

Carlton, Gedling and District u3a Meeting of Executive Committee

10.30 am – 12.15 pm Tuesday 26th August, Manor Green Community Centre

1. Attended – Jackie Taylor, Jenni White, Sue Warren, Paul Christie, John Preston, Cheryl Larcome, Gayle Harris.
2. Guests – Nil
3. Apologies – Sandra Stanley, Mark Reynolds, Teresa Clark, Ann Taylor
4. Minutes from last month – Question re Newsletter reviewed agenda, note of intention to amend dates at Newsletter 10 b. as at time of meeting we were awaiting Clare Quiggley's confirmation of proposed plan.
Otherwise agreed as an accurate record of July's Committee Meeting
5. Matters arising not otherwise on the agenda – Nil

Reports

6. Chair
 - a. Attendance at General Meeting – 149 attended, 2 new members, no guests
 - b. Handovers, are these complete? In most part. Sue awaiting Marks return for Business handover. Further input for Beacon and OneDrive might be welcome. Ongoing training requirements please contact Chair or vice chair. Bank has caused delays for the Treasury team to fully hand over.
 - c. New Venue – Several suggestions received following GM. Few local venues offer space for the large number of members required. A Sub-Committee has been formed to visit venue suggestions (Jenni, Teresa Clark, Teresa Storey, Jackie) and feedback. **Action – Gayle to contact GBC to find out details and request support in finding suitable future venue.**
 - d. Guide Dogs – u3a insurance, risk to dog and owner during activities, liability. A request has been made for a guide dog user to join the Striders walking group, which tends to aim for the more arduous routes for their activities. Committee members have been asked to investigate the safety for all participants including the dog, u3a's insurance and legality. Committee decisions – Disclaimer for members at additional risk, full disclosure of anticipated heightened risk factors. Reasonable adjustments offering either Five miles and a cup of tea or Stroller's groups as 2 other options.
Action – Gayle format a disclaimer and disclosure letter.
7. Business Secretary-
 - a. Richard Herrod Centre has been booked until April 2026 for the General meetings, including amended dates where double booking has occurred.
 - b. All members on email have been informed of revised dates and interest group clashes are being managed. Members not on email will be written to directly,

also they will be advised that a copy of the newsletter will be posted to them in future. **Action – Cheryl compose and send letter**

- c. Sue has updated Committee members names with the Third Age Trust and Nott's Network but awaiting data for updating with the Charity Commission.
- d. Asset Register- Sue is reviewing register at present. Some items are not with last person registered so attempting to identify current holders. Some assets have been identified as not fit for purpose.

8. Treasurer –

- a. Paul C has reported that not all finances are robustly covered with the correct details to assure full oversight of income and outgoing funds. A request for a standard template to be used by all members claiming or paying in funds to be used and forwarded to the Treasurer with the monies. **Action – Paul C formatting Headed paper for formal communication**
- b. Presently there are several ways to transfer money, the committee discussed the use of PayPal costing 40 pence per transaction. Committee decision – reduce emphasis on using PayPal with a view to stop using it entirely. Message to be communicated via email and Newsletter. **Action - Paul C to speak at next GM.**
- c. Paul C has requested all conveners have an abbreviated group identifier, e.g., 4 letters + a number i.e. Fren 1 or Fren 2 (French beginners or French Conversation). Conveners to offer suggestions. Identification of which venue, trip or show will also be required where relevant.
- d. A glossary to be formatted to simplify recording by the Treasurer.
- e. New Assets – Paul C has requested funds be used to replace items no longer fit for purpose. Committee decision – purchase 2 laptops and 2 smart phones. **Action – Paul C to investigate and cost**

9. Membership Secretary –

- a. C&G u3a has 514 members, 43 have resigned membership via non-renewal, 1 member has died. We have 11 new members this month, 25 associate members, 1 guest, 1 honorary and awaiting confirmation of previous chairman and memberships secretaries' honorary status to be confirmed. **Action – Jenni to investigate**
- b. A request to be circulated for Committee members and Conveners to wear their lanyards at the GM's. **Action – Vice Chairs to circulate request.**

10. Newsletter –

- a. Clare has reviewed the timeline for receiving submissions for newsletters. The final date is now the last Thursday of each month. Schedule attached in email.
- b. Clare Quiggley has given notice of her resignation as Newsletter Editor in June 2026. A new member will be requested in advance to ensure continued production of our newsletter after that date.

11. Minutes and Social Secretary -

- a. New Members leaflet for general meetings – attached in email for Committee oversight.

General meeting oversight – Template completed with responsibilities identified.

- b. Committee Meeting Minutes, oversight and final version on Shared drive. Committee decision – Minutes to be forwarded to Chair / Vice Chairs to view, they will be shared to all committee members from Chair. Once agreed as full and accurate at the next committee meeting, Gayle will email them to Graeme Bunting for filing in OneDrive shared folder.
- c. December Social – if the drama group is up and running, they may be able to provide entertainment for the event. If not, we would look to book a band.

12. Interest Group Coordinator

- a) Interest in reforming a drama group has been requested
- b) Suggestion received from August GM – could we look at interest in forming a Boules team please? Deferred till Sandra's return.

13. Speaker Seeker –

- a. Janet has amended the GM dates with the planned speakers for both September and October.
- b. Septembers speaker is running a Quiz, do we need to provide pens, paper etc?
Action – Teresa liaise with Janet to confirm.

14. AoB –

- a. Janet Allen recalled there may be funding from previous Trips and Visits unused. John has investigated this but has not found any record of the money.
- b. A request has been made for volunteers to help collect for the Poppy Appeal this year. Members are requested to offer themselves for helping at local shops and venues to help the charity from October 25th to November 11th. Action – Sue to circulate request via the Newsletter.

Next Committee Meeting. *10.30 to 12.15, Tuesday 23rd September, Manor Green Community Centre*