Sudbury u3a learn, laugh, live

Registered Charity No. 1101615

Committee Meeting Minutes

Tuesday 14th April 2026

1. **Present:** Keith Hughes, Dora Marchment, Mike Fitzmaurice, Sarah Tanswell, Margaret Ogles, Bruce Clegg, Jack Kent, Sue Campbell, Robert Ogles, Dorothy Slatter and Richard Thomas.

2. **Apologies:** Dorothy Beal

3. **Minutes** of the meeting held on 10th February 2026 were approved and signed by the Vice Chair.

There were no matters arising.

4 & 5. **Vice Chair and Treasurer's Report:** Keith said that as much of his report related to financial matters, it was appropriate to hear from the Treasurer; the rest of it would be covered under other items.

Keith formally introduced and welcomed Jack onto the committee, having been co-opted as Treasurer, via an email vote prior to the meeting. Jack has met with Andrew (outgoing Treasurer) to clarify some issues and reported as follows:

The main account is in order, however there are some issues with the Activities' Group and Holiday Group's accounts, notably a transfer of £2,500 from the Holiday Group to the Deposit Account. It was proposed that this be transferred back and that Jack meet with Jane C-T.

The Garden Visits Group needs to be pay for some visits by bank transfer, in advance. It was proposed that Jack be introduced to Bridget (Group Leader).

It was clarified that Dorothy has a bank card, and Mike has a card reader. It was decided that Keith should also have a card, and to ascertain whether Jane has one.

A discussion was had around using Beacon's financial package. Previous treasurers have not found it useful.

6. **Secretary's Report:** Previously circulated. August monthly venue booked at Long Melford VH for the afternoon. Dorothy now has access to the Charity Commissions' website.

7. **Speakers Secretary's Report:** Previously circulated. All speakers for monthly meetings booked to April 2027 (see membership card). Some have been confirmed beyond that date. Sue noted that travel expenses might increase due to the current rise in fuel prices.

Due to the unavailability of the Rugby Club in August(s) it was proposed by Mike and seconded by Margaret that in subsequent years the August meetings do not go ahead. Carried unanimously.

8. **GL's Report:** Previously circulated. Group Leaders' meeting: Tuesday 29th September was decided at an informal committee meeting. A sub-committee to be formed to organise this.

New members' meeting: 16 GLs to attend. 109 new members have been invited, with only 9 replies. Invitation to be repeated. Chair to be approached to see if she's willing to attend. Our feather banner to be positioned outside.

New members' questionnaire has had a few minor changes. It was decided to remove the date and print 50, so any excess can be used in future.

Grants for new groups starting up to be approved by committee on individual basis.

A point was raised about risk assessments for all venues, and Beacon to be checked for this.

9. **Membership Secretary's Report:** Mike thanked Lyn (outgoing VC), Richard and Keith for their help in preparing new membership cards, some of which were posted.

Only 500 members have currently renewed their membership.

An analysis of membership activity to be undertaken of groups attended, monthly meeting attendance and who has no email with respect to Su3an.

10. **Webmaster's Report:** Previously circulated

11. **Communications/Publicity Report**: Previously circulated. Bruce showed the committee members the foamboard poster. With 5 Facebook pages membership 'ticks over'.

Bruce is struggling to find enough content for Su3an; it was proposed that Mike submit a report, along with Dorothy (Chair). Anne Chorley will be helping him with Su3an.

12. **Beacon Admin's Report:** Training to be arranged for Dorothy S., Jack, Sue and Margaret.

13. **Forthcoming Events:** see GL's Report.

14. **Holiday Approvals:** Bucharest, March '27; Cardiff, April '27 and Stoke-On-Trent, September '26: affirmed by a poll.

15. **AOB:** a) Committee members were asked prior to our meeting to read 'Data Protection' and 'Equality, Diversity and Inclusion' policies. Keith thanked Richard for his work in reviewing these, which need some minor changes.

b) Keith has 'tidied up' the Google Drive. It has information for all committee roles on it. He is nominally the system 'owner'.

c) John (Webmaster) is happy to work with Richard in updating the website.

d) Coffee Mornings: following the cancellation of the proposed event in the library: a vote passed to return to the Friends Meeting House from May 26

Action Plan:

Introductory emails between Jack and Jane (Holiday Group Leader), and Jack and Bridget (Garden Visits).	**KH**
Investigate financial package at future date, and discuss with auditor	**JK**
Officers' Reports to be in PDF format	**All**
Book The Hive (if available) for GL's meeting	**SET**

GL's subcommittee	**MO, SC, RT**
New members' invite on website and verbally at April's monthly meeting	**MO**
Email to new members	**MF**
Analysis of new members' questionnaire	**RO**
Analyse member activity	**MF**
Equipment Inventory	**RO**
2 Policies r/v for approval by	**DB & KH**
Encourage GLs to read policies	**MO**
Invite to committee members to join Google Drive	**KH**
and to see if RUG want to join	**SET**

Signed ......D Beal...... Date ...16/6/26...