

**Meeting of the u3a Committee held at the Bradford Club
10.30 am Thursday 15 May 2025**

Minutes

Attendees: Chair, Ros Garside (RG); Phil Barker (PB); Alison Wright (AW); Joan Spencer (JS); Roger Broadie (RB); Roy Hodson (RH); Francis Marslen-Wilson (FMW); Debbie White minute taker.

	Agenda Item	Action	Lead
1	Welcome and Introductions		
2	Apologies Dianne Excell, Paul Webley, Dave Marshall		
3	Declarations of Interest None		
4	Minutes of the Last Meeting 5. JW should read "John Caswell", RW should read "RH". 12. Latest membership number issued is 1002 (v.1102) After the above corrections, agreed to be accurate		

5	Matters Arising 5. Newsletter– RG & RH met with Steve Brown – need house style, accurate, relevant, concise. RH will make templates for formatting overall newsletters & group entries (official fonts etc on Google.) RH to draft email to group leaders, send to RG & Steve to look through. Could invite to Tech. Group. PB has relevant doc saved, will send to RH. May Broadway event successful, outside former M&S. A few interested in joining or trying speaker meeting. 8. PW to keep updating re risk management. Equipment – DM to take to PB’s house. Defib. needs attention, been in cupboard, flat battery. To add to risk register. Club will remove sideboard, may be small charge. 9. Policies– Privacy agreed as no queries; Website – RB will check does not clash with Terms of Use. 13. Team meeting booking not honoured, despite confirmation emails. 19. Charities Commission rep./address for TAT – to make long term decision at July meeting.		RH PB PW PB RB Next Committee
6	Notice of AoBs Bradford u3a address for Third Age Trust (TAT) Collection for Vanessa & Scott.		
7	Chair’s Actions/Affiliated organisations YAHR meeting – Jean Blackburn went on our behalf. Last Chairs’ Forum, re recruiting chairs, many had been approached personally, not many suggestions. Next one, Mon 19th, RG can’t attend – no volunteers. TAT update sent round by PW.		
8	Strategic Items and Policies None.		

9	Housing Options in Later Life AW received reply from Anchor Housing. Coverage – Age UK (stay/move/more support); Council – home support/residential/nursing home. 37 attendees to date. PB will email members to see if anyone else.	Yes	PB
10	Business Secretary Report (see paper) Speaker meeting – were to be two (now one) from W.I. RG back-up. Derek Barker/RB would step up if necessary. Notices – Housing Day. bring a friend”, Bank House for next speaker meeting which will be Monday. AGM. Website will need updating when notice sent out.	Yes	RB
11	AGM Timeline and Actions RG will adjust notice re venue (Bradford Art Centre), match date & day & send back to PW. Timeline for nomination forms/papers needs consistency. Date for Annual Report– 20 th August? JS cannot do Treasurer’s Report till at least end July, maybe end August. Need Independent Scrutineer’s/Auditor’s report (John Caswell).	Yes	RG
12	Treasurer’s Report Holker Hall trip has 33 paid up, financing secure. Balance £8,700 end of month. Has mandate forms for RH & FMW. Finances healthy, all bills paid. More than third of members renewed so far. Speaker meetings not paying for themselves – once at new venue may have to put price up. DD with Zen now set up & working. RB will send email to JS.	Yes	RB

13	Membership Report Current membership 316. 184 renewals outstanding, 120 already renewed. £103 cheques to pay in. Query from member re not issuing cards – electronic version will be received once renewed. JS re-categorising “donations” as posted newsletters – fiddly to do. Steve needs accurate list of who wants one. June one should only be posted to those who have paid for it.	Yes	RH JS
14	Groups’ Report – see paper Mechanics Institute – Maggie Fleming has queries about sound system. Our PA equipment not portable, Will remain at PB’s once transported for security. Archaeology & Geology group should discuss at their June meeting. RG will send email to Maggie re need to manage until new permanent venue, perhaps borrowing laptop from member. JS will discuss A&G group money with Maggie.	Yes Yes	RG JS
15	Communications Report Terry Wassall’s talk to be re-scheduled due to Team Meeting not happening.		
16	Christmas Lunch Whether to have one. JS will speak to Jean Blackburn re organisation. JS will email all members for expressions of interest, copy in RG first.	Yes Yes	JS JS
17	Items for Future Meetings Health and Safety – June: Christmas lunch; AGM; Team Meeting July – Risk Assessments; long-term address for Charity Commission & Bank	Yes	Chair
18	AOB Collections for Scott one third & Vanessa two thirds, say £50 /£100. RG will get cards, present at start of next Speaker Meeting. A&G group have planned own collection. ----- ----- Meeting finished at 12.30	Yes	Chair