Minutes of U3A Committee Meeting on 3 July 2026
Held at The Old Stables, Grove Lane, Great Kimble

Present

Maggie Forbes	Chair and Social
Peggy Peckham	Secretary
Stephen Cooper	Communications Officer
Elspeth Banks	Membership Secretary
Ann Banbury	Group Co-ordinator
Mary Garbett	Minutes Secretary and Vice Chair
Jill Spencer	Speaker Secretary

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

2. **Apologies**
   Joe Needham and Clive Walters.

3. **Any changes to declarations of pecuniary interest**
   No changes to pecuniary interest

4. **Minutes of last meeting held on 8 May 2026**
   The minutes of the meeting held on 8 May 2026 were approved. These will be loaded onto the website and shared with members.

5. **Matters arising**
   None.

6. **Chair's Report**

a. Spam emails sent from u3a addresses
   This was discussed. The only thing recipients of such emails can do is block the sender, junk the email, potentially send it to rep phishing and then delete it.

b. Committee members' roles possibly becoming vacant
   i. Vice Chair – Replacement not essential.
   ii. Secretary – Peggy would like to step down from the Committee. Maggie will ask Rachel if she would be willing to become Secretary.
   iii. Minutes Secretary – A replacement will be needed as Mary is being proposed as Chair for the coming year.
   iv. Web Team – Sally has stepped down from the webteam due to increasing responsibilities and the Committee would like to thank her for all her work on the website and supporting the group leaders.. Stephen Cooper has kindly

volunteered to take over from Sally. Mary will update the group contact list, load the updated list onto the website and send round to the Committee members.

v. Group Co-Ordinator – Ann will be stepping down as Group Co-ordinator and a replacement will be needed.

vi. Diary Sheet Editor (Non-Committee member) – We will wait to see if anyone steps forwards to take this on. If no-one volunteers we may need to adopt a more generic option that does not require monthly updates or printing.

c. Carers of members
Members who have carers must be accompanied by them to u3a meetings.

d. 2026 AGM
Maggie will look into booking a Story Teller as entertainment after the AGM part of the meeting.

7. Treasurer's Report

Bank Account at 30th June 2026

Barclays

Central account balance	£ 10073.28	
Group balance	£ 2325.74	
Total in the bank	£ 12398.52	Memo: May 6th £14846.53

Decrease in funds of £2448 in the last 2 months is mainly due to the Annual costs of 3rd Age Matters (£1638) plus the cost of our Monthly Meetings (£417), advance costs for our 25th Anniversary celebrations (£333) and the balance of group funds (£54).

The total in the bank account still includes a deposit of £130.00 which arrived in the last financial year with no information. There has been no response to the email sent to every member of the u3a to ask who has made the deposit. The amount is included within the general bank account until someone claims it.

We are still financially sound.

8. Publicity and promotion – Branding
Stephen will look further into this. Things like posters and leaflets are available via the TAT website at a cost. Ideally we are looking to download and edit files ourselves.

9. Social Secretary's report
Nothing further to report.

10. 25th Anniversary Quiz

i. Quiz - Tickets sold
Maggie has reserved tickets for the Committee members who need to email her to confirm their attendance and pay for their tickets. Over £90 tickets have been sold so far.

ii. Arranged to date
The food and room have been booked. Nick Storer, the entertainer, has been booked.

iii. Transport
Elspeth will give Don and Margaret Gill a lift to the event and then back home afterwards.

iv. Photos and videos
These are in progress. There are two free standing display units in the store room which Stephen and Elspeth will check and see if these will be useable.

v. Music
Mary will gather together a couple hours of music con a USB stick. This will included popular songs from the 60''s to 80's, with a few from the 40's and 50's as well.

vi. Table and room decorations
Peggy will purchase paper table cloths and balloons etc with a silver theme. These will be kept to a minimum as we will only have an hour to set the room up before the event starts.

11. Membership Secretary

a. New members' forms
Stephen advised that it is possible to add a link to Beacon from the website where an online form could be completed. This would require us to have a paypal account. Members could also pay via Credit or Debit card but the money would then come into our u3a's paypal account.

Stephen is happy to look further into this but will need access to the Treasurer's email account to send and receive emails on this matter.

b. Integrating/welcoming new group members
Elspeth spoke about a couple of issues that had been bought to her attention. Elspeth will add some wording on welcoming new members to her new members letter and liaise with Ann regarding providing this info to group leaders. Mary will also add some appropriate wording to the website.

12. Speaker Secretary – Technical issues

Jill has encountered some technical issues around the monthly meeting and is making good progress on addressing them. Peter has provided some details around

providing information on speakers needs which can be shared with them beforehand. Their requirements can then be passed on to enable the Church AV facilities to be set up appropriately. Jill can now forewarn speakers that the screen is small, that if they have a presentation they bring their own laptop with them and that the mixing desk is at the back of the church and their remote control will need to have a 15m range to enable the speaker to move between slides.

13. **Group Co-ordinator – Any update on new History Group Lead**

    The July meeting has been cancelled due to lack of volunteers to give short presentations. No-one has come forward to take over as group leader so far. Speakers have been booked through to December 2026 and if no-one steps forward to lead the group by then the group will sadly probably close.

14. **Incident Reporting – any incidents**

    None to report.

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

    No additional reports.

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

    None.

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

    The next committee meeting will be on Wednesday 16 September at 2pm.
    Venue: The Old Stables, Aylesbury, HP17 9TR

    The meeting closed at 3pm.