Minutes of Monmouth u3a Committee meeting: 21st Oct 2025

Bridges Centre - Roberts Room 11.00am – 13.00 pm

1	**Present** (Alphabetical order)	Frank Birch, Phil Chadwick, Jo Handley, Phil Hewitt (guest), Neil Hines, Aidan Hodgson, Monica Lofgren, Averil Macdonald (chair), Jan McLagan, Sheila Woodward, Linda Wright
2	**Apologies**	David Milledge.
3	**Minutes of previous meeting** - these were approved.	
4	**Action Grid – outstanding actions update** **9.9.1:** Main concern with critical thinking group is whether there are any unpaid invoices outstanding from when the group met in Ty Price. Contact still needs to be made with convenor to discuss. Action ongoing. **9.21.1:** Ukulele and Shanty bands have agreed to provide entertainment at Xmas party. Action closed. **Decision:** Ukulele and Shanty bands attendance at Xmas party is free. **8.5.1:** An accounts examiner has been identified. Finance team have attempted to contact and are awaiting a response. Action closed. **7.16.1**: Member interested in starting a walking football group has been away, but is believed to now be back. Attempt to contact again. Action ongoing. **7.20.1:** Gift Aid Claim – treasurer has contacted HMRC and is awaiting details for Monmouth u3a account via which claim can be made. Action ongoing. **7.20.2:** Safeguarding – still outstanding. Action ongoing. **7.20.3 & 7.20.4** – awaiting completion of action 7.20.1 Actions: ongoing. **7.21.2:** Awaiting suitable opportunity to discuss visibility of Monmouth u3a on Bridges website. **1.4**: member identified to provide disability advice pulled out of initial meeting due to poor health. Waiting to hear that he has recovered. Action: Ongoing	
5	**AGM** Slide set for use at meeting has been circulated. Phil Chadwick will be chairing the meeting. Apologies will be listed in the meeting minutes – they will not be listed during meeting. Monica Lofgren will present Honorary membership certificate to June Goransson to mark 10 years service as a convenor.	

6	**Monthly report – Finance**
6.1	**Groups A-M reports** These have been compiled, distributed and agreed with all groups with the exceptions of "Gardeners at Home" and "Improvisation". It seems "Gardeners at Home" group is reluctant to adopt finance model detailed in Finance Policy. This needs to be resolved. **Action 10.6.1:** Discuss with "Gardeners at Home", the finance model they are using.
6.2	**Classical Concert Group** Report presented showing that the classical concerts group made a small profit from its last concert. Preparations for next concert are proceeding well.
6.3	**Trips Abroad Group** Report presented showing that the trips abroad account has a small working surplus following the groups ventures to Morocco and Rumania.
6.4	**Committee related receipts and payments** These show a healthy surplus as of end of September but need to be aware that £4000 is due to TAT which should be offset by about £1500 to be received from gift aid. Intent is to provide a quarterly projection in future of cash flow, to assist with planning.
6.5	**Convenor access to Beacon Finance** An issue has been found with providing convenor access to beacon finance information. Investigation is required to establish whether there is a solution that restricts convenors to visibility of just their own group finance. Finance group need access to a convenor's account to support investigation and testing. **Action 10.6.2:** Treasurer to follow up.
7	**Monthly report – Membership** Currently 940 members which is down 20+ from previous month but includes 53 new members. As many as 43 may still renew and expecting 5 renewals at afternoon AGM. There are 3 receipts related to new/renewals membership that have been received by the Science & Technology Group that the Finance team need to investigate. **Action: 10.7.1:** Investigate three receipts. 33 attended new members meeting held on October 3rd There is an interest in tracking rate at which new members join as a measure of success of marketing. **Action: 10.7.2:** relevant committee members to extract data There was a discussion about use of tick boxes against sets of members in the context of discussing how renewals, etc… are tracked. The suggestion was that it may be possible to setup tick boxes against sets of members (groups) which can be used for tracking status such as having paid for a trip. **Action 10.7.3:** Determine whether and how tick boxes can be setup against members of a group.
8	**Lost New Members** We have received 9 payments for membership with no accompanying paperwork. Concern expressed that new members maybe filling in the online form but omitting to press the "send" button before proceeding to payment. Suggested that we should ask convenors to "look out" for these people attending their groups, and

