EXETER u3a

Minutes of the committee meeting of Monday 13 April 2026

Present: Terry Ancell (Chair), Annabel Nater (Groups Co-ordinator), M.J. Morgan (Minutes), Ian Murray (Membership Secretary), Ann Harper (Secretary), Elaine Thornton, Mark Hall, Anne Barwell, Sue Spence, Virginia Rosenfeld (Vice-Chair), Harriet Smith

1. Welcome

Terry welcomed all

2. Apologies for absence

Rosie Hydar (Treasurer)

3. Declarations of interest

None

4. Minutes of the meeting of 2 March 2026

The minutes were approved, subject to the word 'payments' replacing 'banking' in the first line of item 14.1
Action: M.J. to send to Bob Cottis for the website

5. Matters arising from the minutes of 2 March 2026

6.1 Finance: Rosie & Ann H need to arrange training for Ann H in using the SumUp device

9. Policy reviews: Terry & Rosie need to complete the changes to the Finance Policy and then send to Bob Cottis for uploading to the website

12: Beacon Member's Portal: this item to be deferred to the meeting on 6 July

All other actions in the minutes of 2 March 2026 had been completed, were in process or were on the agenda

6. Regular reports

6.1 Finance: Rosie had circulated a copy of the accounts by email but was not in attendance at the meeting

The accounts are almost finalised ready for the AGM, subject to the Asset Register being completed and the Gift Aid payment from HMRC being received
Action: Rosie & Terry to finalise the 2025-2026 accounts

Cash and cheque payments from members cost us to pay in (noted that the charges are now itemised in the accounts rather than being subsumed under administration). Rosie will therefore encourage members in her report to the AGM to use BACS/card payment wherever possible.
Action: Rosie to highlight this in her report to AGM

Room costs at the Mint for smaller groups are an issue in terms of value for money
Action: Annabel to talk to Rosie about contacting convenors to discuss

Noted that there is a surplus in the accounts which is held in a current account at the bank, some of which might be diverted to an interest-bearing account, subject to meeting the previously-agreed policy of retaining a year's worth of expenditure in the current account. Agreed that this needs further discussion
Action: Ann H to put on the agenda for the September meeting

6.2 Membership: Ian had circulated a report by email

There are now a total of paid up 820 members with another 77 pending (if the fee is not paid by 30 April 2026, these memberships will be lapsed). Noted that of 39 people expressing an interest on the Open Day, 16 have now joined and paid

6.3 Groups: Annabel had circulated a report by email

Annabel reported that four new groups are now up and running: Beginners' Spanish, Chess, Turkish and Current Affairs. Sue Spence will shortly be doing training for her role in supporting Annabel as Groups Co-ordinator. Annabel & Sue will be meeting other local Groups Co-ordinators in June to share experiences, knowledge, best practice etc.

6.4 Speaker team

Harriet reported that the speaker team had been pleased to received the national u3a guidance about 'political' speakers from Ann H. The team is still in need of another one or two volunteers

7. AGM 28 May 2026

Following the discovery in March 2026 that Exeter's u3a's constitution is not up-to-date, committee members had discussed via email making 2 changes to the Objects section to bring it into line with the standard u3a constitution (confirmed by the TAT in an email of 16 March 2026). These changes having been agreed unanimously by the committee, they now need to be put to the vote at the AGM

Ann H reported that administrative matters for the AGM are mostly in hand. Specifically:

- Draft minutes of 2025 meeting have been agreed by the committee
- Content of email to members with AGM papers has been agreed by the committee, subject to the deadline being changed to 22 May
- **Ann H** will add another appeal for committee members to this email
- **Ann H** will send out this email, with all papers as attachments, at least 28 days before the date of the AGM

- **Elaine** will then send a copy of all papers to Bob Cottis for the website
- **Ann H** will then send a reminder to all members about to the AGM 10 days prior, with a link to these papers to encourage members to read them
- Estimated that c11 people require papers to be sent to them by post; **Ann H and Virginia** to arrange printing and postage
- Online voting form: Ann H has created and trialled this with committee members but it requires tweaking and then re-testing so she will send it to committee members again. **All committee members** are requested to: (a) let Ann H know when they have completed the form (b) let Ann H know if they have received a confirmation email about their submission and (c) received a copy of their form
- The Annual Report and Accounts 2025-2026 are not yet complete but on track (**Terry & Rosie)**
- Terry will present a PPT at the AGM with key points from the papers; other officers to be on hand on the day to answer questions if required
- There will be a plant sale on the day but this will be advertised via the Newsletter rather than adding to the AGM papers; **M.J.** to provide copy to Virginia

8. Gift Aid wording

The wording on the renewal/membership form requires review in order to ensure compliance. Virginia had found and shared guidance about this from the TAT website. Questions to consider:

- Are we/should we use the TAT guidance as a template?
- How and in what way do we keep records of members Gift Aid information?
- How do the Membership Secretary and the Treasurer communicate about Gift Aid information?

Action: Discuss at the July committee meeting. Ann H to put on agenda and also check if there is a standard u3a (TAT) membership/renewal form which might provide help with wording

9. Policy reviews

Policies on Accessibility, Privacy, Data Protection had been circulated to the committee and were approved
Action: Elaine to put on website
Policies on Safeguarding and EDI to be circulated to discuss/approve at July meeting
Action: Annabel to circulate, Ann H to put on agenda

10. Open Day 2026

M.J. had circulated the review compiled by her, Anne B. & Sue. Some additions were suggested. The main issue is the date and its proximity to the Supporters' Lunch and Groups Fair (January). It was agreed that an early March Open Day works well in terms of recruitment, with the

membership year starting in April, and it should remain there, and the Supporters' Lunch should remain in January. The date for the Groups Fair is more flexible and it was agreed that it could take place in autumn, replacing the monthly meeting in October. However, there may already be a speaker booked for this so liaison with the speaker team is required
Action: M.J. to update Open Day review and save on Sharepoint, along with various other documents relating to the Open Day (template emails, publicity documents, timeline, group posters etc). Harriet to check with speaker team whether moving the Groups Fair to October would work for them

11. Newsletter

Virginia reported that the deadline for the next Newsletter is 14 May, for circulation during the week of the AGM. Noted that there are now only 6 members who have requested a hard copy, 3 of whom haven't yet renewed membership, so printing and postage costs will be much reduced.

12. Any other business

12.1 Ann H. will not be at the next monthly meeting
Action: M.J. to support Rosie & Ian with payments

12.2 Noted that it would be useful to have a central Exeter store (at the Mint if possible?) for items owned by Exeter u3a and used for monthly meetings and Open Days including A-frames, perspex A4 holders, 'feather' flag, posters, bunting, spare lanyards, signing-in sheets and other stationery etc.
Action: Anne B., Sue & M.J. to compile an inventory of items to identify space required and bring to a meeting later in the year

12.3 Terry concluded the meeting by thanking Anne B (attending her last meeting) for her service to Exeter u3a committee, particularly her contributions to Open Days and the 30th Anniversary celebrations. This appreciation was warmly endorsed by all present.

Date of next meeting: **Thursday 28 May, at 12pm** in the Worship Area at the Mint (immediately after the AGM). This will be a short meeting to complete any necessary formalities at the start of the new administrative year

Noted that there is a meeting pencilled in for Monday 1 June which is not required.
Action: Ann H. to cancel room booking

The next regular committee meeting will be on **Monday 6 July at 2pm** in the Wesley Room at the Mint