

**Meeting of the u3a Committee held at the Mechanics Institute
10.00 am for 10.15 Thursday 9 October 2025**

Minutes

Attendees:

Paul Webley (PW); Roy Hodson (RH); Francis Marslen-Wilson (FMW); Roger Broadie (RB); Diane Excell (DE); Dave Marshall (DM); Ranjit Arora; Anne Stafford (AS);
Debbie White (minute taker).

	Agenda Item	Action	Lead
1	Welcome and Introductions		Chair
2	Apologies – Alison Wright		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 FMW & Joan Spencer discussing next week (whether need same signatory for Gift Aid). Sight Savers just require a tick – FMW to explore	Yes	FMW & Joan Spencer
6	Notice of AoBs None		Chair

7	<p>Governance Arrangements/Affiliated organisations PW could not vote for national Vice Chair - link not accepted – but person elected was of his choice. Risk map has been amended. PW will send out AGM minutes to committee. AGM went well. Query from floor re breakdown of McCarthyStone money, but auditor had been satisfied. Maureen Grace coming to speaker meeting, will update on forthcoming events. RB needs final version of minutes for website.</p> <p>PW has forms for committee to fill in – to self-declare as fit person & annual declaration of interest to u3a. PW & FMW will share role of meeting chair for time being. PW will act as conduit with Third Age Trust (TAT) – not yet able to change venue of meetings. PW will pick up chair’s emails, RB will set up forwarding process.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>PW</p> <p>PW</p> <p>Committee</p> <p>RB</p>
8	<p>Strategic Items – see papers</p> <p>Risk Map - 14, no news on possible move of Central Library to Britannia House. 11- change of officers emails end of this month (we have bought own domain)</p> <p>13 - large storage area in Arts Centre room where speaker meeting to be held. Only 26 booked so far for next one. Risk of TAT objecting to us not having Chair to be added. RB gave outline of marketing approach for Team (over 50 people). Diagram, pictures, Team members updated on website. Committee agreed to continue with “Team” approach & for two Team Meetings a year, (maybe three in the future). 2026- Thursday 12th Feb, 2pm, Weds 10th June, 10.30 to 12.30. PW will check availability of room. Communications Group can put together simple newsletter around each meeting. RB will circulate up-to-date team diagram.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>PW</p> <p>PW</p> <p>RB</p>
9	<p>Business Secretary Report – see papers.</p> <p>PW & Ros Garside will introduce speakers. To rotate round committee – FMW, RH, DM, RA. PW needs the standard wording re fire escapes, toilets etc from Steve at Arts Centre. PW outlined layout of foyer. Agreed to charge £4 (£2 entry, £2 tea/coffee). Limited parking. Meeting room on ground floor, on the right. Sound system & white wall for projecting.</p> <p>Announcements – Maureen Grace events, PW quiz in November, DM Christmas Lunch. Team meeting (February), concept of team – RB will draft words.</p>	<p>Yes</p> <p>Yes</p>	<p>PW</p> <p>RB</p>

10	Treasurer's Report – see papers £9,254.03 in account, £84 in pre-payments for Christmas Lunch. Need two people to authorise each payment. PW, RH, FMW. Nothing happened re change of address from Joan Spencer to FMW- "System not working, go to branch". To take Joan off, leave Ros Garside on for now.	Yes	FMW
11	Membership Report 283 (5 new since last meeting). Welcome Pack needs updating – change "chair" to "committee"; Bradford Club to come off. RH will draft & send to Communications Group.	Yes	RH
12	Communications Report Ros Garside, Phil Barker, RB, Terry Wassall, also RH to be member. Small change to powers – on annual basis will approve budget & send to committee. Comes back in November. Online form for membership discontinued for now as poor layout. Free plug-in been suggested. Payment separate to membership form. RB will play with form, still option to send cheque to RH, who will also look at. Email transfer to happen in next two weeks. Communications strategy to bring to future committee meeting – staged approach – RB will draft & send to PW.	Yes Yes	RB,RH RB
13	Group Secretary Report – nothing to report.		
14	Items for Future Meetings November – Budget - PW & FMW will liaise on content What we expect of Hon. President U3a website demo., via RH's laptop. Review suitability of Arts Centre for Speaker Meetings. Communications Strategy		
15	Christmas Lunch Thursday 18 th December, Napoleon's Casino. Full payment by October 17 th . DM is contact, DM & FMW will deal with cheques/direct payments. Some feedback that do not wish to promote gambling.	Yes	DM, FMW

16	AOB u3a been on BCB (Bradford City Broadcasting) radio, RA & member Beverley, with people on other topics. BCB moving to Arts Centre		
	Meeting finished 11.55. Next meeting Thursday November 13 th , 10.00 for 10.15, Mechanic's Institute		