card can be made and then transferred to either the Current account or the Social Account. This would remove any exposure of our main accounts with large balances in case of a lost or stolen card.
- (Action RP)

Surplus on account is reducing. Committee agreed in principle that it can be used to support group activities.

Letter of thanks from South Mill Arts noted. RP to keep on file.
(Action RP)

Group leaders will be circulated with a list of members identifying those who have/ have not paid current membership subs.
(Action RP)

Groups Coordinator

Potential volunteer identified to take on Coordinator role.

Yoga to be removed from website
(Action CK)

Line Dancing Instructor has offered to offer occasional sessions exclusively to U3A members. This will be a private arrangement between the provider and those members who wish to participate.

Communications Secretary

New Meeters and Greeters sashes have been obtained.
Change to annual subscription now advertised on Website
Wording of Website has been revised to emphasise “self learning” nature of U3A activities, not “teaching”
Logos for celebration cake have been obtained

Events Coordinator

Celebration cake has been ordered. CT to pass invoice to TC for payment.
(Action CT, TC)

Quiz Night: Hall and food to be booked. To be advertised in News Letter.
(Action CT, CK)

Diary/Calendar Check

TAM to be informed of members requiring magazine
(Action BJ)

A.O.B

Library will be closed on 17th September. Secretary will look for and book alternative venue for September Committee meeting
(Action JA)

Secretary will confirm that new building at URC will not affect access to monthly members meeting.
(Action JA)

To meet with Charity Commission requirements with regard to the donation to South Mill Arts It is necessary to record an inter charity donation agreement with them.
(Action TC)

Date of Next Meeting

10.15 a.m Thursday August 20 at Bishop's Stortford Library