

Carlton, Gedling and District u3a Meeting of Executive Committee

10.30am – 12.00 pm Tuesday 20th January, Community Room Manor Green

1. Welcome – Mark Reynolds, Jenni White, Paul Christie, Sue Warren, Cheryl Larcombe, Gayle Harris, Teresa Storey
2. Apologies – John Preston, Teresa Clark, Sandra Stanley, Ann Taylor
3. Minutes- November record, Actions completed except MR contacting N.Notts Network, although this is in hand. CL highlighted amendments re phone sim payment, laptop insurance via u3a and network provider.
4. Matters arising not otherwise on the agenda

Reports

5. Chair
 - a. December 115 at Christmas social including visitors
 - b. January attendance - 138 plus 5 visitors, 3 new members
 - c. New Venue – CPC. Following visit January 6th Committee members agreed the venue provides for all our requirements. **Action – SW include in Newsletter** (venue details, max number, upstairs and downstairs seating available and unless otherwise advised all meetings currently held at RHC will remain at the centre for the time being). CPC have an Advertising 'sandwich' board, **Action TS to identify best person to design a poster.**
 - d. Succession Plan & Timetable – MR has identified a timeline for Committee issues to be managed. January identifies those stepping down from committee roles. MR has completed his 3-year term as has JP, so a new Chair will be required as will a second support treasurer. GH has tendered her resignation to step down due to ill health. Throughout the meeting several committee member roles were identified as being required. **Action – MR to organise advert/meeting for role expectation.**

6. Business Secretary

Update report – Asset register has been updated to include all new purchases
Charity Annual Submission – completed by MR and submitted
MR to provide Annual General Meeting details to SW

7. Treasurer

- a. Progress on Banking Arrangements – PC has reduced number of accounts, there is now a main account, where predominantly membership subscriptions will be paid into. A Groups accounts which holds funds for the interest groups, i.e. Trips and Visits, Dine out etc. and a savings account. PC is transferring the funds currently in the PayPal account into the main account. Total finance January 2026 is £23,094.38.
- b. Update report. TSB accounts will continue to be used until July 2026 (a report from which will be prepared ready for the AGM) When the option to transfer all funds into a Co-Op account will be investigated.
- c. PC has identified that a second assistant treasurer familiar with excel spreadsheets is required to support the function when PC is away.
MR will add this to the action above (5d).

8. Membership Secretary

- a. Update Membership – total membership 543 / 25 Associates, 1 guest, 7 Honorary/
New members 7 / Leavers 0
- b.

c. The membership team includes CL as lead with Bridget Meats, Jennifer Preston, Jenni White, Debbie Parnham and Maggie Martinez. CL identified that although the team can support the lead role, they are not able to fully take over when CL is away. **MR will add this to the action above (5d)**

9. Newsletter –

- a. SW will be away for a month from the middle of February so will only be able to compile a limited newsletter for issue in March unless another assistant can be found to help.
- b. CQ has requested we advertise for an Editor for the Newsletter when she steps down in June. **MR will add this to the action above (5d)**

10. Minutes and Social Secretary – A team has been requested to help with this role. **MR will add this to the action above (5d)**

11. Interest Group Coordinator –

- a. The option of a boules group has been investigated, there are two Nottingham clubs, one at Daybrook and one at Rushcliffe. The Daybrook club requires individuals join their club. Rushcliffe is available for pitches to be booked when required.
- b. Conveners have requested further training on the Beacon system. **Action SS or TS to contact Richard Downing to organise.**
- c. CB has confirmed the Discussion group, which has met twice, is doing well.
- d. The proposed conveners for a family history group are arranging a date to meet to discuss how and where this group will run.

12. Speaker Seeker – Speakers organised by JA for all of 2026

13. Marketing

Advertising – TS has contacted the NG4 magazine and is undertaking a negotiation to advertise on a ¼ page as well as a line entry under activities. The new GM venue has been updated and the membership phone number included in the script. Several options were submitted at the meeting however, initially MR will discuss with PM and N.Notts Network for wider insight. **Action – MR contact PM and N.Notts Network.**

14. AOB – a suggestion tabled for raising interest in becoming Committee members could be a meeting at the CPC café after a GM, to be confirmed.

Next Committee Meeting 10.30to12pm,Tuesday 24th February, Manor Green Community Centre