EXETER u3a

Minutes of the committee meeting of Monday 6 July 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, Virginia Rosenfeld (Vice-Chair), Pam Spencer

1. Welcome

Terry welcomed all, including Pam Spencer as a prospective new committee member. Pam indicated her willingness to be co-opted to the committee with immediate effect. Her co-option was therefore proposed by Ann Harper and seconded by M.J. Morgan and the committee voted unanimously to approve this.

2. Apologies for absence

Rosie Hydar (Treasurer), Sue Spence, Harriet Smith

3. Declarations of interest

None

4. Minutes of the committee meeting of 13 April 2026

The minutes were approved
Action: M.J. to send to Bob Cottis for the website

5. Matters arising from the committee meeting of 13 April 2026

6.1 Finance (item 6.1): Following the finalisation of the 2025-2026 accounts, Ann H will file with the Charity Commission once filing opens

6.2 Open Day (item 10): Not completed
Action: M.J. to complete Open Day review and upload documents to Sharepoint

6.3 Inventory and storing of Exeter u3a 'assets' (item 12.2): Not completed
Action: M.J. Sue and Anne B. to liaise to compile inventory of items and identify space required, to be discussed at a future committee meeting

All other actions in the minutes of 13 April 2026 had been completed, were in process or were on the agenda

6. Minutes of the committee meeting of 28 May 2026

The minutes were approved
Action: M.J. to send to Bob Cottis for the website

7. Matters arising from the committee meeting of 28 May 2026

7.1 Revised Exeter u3a constitution (item 5): The revised constitution having been approved at the AGM and sent to the TAT, it now needs to replace the old one on the Exeter u3a website
Action: Terry to send new constitution (non-signed version) to Elaine for putting on the website

7.2 Annual Report and Accounts 2025-2026 (item 6): Having been approved at the AGM, these now need to be sent to the Charity Commission
Action: Ann H to send to the Charity Commission once filing opens

8. Regular reports

8.1 Finance: In the absence of Rosie, there was no report

8.2 Membership: Ian had circulated a report by email

There are now a total of paid-up 789 members. There has been a drop in numbers between March 2026 and July 2026 due to non-renewers being removed from membership. In general, membership figure remain steady over the year.

Noted that we need to remove all lapsed members from the database after 7 years for data protection reasons but that we might like to consider doing this after a shorter period
Action: Elaine to check regulations about this and suggest a policy. Ann H to add to agenda for September meeting

505 members receive the *u3a Matters* magazine in hard copy, the rest are accessing the (abridged) electronic version. It was agreed that we need to check regularly whether anyone else would prefer this option
Action: Ann H to send members a reminder of this, including a link to the online version of the magazine

Following discussion, it was agreed that we should not have a differential membership fee for those opting to access the electronic version

8.3 Groups: Annabel had circulated a report by email

Some new convenors had attended a meeting in June which had been positive and helpful, particularly in helping them to access and be confident with the use of Beacon. This would be offered again in the future.

Anne Barwell is now co-ordinating all reading groups.

8.4 Speaker team: In the absence of Harriet, there was no report, but Terry announced that the team are still looking for volunteers to join them

9. AGM 28 May 2026

The draft minutes were agreed unanimously by the committee and will be put forward for approval at the 2027 AGM.

10. Committee roles and succession planning

Terry stressed the need to be thinking of this even at this stage of the year as there is still a vacancy on the committee and in March 2027 he, Rosie, Annabel and Ian will come to the end of their periods of office (3 years maximum reached). They may of course be replaced by someone who has done another role (providing the maximum 9 years is not exceeded) but bringing new people to the committee remains vital for the long term future and to bring in new ideas (it was noted that Ashburton u3a has closed due to lack of a committee). There is still a perception amongst the members that committee membership is onerous/stressful/time-consuming which is something that needs to be dispelled. As as first stage it was agreed that at the September meeting the plans of current committee members need to be shared in order to start planning a recruitment drive.
Action: Ann H to put on agenda for September committee meeting and share the chart she has compiled showing when individuals' periods of office officially expire. All current members then to email Terry before September to let him know their intentions following the 2027 AGM.

11. Gift Aid wording

In Rosie's absence, this was deferred to the September meeting
Action: Ann H to put on agenda

12. Groups Fair

It was agreed that in order to move it away from the Groups Fair (January), the Open Day should be moved to October, However, as one has already been held in 2026 (March 3rd), this would not be necessary until October 2027. The committee has already asked the speaker team to 'release' the monthly meeting date (22 October) to accommodate this, so they would need to be informed about the change of plan
Action: Ann H to contact Frances Berry to find out if the speaker team has booked someone for October 2026

Post meeting update: According to minute 10 of the committee meeting on 13 April, it was not the <u>Open Day</u> that would move to October but the <u>Groups Fair</u>

13. EDI & Safeguarding policy reviews

These had been discussed via email, agreed by the committee, and are now on the website

14. Beacon Members' Portal

Elaine had attended a meeting with other u3as about this and circulated a report. Creation of a Portal could considerably reduce the workload of the Membership Secretary over renewals and new memberships, although there would be a charge of 50p each for any financial transactions due to the system being run through PayPal. It was agreed that with both Membership Secretary and Treasurer standing down in March 2027 it would not be a good idea to look at this in detail now, but that the possible benefits could be explored, alongside the 'extras' which could be bolted on (e.g. PFV fees, self-management of group membership etc). A working group to take this forward could be considered

Action: Ann H to put on agenda for September meeting

15. Newsletter

Virginia reported that there are only 5 people without email who require a hard copy of the Newsletter, which has resulted in a reduction in workload and costs. However, 4 who were due to collect the last edition's hard copy from the monthly meeting had yet to do so. It was agreed to bring these to the July monthly meeting and offer the service again for the next Newsletter but if there is no further uptake the offer should be discontinued.

16. Any other business

16.1 National Poetry Day event (1 October): nothing for the committee to do unless the organising group requests help

16.2 Confirmed that Keith Shaw has agreed to be the independent inspector of accounts for 2026-2027

Date of next meeting:

Monday 7 September, 2pm at the Mint