Carlton, Gedling and District u3a Meeting of Executive Committee

10.30 am – 12.15pm Tuesday 20th October 2026, Manor Green Community Centre

1. Attended- Jenni White, Barbara Lane, Cheryl Larcombe, Sue Warren, Paul Martinez, John Preston, Jackie Taylor, Teresa Clark, Teresa Storey.

2. Apologies - Sandra Stanley, Gayle Harris, Ken Brown

3. Minutes from the last month - the minutes of the meeting held on 22nd September were agreed as an accurate record of the September Committee Meeting

4. No matters arising not otherwise on the agenda

5. Chair
    a. 2 visitors at a busy general meeting this month, car park full
    b. Richard Downing has been asked for dates when he could do further Beacon training ASAP. Beacon training also available from central u3a Beacon team for specific roles. Also OneDrive training
    c. Chair's home address is on central u3a website, and Charity Commission website, and so u3a post will go there though previous addresses still crop up
    d. Mark Reynolds has supplied a letter from the auditor saying accounts have been reviewed, found to be well organised, no issues found. We need to organise a new auditor for next year. Action- JP to discuss with MR. The letter may be needed by Charity Commission etc Action - SW to investigate.
    e. Need for additional minute taker, and efforts already tried, discussed. Plan to add to PM's mini member survey. Action - SW liaise with PM.
    f. Discussion of trustee role, and need to warn prospective committee members somewhere on our website, that past insolvency, and convictions may exclude them from roles. Action - JW inc need for clarification of definition of a trustee.
    g. JP has liaised with Florina Hart at CPC. Payments are up to date, and invoices will be sent monthly. They enjoy our use of their church. Re renewing our contract to hold the General Meetings there from 9.30-13.00, they wish to increase the hourly rate from £35 to £50 an hour % increased fuel costs, a sharp increase. Action - JP to negotiate with FH.

6. Paul Martinez - holds publicity role within the convenors support group of Notts Network. Reviewing our current publicity activity, social media Facebook not fully managed, negligible activity on Instagram. Website is good. Possibility of utilising AI for search optimisation needs exploring. No current leaflet for libraries etc, and approx 30 posters out locally.
   Suggests handing over role to new publicity person led from the committee, possibly utilising members of previous publicity groups archived on Beacon.

- Suggested mini member survey looking for recruits for various roles to be put on chairs at the next General Meeting Action PM to draft, TS to print
- Zoom discount for General Meetings application stalled. Action PM to continue to pursue

7. Business secretary - Microsoft family package renewed, and now being fully utilised

8. Treasurer -
    a. Auto renewal of TrendLife security service plan occurred before it could be cancelled. Action JP will cancel to prevent further auto renewal
    b. Concerns raised about group floats not being recorded on Beacon, may be raised at Convenors Social
    c. R Downing raised concern re approx £18K in business interest account, and ideas discussed about how this surplus could be utilised to benefit all members fairly. Ideas were membership fee freeze or reduction, more free refreshments at meetings Action all to bring ideas to next meeting, JP and BL to bring list of planned outgoings too, JP to define what different accounts are used for.
    d. PayPal - BL now has access to manage. Payments via PayPal cannot be refused, but do not wish to promote. Action GB amend website
    e. Cheques can be processed if necessary
    f. Sum up machines - some convenors have issues, and BL unable to ascertain data from them which factory reset will not change. TC suggested buying 10 new machines, inc spares ASAP. User group comprising CL JP TC Janet Whitchurch, Maggie Martinez suggested to quickly decide which models are best option. Action JP to look at models available, and share with group, SW to label new machines, TC to hold spares.

9. Membership - current members 528 inc 5 new, 1 guest, 7 honorary, 32 associates.

10. Newsletter - JT reported good feedback inc for additional column in calendar. Has made submission to Newsbites. 10 copies left over from General meeting for new members mornings

11, Minutes, Social Secretary CL reported no response from letters sent out to recently joined members about meeting the committee. No enquiries at committee table.

12. Interest group coordinator Awaiting agenda for Convenors Social 23/10 Aim JW and JP to speak for 5-10 mins, and then JT re photos, and an encouraging, positive approach.

13. Speaker seeker - no issues
14. AOB - none

Next committee meeting 10.30.12.15, Tuesday 24th November, Manor Green Community Lounge