	failing this to ask membership if they know any of these new members. It was also noted (for insurance purposes) convenors need to confirm that all attendees are members. **Action: 10.8.1**: Discuss how/whether to engage convenors in trying to find these missing members and to check that attendees are members.
9	**Monthly report – Groups** Pilates 3, Gardener's at Home and Improvisation, all new groups, seem to be running smoothly. 2 out of 3 Spanish groups are now being run from Spanish tutor's office. **Action 10.9.1**: Confirm whether adequate liability insurance is in place. Motor cycle group is now on website complete with risk assessment and declaration forms. Strength Training - Thursdays – is believed to have has 8 members (the minimum needed to make it viable). Will be looked into further and membership boosted if necessary. **Action 10.9.7** – confirm participation level in Thursday Strength Training and establish whether further promotion is required. Walking groups risk assessment document has been updated to comply with ICE requirements. Hill walking (dog friendly) risk assessment still requires update. **Action 10.9.8** – Update risk assessment for Hill Walking. German tutor is now a member, as a consequence there is a cash float accumulated prior to the tutor becoming a member which is no longer needed. This should be transferred into the German Groups account with future financial transactions being handled directly by the treasurer. **Action: 10.9.2**: Transfer cash float to German account. Noted that there are two members with a passion for classic cars that are currently conversing on a very informal basis. **Action: 10.9.3:** Add classic cars to Hobby Connect **Action: 10.9.4:** Promote on twice-weekly information emails. Noted that the Chippenham Fields Sports Ground Pavilion has a capacity of 120 persons, and is available for hire. **Action: 10.9.5:** Investigate what kind of discount we could negotiate if we were to hire for Monmouth u3a activities. It was reported that Monmouthshire council have grants available to assist with outreach for well-being and that these are available in November and again in April. **Action: 10.9.6:** We should consider who we are not currently reaching and whether we can put together a proposal for one of these grants in the April timeframe.
10	**Bridges booking form issues** A number of issues had been identified with the Bridges booking form recently circulated. It has subsequently been established that: - electronic equipment testing requirements (so laptops) only applies to businesses. - Need for a fire marshal per group does not apply although we need to make members aware at meetings at Bridges, of fire exits, etc.. **Action 10.10.1:** make convenors and other Bridges based activity organisers aware of need to highlight fire exits at the start of activity
11	**Bridges dishwasher issues** Training is available on correct use of dishwasher from Bridges staff.

	Action 10.11.1: make relevant groups aware.
12	**Bridges Lease Progress** Ongoing. Still not signed as a legal issue has been identified meaning that a Bridge's trustee is unable to sign the lease in its current form.
13	**Xmas Party Pricing** **Agreed:** Price of tickets - £5.87 Xmas Party to be organized using Bridges tea-staff – budget for covering this is £800, with £44 for venue hire. Entertainment will be provided by the Ukulele group but suggested that there should be an on-table quiz for members to attempt once seated. **Action: 10.13.1:** Investigate provision of on-table quiz.
14	**Items for inclusion in newsletter** For cover in the upcoming issue: - AGM and new committee - Banking hub information - New groups – Gardeners at home and Improvisation - New members meeting **Action 10.14.1** – banking hub info to be provided to newsletter editor. Noted that we will probably include information about TAT acknowledgement of Monmouth u3a's achievements in the December newsletter.
15	**Afternoon meeting details** See agenda item 5 – AGM. The AGM will be followed by a talk on "Witchcraft and Magic"
16	**Rolling Calendar –** Website hosting renewal is in hand.
17	**AOB –** **Astronomy group –** an offer has been made of a donation of £1400 from the now defunct Science Society in Ross. We are being asked whether there are any issues with accepting this. No known issues so Astronomy group should accept, with donation being ring-fenced for Astronomy use. **Action 10.17.1:** Inform Astronomy Group they can accept. **Invoices from Bridges** – noted that expected invoices from Bridges have not been materializing. Resolving whatever problems lie behind this is being pursued. **Lloyds –** noted that progress in getting our required access to our various account's setup correctly with Lloyds bank is progressing but painfully slowly due to inefficiencies at Lloyds. **Thankyou Tea for STAR helpers –** noted, this will happen on Monday next (October 27th) as part of the dish washer opening. **Showcase magazine** – now available online.
18	**DONM – Tuesday 18th November, 11.00am – Roberts room, Bridges**