Thorley

MINUTES OF COMMITEE MEETING
Thursday 15 October 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)
Membership Barbara Jacobs (BJ)
Groups Alistair Curbbun (AC)
Speaker Co-ordinator Barry Maxwell (BM)
Events Co-ordinator Chrissy Thear (CT)
Assistant Treasurer John Bailey (JB)
IT Administrator Ken Blethyn (KB)

Apologies

Carmen Konopka

Minutes of Last Meeting

Agreed with one correction: KC to read CK. To put on drive (JA)

Matters Arising and Committee Matters

Committee agreed to continue meeting at Library during 2027. Secretary to book room.

BM reported that Accessibility Policy matches TAT guidelines. An Accessibility Officer is required. BM to seek a volunteer from the membership.
Action BM.

KB demonstrated proposed transition from Gmail to Microsoft Office for Thorley U3A business. A domain name has been purchased for Thorley U3A and application has been made to Microsoft for charity status. There will be three administrators for the system to avoid problems with recovery and to maintain central control of email addresses in the event of changes of committee personel. The transition will be completed by the end of the year. Committee agreed to annual fee of $10 for email domain.
Action KB

Business Secretarv

Secretary reported that Risk Assessment forms for group leaders have been prepared after consultation with the Group Coordinator and are ready to be sent out. Templates on the TAT website have been adapted for different types of group activities. Space is added for Group Leaders to add to risks identified in form.
Action JA

Time scale for preparation for AGM is approaching. Action required: Ballot papers for committee posts need to be received 28 days before AGM. Notice of AGM to be issued 21 days before.
Committee confirmed that Trustees' report to the AGM is represented in Chairman's report.

Dates: Nominations to be returned by December 8; Notice of AGM to be sent by 15 December. Secretary to draft notices.
Action JA

Speakers Co-ordinator

Coordinator has received two offers of speakers, one from a funeral celebrant, the other a maker of memorial videos. Committee agreed that both offers should be politely declined. BM will follow up interest in the professional work of one speaker as an investigative reporter.

Chairman referred to a local ornithologist as a prospective speaker. BM will make enqulrles.
Action BM

Membership Secretary

7 new members since last meeting. Membership now 685. A number of members still have membership payment outstanding, Any still outstanding by end of November wilt be notified of cessation of membership.

Third Age Magazine return has been completed.

Treasurers

Treasurer and Assistant Treasurer presented accounts. Accounts will be sent for audit in preparation for report to Charities Commission.

Copies of account s will be included with Notice of AGM in due course.

Groups Co-ordinator

AC Proposed to invite group leaders during the new year to a meeting to discuss issues and share information; refreshments to be provided. Committee view was that this should be part of the bi-annual "Thank You" Lunch. General view was that should be held in March/April 2027. AC to explore further.
Action AC

AC proposes to produce a regular item in the Newsletter to keep group leaders informed and aware of relevant issues affecting groups. This would reinforce current guidelines for group leaders.

AC is exploring several ideas for new groups: e.g.

Coffee and Cake groups for socialisation and conversation
Creative Writing
Pottery
Art Appreciation
“Pick and Mix”’ - encompassing a variety of activities/visits/interests/ events not necessarily already covered in existing programmes.

Communications Secretary

AC will contact CK re Croup Coordinators piece in Newsletter.
Chairman will contact re inclusion of reference to AGM and nominations for Chair and Vice

Events Coordinator

Quiz night teams have been organised. The key to the premises at St Michael’s Mead Centre has already been obtained.

88 members have booked Christmas Lunch places. Members will be reminded of the event in the next Newsletter. CT is obtaining raffle prizes. The meal price has yet to be confirmed Action CT

Diary/Calender Check

All in order.

AOB

None

Date of Next Meeting

10.15 am Thursday 19 November at Bishop’s Stortford Library