

Minutes of Wrekin u3a Executive Committee Meeting held at 15:30 on 9 June 2026 at Christine Avenue Wellington

1 Attendance

Present: Karen Appleby KSA (Vice Chair), Amanda Dowd ALD (Secretary), Pam Mundy PMM (Chair), Paula Rushton PJR, Linda Tipper LT, Erica Widdowson ESW.

Apologies: Sue Cheshire, Gill Moore, Paul Masterman, Neil Nisbet (Treasurer).

2 Minutes of the Committee Meeting held on 12 May 2026

Accepted as a true record and signed; proposed by LT, seconded by ESW

3 Matters Arising

3.1 Action Points Update

Action Point	Action	Who	Date initiated	Date Completed	Comments
1. To update constitution and Policies on website	To read and update policies and documents and bring to the committee	ALD NN	7/05/24	Ongoing To be completed by 2027 AGM	Draft policy submitted to the committee and discussed. To be added to agenda of Strategy Meeting which will be scheduled when NN is available.
2. To investigate use of Pay Pal	Meet to discuss viability of Pay Pal system.	NN ALD GM PMM	10/12/24	Ongoing, pending NN's availability	
3. To clean/dispose of obsolete IT equipment	To remove data from equipment and dispose	ALD GM	10/06/25	Ongoing	Will be reviewed in April between ALD and NN.
4. Future proofing key roles	All committee members, DW, HP to be approached for suggestions how their role could be continued in their absence	ALD (for DW) and LT (for HP)	14/4/26	Ongoing	Needs completing by October, so it can be approved before the Christmas break, perhaps drawing more on TAT templates. ALD to circulate current templates to officers

Minutes of Wrekin u3a Exec Committee meeting 9 July 2026

Action Point	Action	Who	Date initiated	Date Completed	Comments
5. TAT member survey	Paper copies of TAT survey to go to GM for circulation to Bddies	ALD/G M	6/5/26	Closed	We have reminded members of the extended deadline. All paper copies sent out through Buddies network
6. Working with other charities	Ascertain TAT policy on the subject	ALD	12/5/26	Closed	TAT have said that we can ask our members to volunteer as individuals; Wrekin u3a may only work with other charities if the charitable objectives are compatible
7. School readers Charity	Pending action point 6 above, publicise request for volunteers	KSA	12/5/26		Will publicise the request for volunteers through eNews ("approached by" section) - we will not support charities that are asking
8. New interest group, curling	We will send general email for expressions of interest, and determine Village Hall availability for 2 hours	PMM/ PJR	12/5/26		Only 3 people expressed interest so far, with different days and times. (as of 13/6/26). PMM continue to pursue
9. Some groups are having problems with venue/attendance	Contact group leaders to see resolution	PMM	12/5/26		PMM had not previously been informed of these issues; and she has been having difficulty with leaders contacting her. Email reminder sent (post 13/6/26 meeting)
10. Engage with committee	Trustee profiles on eNews	KSA	12/5/26	Closed	Progressing and feedback has been positive, will continue
11. Gift aid return	Generate Gift Aid spreadsheet for HMRC return	ALD/N N	12/5/26	Closed	Spreadsheet drawn up by RP and forwarded to NN by ALD

Action Point	Action	Who	Date initiated	Date Completed	Comments
12. Committee printing costs	Treasurer will be approached	PMM	12/5/26	Closed	Trustees have been invited to provide bank details for payment or decline monies
13. Dropbox accounts	Required for new trustees	PR SC	12/5/26		SC, PJR and ESW will have seminar with ALD

4 Standing reports

Reports were submitted and circulated in advance; they were taken as read unless author had highlighted issues to be discussed

4.1 Correspondence (ALD)

4.1.1 Members Insite Survey

The deadline for completion of the survey was extended by 2 weeks; this was publicised in the eNewsletter

4.1.2 Ian Cassidy (CEO TAT), circular 4/6/26

Volunteers Week, so we were thanked for our contribution! Other issues:

- Asked for volunteers to join TATTL (Third Age Trust Trading Ltd) Board as Non-Executive Directors and volunteers to join the Digital Services Advisory Group. Full details on both roles, with information on how to apply, are on the [volunteering page on the u3a website](#).
- The AGM will be held on Wednesday 14 October 2026 at The Midland Hotel, 16 Peter St, Manchester M60 2DS, as a hybrid meeting allowing delegates to attend in person or online. Deadline for submitting resolutions for AGM is now passed (it was 5/6/26).
- Reminder that all u3a's must have a current CLA licence before copying or re-using any digital or printed material. Do we need to check that none of our interest groups compromise this? PMM will contact GLs to ensure compliance
- New programme of bespoke holidays exclusively for u3a members and friends has been launched – *u3a getaways*
- u3a week this year will be 19-27 September, with a theme of Expanding Horizons – do we want to do anything? No a lot of enthusiasm to promote ourselves (sufficient membership), but we might celebrate ourselves at the 22 Sept MM - with cakes from Cheryl (pre-cut traybakes or cupcakes - **KSA to approach**)
- Free workshop planned for Wednesday 10 June 10:00 – 11:30 on *Contingency and Succession Planning*
- 2026 u3a essay competition is now live – we are asked to share this opportunity with our members. Information on [u3a 2026 essay competition](#) - will be publicised in the next eNewsletter (**action KSA**)

4.2 Interest Groups (PAM)

The groups are quite stable and currently looking to form an Indoor Curling group with two other suggestions for groups in consultation stage.

We still require more members to come forward to champion new groups and this situation is on going.

There hasn't been any interest in leading Peter West's groups.

