

MINUTES OF COMMITTEE MEETING
Thursday 20 August 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 (CK)
Speaker Coordinator-Barry Maxwell (BM)
Events Coordinator-Chrissy Thear (CT)

Chairman welcomed visitors: Alastair Curbbin (AC): Ken Blethyn (KB)

Apologies

Tony Clark

Minutes of Last Meeting

Agreed: To put on Drive
(Action JA)

Matters Arising and Committee Matters

- 1.AGM Resolution: For the record, Thorley voted against.
- 2.Email Practice: Following the report of subcommittee KB advised that Google Workspace for committee email communications would be free to Thorley U3A as a charitable organisation. Thorley U3A would only need to purchase an internet domain name at a cost of about \$10 per year to use it. This would allow Thorley to have more than one administrator, KB being one.

It was agreed that KB will proceed on behalf of the committee to establish the new email arrangement using Google Workspace and purchase a domain name at a cost of approximately \$10 per year.
(Action KB)

KB will attend the October meeting to demonstrate Gmail and Beacon
(Action KB)

Nick Ambrose is stepping down as Gmail administrator and recovery contact. Committee agreed to present him with a Thank You card at the Members' Meeting.
(Action NV)

3. Data Protection: Following report of sub committee BM checked and confirmed with TAT that Thorley U3A's email practice conforms to its Data Protection Policy. BM has prepared a user friendly note for group leaders emphasising the need to protect members' details. Reference to be made re permission for inclusion in photographs.
(Action BM)

3. Timing of Safeguarding Policy Review: It was noted that Thorley U3A's safeguarding policy document requires annual review. BM agreed to check with TAT's policy document on which Thorley's is based to determine changes, if any.
(Action BM)

4. U3A Week. No action.

Membership Secretary

Several new members have joined since last meeting. Two members believe they have paid new subs but payment does not appear in accounts. Members to be asked to check their bank accounts for payments.

LK will assist with distribution of new cards at September Members' Meeting. Chairman will announce that cards can also be collected after the meeting.
(Action LK BJ NV)

Speaker Coordinator

Next speaker: "Ghosts of Bishop's ~Stortford"

Silencing of phones at meeting needs to be addressed. Chairman to emphasise the the requirement to silence phones as a courtesy to speakers at the next meeting.

2027 "shaping up nicely". Local MP will be speaker at August meeting to give a non-party political talk about his personal life and experiences.

Committee thanked BM for an interesting programme.

Business Secretary

Following recent amendment to the website to reflect the “self education and learning” objects of Thorley U3A, secretary noted that members of three groups pay a fee directly to an independent provider/tutor for tuition. Committee’s consensus was that this is a longstanding arrangement which continues to be of benefit to members.

The secretary has forwarded an incident report of an accident to a member whose injury required hospital treatment. Examination of available files suggests that there is not a completed risk assessment form on file for all groups. He proposed to ask leaders of groups that do not appear to have completed one in the past to complete one; and at the same time make available Thorley U3As incident report form. Committee agreed to the proposal.
(Action JA)

Trustees report required soon. Treasurer has it covered.

Venue for September meeting: The Secretary has booked a room in the Bishop’s Stortford Baptist Church, Twyford Road from 10 a.m. to 12 p.m. The booking fee is £14 per hour. Invoice will be sent after completion.

Secretary gave advance apologies for his non-attendance at the September meeting. Volunteer will be required for taking minutes.

Treasurers

Balances Remain healthy. Coordination of year end of both accounts to be arranged with assistant treasurer.

South Mill Arts Donation: RP emailed SMA to confirm that the donation of £1000 was intended to be put towards maintenance of the lounge area used regularly by Thorley U3A. SMA have confirmed that it will be put to that purpose.

Members’ current subs are not being recorded on Beacon. RP will assist BJ to do this.
(Action RP BJ)

Groups Coordinator

Cooption of Alistair Curbbin as Group Coordinator proposed and agreed. Committee noted that a volunteer has come forward to undertake the History Group’s administration subject to finding a Group Leader.

Communications Secretary

CK will be away when October issue is due so next Newsletter will be a combined September and October issue.

Christmas Lunch communications to be sent out in October

Events Coordinator

Celebratory cake will be ready for September meeting. LK will invite past chairmen to participate. Speaker to be advised that start time for talk will be delayed.

Quiz Night: food ordered and room booked. CK to advertise.

Christmas Lunch: Golf Club Menu not yet available. CT and LK to meet with Golf Club to discuss menu and arrangements.

(Action: CT LK CK)

Diary/Calendar Check

Dates for preparation of AGM to be determined.
Continue request for nominations for Chairman

Date of Next Meeting

10.15 a.m Thursday 17 September 2026. Venue: Bishop's Stortford Baptist Church Twyford Road CM23 3LJ