u3a Bradford

Meeting of the u3a Committee held at the Mechanics Institute
10.15 am Thursday 12 June 2025
Minutes

Attendees: Chair, Ros Garside (RG); Phil Barker (PB); 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		Chair
2	Apologies Paul Webley, Alison Wright; (Dianne Excell will be late)		Chair
3	Declarations of Interest None		Chair
4	Minutes of the Last Meeting 7. YAR should read "YAHR" 13. Steve should read "Steve Brown" After the above corrections, agreed to be accurate record.		Chair

5	Matters Arising 5. Newsletter- RH will make templates for group leaders & overall. Risk management – all monitor. Equipment – leave stored at Phil's until Bradford Arts Centre confirm arrangements. Policies website – broken link to Privacy Policy 6. Change of address. Need firm arrangement. JS & FMW will liaise. 9. Housing Day went well. Thanks to PB & AW. 37 booked, 28 came – others sent apologies (various). A lot of work. Presentations on website. 13. RH has received a few SAEs. Sent receipt & notification re electronic in future. 16. On agenda. 18. Collection raised £250 – £100 to Scott, £150 to Vanessa. Biscuits for Michael (Vanessa's suggestion)	Yes Yes Yes	RH Committee JS/FMW
6	Notice of AoBs Speaker meeting.		
7	Chair's Actions/Affiliated organisations YAHR AGM. Jean Blackburn attended. Updating arrangements for future. Chairs' Forum- subject "Recruiting", advantages & disadvantages of being chair. WestNet not coming forward with dates.		
8	Strategic Items Development Plan. PW had invited updates. PB has small points of accuracy- to discuss with PW. Lack of media attention. "Red", "amber", "green" v. colour printing. Maybe "**bold**", "standard", "*italic*". Proposal that change 8,10,17,18 to green.	Yes	PB/PW
9	Policies Health & Safety. Unanimous, ratification of policy.		

10	Team meeting. Mon 30th June, 10 for 10.30 Mechanics Institute booked. Manager will set up on Fri 27th. About 10 replies so far. Will have biscuits. RG can do reminder at speaker meeting, also send out reminder week before.	Yes	RG
11	AGM Timeline and Actions RG has checked with Kala Sangam re Weds 17th Sept. Agenda needs any Resolutions (changes wanted), with proposer & seconder. RG has amended timeline. To check with PW re resolutions & adjournment (earlier deadline). Nomination paper sent round. PB will print 20 sheets with 2 on each sheet. FMW nominated (self) & was seconded. Those seeking re-election to also go through process - committee cannot nominate or second each other. Need 2 or 3 new committee (1 of whom could be chair - would need few months to settle in). Nationally, agreed that can operate if actively seeking chair. Chair could delegate more tasks, has outward facing role. All committee to think of potential nominees - go through list of members & highlight. RG to bring up at Team Meeting (& speaker meeting). Could have fewer committee meetings as things going smoothly with structure & systems in place. RG will check with PW re opinion & constitution. Papers to be on screen, as minuted at last AGM. After chair's report, to continue for whole meeting as no chair-elect.	Yes Yes Yes Yes Yes Yes	RG/PW PB Committee wishing to stand again Committee RG RG/PW
12	Treasurer's Report JS has claimed Gift Aid, c. £1,000 (for nearly 2 years). RH & FMW accepted by bank, process going through. Siteworks - £100 to come out of Comms. Group. All transactions have to be categorised (Beacon). JS, FMW & PW to discuss before AGM. Rest of McCarthy Stone money to go to Team Meeting.	Yes	JS/FMW/PW

13	Membership Report Current membership 318. 126 renewals outstanding. Only 2 new this month. RG to remind re renewals at Team & speaker meetings. RH will send reminder, to renew by 31st July & attach form. RH received query from Dina Buckley (former member, 2018). RH needs password from RB. Posted newsletters - look at who has paid, take out those who haven't by end of u3a year. RB will need to look at Dropbox for RH, FMW & DE-committee information is on. RB & PB will liaise as necessary.	Yes Yes Yes Yes Yes	RG RH RB/RH RB RB/PB
14	Groups' Report – see 18.		
15	Communications Report McCarthy Stone will invite to new complex in Idle.		
16	Items for Future Meetings July- Risk Assessments; long term address for Charity Commission & Bank; Christmas lunch; AGM; Team Meeting; newsletter templates.		
17	Christmas Lunch DM will research Midland & Victoria by next meeting – menus, prices, deadlines Midland want booking 2 months in advance, pay by October. JS not yet sought expressions of interest.	Yes Yes	DM JS

18	AOB Speaker meeting is Monday. Someone outside building to direct, sign-in sheet at back of room. Difficult to see screen. Fixed microphone, can take out of holder. Tech. help available. Instant coffee & tea in sachets. RG will negotiate costings with Kala Sangam e.g. £2 on door, £1 tea & coffee? Brief update on events/visits - only 4 for next theatre visit. Holker Hall - 2 places left? JS will check with Jean Blackburn. Quizzes to resume in autumn. RG will check with PW. *Meeting finished at 12.20* *(need to be out by 12.30 or charged for pm too).*	Yes Yes Yes	Chair JS RG

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