

## EXETER u3a

### Minutes of the committee meeting of Monday 2 March 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, Rosie Hydar (Treasurer), Virginia Rosenfeld (Vice-Chair), Harriet Smith

1. Welcome

Terry welcomed all

2. Apologies for absence

None

3. Declarations of interest

None

4. Minutes of the meeting of 5 January 2026

The minutes were approved

5. Matters arising from the minutes of 5 January 2026

5.1 Chess Group: Annabel had liaised with the convenor as per the minutes and reported that the group is still meeting in the Central Library

5.2 External examination of accounts: Terry had discussed with Keith Shaw his experience, skills and knowledge for the role of examiner and recommended to the committee that he be appointed. The committee formally **approved** this, subject to a review at the end of the 2026-2027 financial year

Ann H reported that her research showed that it would cost c£300 to appoint a commercial company to fulfil this role. This was noted for the review in March 2027

**Action:** Terry to forward the information concerning Keith Shaw's suitability to Ann H for the files

*All other actions in the minutes of 5 January 2026 had been completed, were in process or were on the agenda*

6. Regular reports

6.1 Finance: Rosie tabled a paper showing the current state of the 2025-2026 account

Noted that the TAT membership charges for u3a mailings should be lower due to 70 opting not to receive a hard copy of the magazine

**Action:** Rosie to check that this is in line

Gift Aid not sorted yet due to technical issues but should be completed for the year-end

Rosie reported that she can now identify transactions individually on the SumUp device but they cannot be printed out so she is taking a photo instead and storing this on the Google drive  
Agreed that we need someone else trained to use the SumUp device; Ann H volunteered

**Action:** Rosie & Ann H to arrange training

Noted that cash and cheque payments by members remain difficult and time-consuming but hopefully the availability of the SumUp device will encourage more electronic transactions

## 6.2 Membership: Ian had circulated a report by email

780 full members, 26 Association members, 25 resignations/non-renewals to date, but renewals/registrations and resignations for 2026-2027 are still ongoing. 'Reminder' email to go out later in the month, with an additional line advising those who have already notified him of their resignation/non-renewal should ignore and delete the email as their details will be removed from the u3a database at the end of March

Noted that the wording about Gift Aid on the membership/renewal form probably needs reviewing/editing to make the information clearer

**Action:** Ann H to add to agenda for April meeting

## 6.3 Groups: Annabel had circulated a report by email

Anthropology convenor had since stepped down but has already been replaced  
Annabel noted that the Supporters' Lunch, Groups Fair and Open Day this year have happened in quick succession and perhaps we might review this if it is creating too much time pressure

**Action:** Ann H to put on agenda for April meeting

Exeter u3a no longer has a Safeguarding Officer but it isn't clear whether we need one

**Action:** Ann H to add review of Safeguarding Policy to agenda for April meeting

## 6.4 Speaker team:

Harriet has joined the Speaker team and reported that all monthly meetings for 2026 now have a speaker except October

The team would still like one more person to join the team to bring ideas and share the load

The event for National Poetry Day on 1 October is going ahead; Frances Berry is liaising with Amrita Mohan and Loran Waite about the arrangements

An email from the TAT about defining 'non-political' speakers had been received and shared with the committee

**Action:** Ann H to forward this email to the Speaker team

## 7. External examination of accounts 2025 and 2026

See 5.2 above

## 8. AGM (28 May)

Drafts of documents which need to be sent to all members will be circulated to the committee by Ann H in the next few weeks

Noted that the 'notice of meeting' needs to include a link for online voting

Draft minutes of the 2025 AGM: Agreed that item 8 should be revised to note that Terry Ancell was elected chair

Committee 2026-2027: There is some confusion about the 3-year maximum rule for committee membership. Ann H had contacted the TAT and discovered that the Exeter u3a constitution only allows for 4 Officers (Chair, Vice-Chair, Secretary, Treasurer) which leaves uncertainty about the eligibility to stand again of those occupy administrative roles rather being an Officer. The constitution also contains a list of 'Objects' which might need review. If anything does need changing, this will have to be done at the AGM

**Action:** Ann H to talk again to the TAT to get clarity and report back to the committee

## 9. Policy reviews

Finance Policy (due 2025): Rosie and Terry have checked this and proposed minor changes:

- (1) Change from 2 year review to 3 year review
- (2) Move review dates to the end of the document
- (3) Correct typos

The committee agreed to these changes

**Action:** Terry/Rosie to update Policy and send to Bob Cottis for uploading to the website

Noted that Code of Conduct and Data Protection Policies have been updated, subject to the dates of the updates being recorded on the documents

6 more Policies need reviewing in 2026; agreed that these need to be spaced out throughout the year

Agreed that some Policies need to be moved from 2 year review to 4 year review

**Action:** Ann H to add review of Privacy Policy to agenda for April meeting

## 10. Open Day, St Stephen's, Tuesday 3 March 2026, 10am-2pm

M.J. reported that everything is in hand; some members of the committee will go to St Stephen's straight from the meeting to do some setting-up

Noted that it would be useful to create a folder in Sharepoint in order to:

Record 'How to' organise the Open Day (timeline, resources etc)

Store templates of key documents for the event, including standard emails

**Action:** Elaine to reactivate M.J.'s Sharepoint account to enable uploading of Open Day material

## 11. Convenors' Beacon privileges

Some convenors have requested to see more contact information about Group members and be able to edit this (currently Ian, as Membership Secretary, receives updates and edits members' contact details). Some convenors have also requested access to all 'standard' emails stored on Beacon. The committee rejected both requests, as there is no case for convenors

needing this additional Beacon access and were it to be allowed there could be issues with members' privacy and overall control of access to Beacon

**Action:** Elaine to relay these decisions to the convenors involved

## 12. Beacon Member's Portal

Elaine had circulated to the committee an example of how a u3a Membership Portal might work (as developed by Worcester u3a) which could allow members to do more of their own membership management (e.g. annual renewal) and therefore possibly reduce work for the committee. It was agreed that this could usefully be explored further and possibly piloted/trialled with a small group of members

**Action:** Ann H to put on agenda for June meeting

## 13. Newsletter

Virginia reported that the deadline for the next Newsletter is 12 March; reminder email to be sent on 5 March

Noted that this would be the last free distribution of hard copy versions of the Newsletter; thereafter members wishing to have a hard copy will need to pay £3 to cover printing and collect it from a monthly meeting. Virginia will reiterate this new policy in the Newsletter

Two committee items which need to go in:

(1) Preliminary AGM information

(2) Information about possible changes to Exeter u3a constitution (see 8 above)

## 14. Any other business

14.1 Rosie noted that some members are still unable to do online payments due to lack of knowledge and skills and that maybe Exeter u3a could offer support with this. Agreed that this could be quite difficult to do and that perhaps the use of a Beacon Membership Portal (see 12 above) might enable us to promote and support use of online banking instead

14.2 Bob Cottis had reported that there are a lot of online photographs taking up space on the u3a website. He would also appreciate some help re the website in general

**Action:** Elaine to contact Bob to find out more and investigate possible solutions

Date of next meeting: Monday 13 April 2026, 2pm in the MLK Room at the Mint