Minutes of Wrekin u3a Exec Committee meeting 9 July 2026

Simon Harwood has agreed to take over from ALD as leader of TaiChi group and a Beacon account has been set up for him accordingly

4.3 Engagement and New Members (KSB)

4.3.1 New Members

Current email list = 45 (26 members from last year + 19 since beginning of March).

4.3.2 May Drop-In

- 2 recent new recruits joined some regulars on Bank Holiday Monday.
- Plenty of lovely cakes on offer but no teacakes this time.
- The new 10.30 start time seems to be working.

4.3.3 MM Visitor Desk

Sylvia and KSA manned the desk at the May General Meeting and welcomed 1 visitor.

4.3.4 Engagement

- Committee Corner launched on June's e-news introducing Pam and Karen and a focus on the committee's succession planning.
- Neil and Mandy will feature in the next issue.
- Committee to agree on July's focus at this week's meeting.
- No response to a request for Comms volunteers.

4.4 Treasurer (NN)

The surplus at the end of May amounted to £980 as compared with an expected surplus (budget) of £1,192 – the variance is predominantly explained by a shortfall of Income relating to Gift Aid. I have now received the ods Gift Aid file and so will submit our claim this week.

The main observations from the Balance sheet relate to Prepayments and Liabilities.

- In respect of Prepayments there are two such items, these being:
 - £100 – Prepaid deposit for Speaker
 - £780 – Prepayment of Coach fees for the Salford Quays Trip. (This has increased in the month by £115 as requested by Moira Curzon).
 - £60 – Wellbeing Income for May – paid into the main account in June.
- In respect of Liabilities the sum of £1438.92 is explained as follows:
 - Bridge Group outstanding monies - £83
 - House and Gardens Trip RHS paid in advance by members, in respect of the Trip to Charlecote - £144
 - Salford Quays Tip paid in advance by members - £529
 - Village Hall fees reserve for May meeting - £90 (has been paid in June)
 - Speaker fees – April meeting - £50 (paid to Erica so as to enable the speaker to receive the sum for their respective charity)
 - Wellbeing group Accommodation reserve for May - £80 (paid in June)
 - Come dine with me – reserve for expenses - £21.03
 - Group excess funds relating to :
 - a. House and Gardens group - £28

- b. Annual Meal receipts - £60
- c. Shakespeare Group - £84.89
- d. Wellbeing group - £199 (though this will reduce by £80 because of the planned use of funds in March and April)
- e. Craft group - £1

4.5 IT (ALD)

4.5.1 Website

DW has been approached regarding the committee page and has updated this with photos (where available). Initial update replaced contact form links with direct email links (which are contrary to cybersecurity recommendations) After discussion, David has returned these to contact form links. Other modifications to website have been communicated by Paul Masterman.

David has expressed concern that instead of one point of contact he appears to be being directed on modifications to the web site by ALD, Paul Masterman and Roger Phillips. **Will be clarified by comms team and ALD will clarify with RP.** He commented that we do not seem to realise that he is just one person; ALD offered the opportunity to find assistance, which he declined. He also declined the request to draw up a succession plan for his role.

4.5.2 Beacon

It is now possible (with a tick box) to toggle between showing the emergency contacts or not in the members list. **(ALD will notify GW who raised this matter)**

Training course for Groups Co-ordinator was attended by ALD. Key points gleaned:

- A new course “Beacon for the Terrified” has been developed, specifically for Group Leaders (very popular so far!) ALD enquired if it was possible to allow Group Co-ordinators access to this material to deliver to their own group leaders – will be investigated
- Concern over group leaders handling monies for their groups – specifically collecting, paying in the monies to their personal accounts then transferring to the u3a account (possible income tax implications?). Suggestions such as SumUp devices for direct payment to u3a account was discussed – but not sure this is feasible, but the Beacon group ledger was promoted. Can get around the issue of tax/ money laundering issues by group leaders having some paying slips for the u3a.
- There is an interesting “token” in the email function, whereby you can include all the groups a member belongs to in the email message (where relevant of course!)

4.5.3 Dropbox

All exec committee reports (as they are received) have been uploaded into Dropbox (specifically Dropbox\Wrekin U3A\Wrekin u3a\Governance\Executive Committee Meetings\2026-2027\Reports, for this year)

Awaiting notification of Dropbox accounts for new trustees

4.6 Membership and Buddies (GM)

Nothing to report

4.7 Communications (PM)

The comms groups have been working on the content of a new comms members survey

PWM's report had not reached all committee members - recommend in future use Beacon to ensure complete circulation

Minutes of Wrekin u3a Exec Committee meeting 9 July 2026

4.8 Volunteers (ESW)

Nothing substantive to report. No WhatsApp group set up yet, but is in hand (emails have not been effective)

5 General meetings

5.1 Last meeting

Went well (ALD had stood in for the scheduled speakers, who had been unable to attend), but the sound system was unreliable. PJR will speak with the village hall management to ascertain where the problems might be and who is responsible for ownership.

5.2 Forward schedule (ESW)

ESW is following up with forthcoming speakers (who have been booked for some time) and has the programme booked to Jan 28. She also has a list of stand-ins for future emergencies.

6 AOB

6.1 Annual lunch

LT is happy to organise it for 2027, with assistance from ESW. Will use BACS payment only. Date will be 2nd Tuesday in Jan (probably). LT will look at Hundred House and Lilleshall hall.

6.2 Celebrating u3a

In order to support the “celebrating u3a” event in September, KSA suggested that we ask each group to submit a group photo representative of what they do, to be judged by Photographic group and displayed at the event in September; this was agreed to be an excellent idea and should be progressed (***Action KSA***)

7 Date of next Committee Meeting

The meeting closed at 17:15

The date of the next meeting is scheduled for Tuesday 21 July 2026 at 10:00 (rescheduled from 14 July) at 31 Christine Avenue, Wellington. Apologies received from LT, PJR.