**Minutes of U3A Committee Meeting on 13 March 2026**
**Held at the Methodist Church Hall, Wycombe Road**

**Present**

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| Maggie Forbes | Chair and Social |
| Peggy Peckham | Secretary |
| Joe Needham | Treasurer |
| Stephen Cooper | Communications Officer |
| Elspeth Banks | Membership Secretary |
| Ann Banbury | Group Co-ordinator |
| Mary Garbett | Minutes Secretary and Vice Chair |
| Clive Walters | |

1. **Welcome**
   Maggie welcomed everyone to the meeting.

2. **Apologies**
   Jill Spencer. Mary was also late arriving due to a mix-up over the start time.

3. **Pecuniary interest**
   No changes to pecuniary interest

4. **Minutes of last meeting**
   The minutes of the meeting held on 12 January 2026 were approved. These will be loaded onto the website and shared with members.

5. **Matters arising**
   Joe reported that the shelving had been fitted at the Wades Centre and that the gazebo is now back in the storeroom.

6. **Chair's Report.**
   Since the last Committee Meeting in January a Group Leaders meeting and 25th Anniversary planning meeting have taken place.

7. **Treasurer's Report**
   Bank Account at 12th March

   Barclays

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|---|---|
| Central account balance | £ 13713.93 |
| Group balance | £ 2279.24 |
| Total in the bank | £ 15993.17 |
| | |
| Memo: Jan 9th | £16553.39 |

Decrease in funds of £560 in the last 2 months is due to Monthly Meeting costs plus the cost of the Wades storage unit (incl some catch up costs from 2025) with approx. £100 in income from new members' subscriptions.

The total in the bank account still includes a deposit of £130.00 which arrived in the last financial year with no information. Stephen did email every member of the u3a to ask if anyone made the deposit with no success. The amount is included within the general bank account until someone claims it.

We are still financially sound.

Elspeth reported that there were 561 members on 3rd November and 597 members as of today. 27 are associates and we pay £1 a year for them to be included on Beacon. There was some discussion over whether associate members should each pay £1 but it was felt that the time and effort spent on administering this would not be worth the amount received.

Elspeth mentioned that some other U3A groups have much higher subscription charges but there are no charges for attending groups.

8. **Reporting numbers to Third Age Trust**
   Numbers are reported to the Third Age Trust on an annual basis quarterly for Third Age Matters.

9. **Procedure for incident reports**
   Clive, who is now responsible for receiving incident reports, was present at the Padel group when an incident occurred involving an injury to one of the players. He has requested copies of the Incident Report Form. Ann will send some forms to him. An email address, incidentreporting@risboroughu3a.org.uk has been set up for Clive. Ann will also send Clive a group leaders pack for him to give to Mike, leader of the Padel and Tennis groups. Group Leaders should all have received incident report forms in their leaders' packs and will be informed that all forms should be sent to Clive, who will bring any incidents to the attention of the Committee at the next committee meeting or immediately to the Chair if urgent.

10. **Next of Kin/emergency contact details**
    It is advisable for group leaders to ask their members for emergency contact details, particularly those running physically active groups. Stephen reminded us that we have to comply with GDPR so these details should only be held with the contacts' own permission and should be kept securely and disposed of when a member leaves the group. Ann will advise the group leaders.

11. **Group Leaders' Meeting**
    The Group Leaders' meeting has taken place and there were several suggestions about the upcoming 25th Anniversary celebrations.

12. **25th Anniversary Planning**
    The main event is planned for the 11th August but is still in the early planning stage with little being firmly decided as yet. Maggie will also organise a 25th anniversary quiz probably in the summer.

a. **Original members**
Elspeth and Mary will visit members who joined the U3A in 2001.

b. **Photos**
Ann will review the many photos she has received to produce a rolling montage of the U3A over the years. These will be shown on the screens at the Wade Centre during the anniversary event.

c. **Food**
Group Leaders suggested a hog roast, which the Committee agreed was a good idea. Maggie had shared the pricing information for the various options offered by The Gourmet Hog Roast with the committee members before the meeting. Wades have yet to agree to a van/gazebo being placed on the patio of the Brushwood Suite.

d. **Film**
Maggie is looking for a short film from 2001 to show at the event.

e. **Music**
Still to be decided

f. **Timing**
We intend to book the room between 1-7pm with the event taking place between 2-6pm.

g. **Budget**
Maggie has prepared a draft budget but this will be revised as firm decisions are made. The committee discussed whether the events should be ticketed and a heavily subsidised price of £10 per head was thought to be reasonable for everything on offer. There is a limit of 120 people in the venue for the main event.

For the quiz £5 per head for fish/sausage (or vegetarian option) and chips was thought to be reasonable. The use of the Carrington Room has been suggested for this event and there would be a limit of 50 people.

A further meeting of the planning committee is arranged.

**13. Publicity and promotion – Branding**

Joe will check whether he has access to the Branding Portal.

**14. Social Secretary's report**

a. **25th Anniversary Quiz**
Nothing more to add over the comments under the 25th Anniversary event above.

**15. Reports/Feeback from other committee members**

Elspeth highlighted that the attendance at Tuesday's monthly meeting was the highest for some time. This was attributed to Maggie sending out a reminder email that morning so the meeting was fresh in members' minds.

**16. Storeroom shelving**

Maggie thanked Joe and Clive for sorting out the storage of U3A belongings at the Wade Centre.

**11. AOB – please notify at the start of the meeting**

No AOB.

**12. Date and time of next meeting**

The next committee meeting will be on Friday 8th May at 2.30.
Venue: The Old Stables, Grove Lane, Great Kimble.

The meeting closed at 15.15.