

EXECUTIVE COMMITTEE OF TADLEY AND DISTRICT u3a
Minutes of the meeting held on 9th January 2026

Present: Mike (Chair); Andy (Minutes); Carol; Diane; Gail; Jacki; Steve; Sue G; Sue T; Tricia;

Apologies: Colin; Pam

Lynda Mead joined the meeting later, as a guest

The minutes from the meeting held on 14th November 2025 were agreed and signed off. (See at the end of these minutes re date of February meeting)

Matters arising – None

Chairman's report

Mike is to send Andy a copy of the safeguarding policy and associated documents for posting on the website, when he has made necessary amendments. **Action: Mike/Andy**

The Link wants copies of risk assessments from groups which meet there. **Action: Jacki to notify appropriate group leaders**

Generally, group leaders need to review their risk assessments. **Action: Jacki to notify group leaders**

A template needs to be provided to group leaders who have not yet prepared a risk assessment. (See **Trips** below).

Regarding the Committee's response to motions, this was recorded in the minutes from 10th October 2025:

How do we handle motions in the future? It was generally agreed that any motions should be discussed at Committee and a decision made then. The motion and the decision would then be explained at the AGM and the issue would be closed, whatever the outcome.

Secretary's report – None

Treasurer's report

Lynda is still to collect 50p per cheque but Steve will not be transferring the cost of cheque processing from the Social Account to the Charity account and this will be monitored to assess the impact.

As banks are charging for cash and cheque processing this costs us about £500 per year. We need to encourage members to use BACS.

Membership cost will not be increased next year.

Andy noted that there is no back up for Steve so an appeal for a helper will be posted in the monthly newsletter

Action: Andy

Membership Secretary's report

We now have approximately 700 members (sometimes Beacon is vague) with 56 having joined since last year.

Anyone joining since Christmas 2025 will not need to renew until 2027.

There will be one open day for renewals in March, otherwise members will have to renew on Speaker Meeting days.

The renewal process will be trialled before going live to make sure everything works.

A reminder needs to go out to all members that they should provide emergency contact details.

Action: Andy

The renewal form needs to be amended to have the date removed and to highlight personal responsibility on trips. (See below)

Action: Diane

Trips

Mike passed round an AI generated summary on trip safety together with various example risk assessment documents, covering day trips and coach trips. If we are to use these, they need to be rationalised. A subcommittee consisting of Lynda, Mike, Diane and Andy is to convene, to rationalise the forms. Diane was asked if she can arrange for the renewal form to be amended and printed.

Any other business

Steve confirmed that the annual report has been submitted to the Charity Commission

Steve said that he will be absent for the February and March meetings.

Date of next meeting

Friday 13th February (not 9th, as stated in the November minutes)