

**Meeting of the u3a Committee held at the Mechanics Institute  
10.00 am for 10.15 Thursday 11 September 2025**

**Minutes**

Attendees: Chair, Ros Garside (RG); Phil Barker (PB);  
Joan Spencer (JS); Roy Hodson (RH); Alison Wright (AW); Paul Webley  
(PW); Diane Excell (DE); Francis Marslen-Wilson; Ranjit Arora  
(observer);  
Debbie White (minute taker).

	Agenda Item	Action	Lead
1	Welcome and Introductions		Chair
2	Apologies – Roger Broadie		Chair
3	Declarations of Interest – None		Chair
4	Minutes of the Last Meeting – Approved as an accurate record.		Chair
5	Matters Arising 5.5.6 RH will check whether need same signatory for Gift Aid. 5.5.18. Successful quiz held at Mechanics Institute on Monday 8 <sup>th</sup> September for about 20. Tables for separate teams, room could have held a few more.	Yes	RH
6	Notice of AoBs Transition Issues		Chair
7	Chair's Actions/Affiliated organisations PW will deal with voting for national Vice Chair, deadline 5pm today. RG was invited by social worker to retirement home, described as independent living in flats, to talk about u3a, but residents with more needs. Details left.	Yes	PW

8	<p>Strategic Items – see papers Development Plan. 1-4 RA &amp; Anne Stafford standing for committee. Asking at AGM &amp; possibly first speaker meeting for volunteers for more active roles. 6-12/13 persevered with Kala Sangam project, including several committee. 10-12 – Literary Festival difficult to communicate with, plus lack of funding from Third Age Trust (TAT) as changed criteria.</p> <p>13 – New programme on BCB, “Radio Times”, RA &amp; member Beverley to promote u3a. 16 – Next quiz is 6<sup>th</sup> October. 18 – Glaucoma Research contacted PW, RG already involved. 20 – Newsletter layout , needs more pictures. Encourage more use of social media. U3a comes up on rolling screen display in City Square.</p> <p>Risk Assessments. Review of 2025 Risk Map. 1a should read “Bradford Club”, can come off for 2026, as can 1b – Risk Assessment will be needed for Bradford Arts Centre. 7 – should read “coordinators” v. leaders. 9.2. to include minutes of committee meetings. 11 – authentication is in transition. 13 – storage in Arts Centre to be discussed with Steve there. Archives not moving yet, venue not suitable. Disaster Plan needs to go on next year’s Risk Map.</p>	Yes	RG/PW
		Yes	PW
		Yes	PW



10	<p>Treasurer's Report – see papers  Healthy balance. Still no invoice from Bradford Club, for £48 – decided to wait a year, then give to Archaeology Group if not contacted. Steve Brown not yet claimed £40. RG will inform him that now on 3 month rule – to be added to policies.  Arts Centre for speaker meeting will make considerable loss unless 70+ people. PW to discuss with them e.g. they provide &amp; take money/we use their café. Could use McCarthy Stone money to offset. PW will email to confirm bookings for October &amp; November, then may not have sufficient numbers to continue. To check dates for Mechanics Institute as back-up. Reminder of new venue to go in newsletter. Treasurer needs to know what figures have been agreed.  Changes re bank to FMW in progress. Charity Commission ongoing. John Caswell's report – queries to be checked at AGM. He has agreed to audit for further year (has to be an accountant). Membership figures were for end of membership year, then went down when some not renewed.</p>	<p>Yes  Yes Yes Yes Yes Yes</p>	<p>FMW  RG PW PW PW PW</p>
11	<p>Membership Report – see papers for figures.  RH sent AW list of people who had not renewed.</p>		
12	<p>Communications Report – see papers  Change of email addresses (officers) from gmail to bradfordu3a.org. RB has asked via PB for Zoom meeting; next Comms meeting 2<sup>nd</sup> October, postpone till November.  Several errors in newsletter, PB had to email Steve Brown.</p>		

13	Group Secretary Report – see papers AW funnels information in from visits group. AW not available next month, AW will ask Maureen Grace (in group), otherwise RA willing to stand in. Poetry request – RA will visit Poetry Appreciation again (may combine). Jean Plowman & Terry Wassall have contacted.	Yes	AW
14	Items for Future Meetings AGM – Renewal of Auditor. October – Ratify members of Comms Group (a formality) Oct/Nov – Budget. PW & FMW will liaise on content November– What we expect of Hon. President Review suitability of Arts Centre for Speaker Meetings.		
15	Christmas Lunch Next step gauge interest. RG to ask at AGM. DM to enquire at Victoria Hotel re availability for 17 <sup>th</sup> or 10 <sup>th</sup> December.	Yes Yes	RG DM
16	AOB Transition Treasurer JS to FMW & officers' email change going through. PB carrying on with Comms Group. Who chairs next committee meeting? – need strategy going forward.	Yes	New committee

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