Minutes of Monmouth u3a Committee meeting: 16th Dec 2025

Committee Member's Home : 10.00am – 12.00 pm

1	**Present** (Alphabetical order)	Frank Birch, Jo Handley, Neil Hines, Aidan Hodgson, Monica Lofgren, Averil Macdonald (chair), Jan McLagan, David Milledge, Linda Wright
2	**Apologies**	Phil Chadwick, Phil Hewitt
3	**Minutes of previous meeting** - these were approved subject to a correction against action 10.9.2 under agenda item 4. The action was still ONGOING at time of meeting.	
4	**Action Grid – outstanding actions update** **11.7.2:** necessary forms authorizing change of signatory have now been signed. **10.9.6:** paper version of grant application form has been found and is now available for submitting any suitable grant application. **10.8.1:** There are still 4-5 members who have paid their fee but for which we have no contact information. If this is still the case by January meeting will make an email request to membership concerning this. **7.20.2:** This action is now complete. Noted that TAT template for Safeguarding does not align with ours which makes checking for differences difficult. **Action: 12.4.1** : check with original author of our Safeguarding documents if there is any reason why we shouldn't align our document(s) with those of the TAT.	
5	**Purchase of Projector** – following majority email vote of committee an Acer H6546Ki 5200 lumen 'lecture theatre' projector has been purchased as a cost if approx. £520 (inc VAT) together with cables required (extension lead, HDMI cable, etc…). This alongside the Monmouth u3a laptop and screen are being managed by the Monmouth u3a Information Manager. Concerning Monmouth u3a equipment. It was noted that a license for Office 2024 has now been purchased and this has been installed on laptop. Suggested that Monmouth u3a should have a "pointing device" that can be used when presenting with the laptop. **Action: 12.5.1 :** Identify suitable device for purchase.	
6	**STAR Group** Noted that the convenor has resigned and the resignation has been accepted. **Suggestions:** • any STAR or a STAR like group should ideally have multiple convenor's or a structure that allows a convenor (coordinator) for an event to emerge together with a support team. • prior to a major event the relevant person or persons from the STAR or STAR like group should attend a committee meeting to discuss catering arrangements • free tickets for an event would only be available as a means of reimbursing volunteers for costs incurred	

	• where a group requires catering, that group should be expected to make the necessary arrangements (as is the case with Science and Technology). Proposed that ex-convenor is contacted to organize a discussion where an exchange of views can take place on whether/how the STAR group could move forward in line with the suggestions made by committee. **Action 12.6.1:** Contact ex-convenor
7	**Monthly report – Finance**
7.1	**Groups A-M : bi-monthly report** Report showing financial status of groups A-M from July 1st – Nov 30th has been agreed by most groups. Notable exceptions being Critical Thinking and Improvisation.
7.2	**Stance in relation to receipt of monies from members** It was noted that as banks are now charging for cash and cheque transactions, some other u3a groups are charging their members an additional fee to cover this cost if they decline from making payments by bank transfer. **Agreed:** Monmouth u3a will not make any such additional charges at this time but the position will be reviewed periodically.
7.3	**Other** Noted that issues with missing invoices from Bridges has been resolved, but there is still an ongoing problem with invoices from Monmouthshire Council. Noted that there is still an unresolved issue re: Bridges issue of an invoice for use of room for the "dishwasher tea". This is currently in dispute and are awaiting a response from Bridges to our questions about this.
8	**Monthly report – Membership** 12 new members since last committee meeting. Membership now stands at 958. Noted that there were 9 attendees at Dec 5th new members meeting. The New Members Meeting convenor expressed the view that an attendance of this order leads to a more productive meeting. **Action 12.8.1:** Need to consider what can be done to re-engage lapsed members.
9	**Monthly report – Groups** **Quilt Makers** – now have a presence on website **Current affairs** – first meeting scheduled for January **New Spanish beginners group** – due to start 28th Jan (with 3 interested). This has not been advertised so far. **Pilates** – up and running in new venue but down to 2 groups. **CPR** – first session scheduled for Jan 13th in Mitchell Troy, location of Feb and March sessions has not been finalized yet There is also potential for: Another **Pickle Ball** group – with 5 expressions of interest A **sewing** group – with 4-5 interested so far. Noted that **Strength Training** group appears to have collapsed. Not planning to attempt to revive.

10	**Agenda for convenor's meeting** This will focus on finance and use of Beacon. Remainder of meeting will primarily be reminders of various topics convenor's need to be aware of. For example, "fire arrangements", followed by a "thank you" with tea and cakes. The meeting is at the Priory, afternoon of January 21st. **Action 12.10.1**: send an email before Christmas to convenor's asking them to hold this date and let them know that a meeting agenda to follow. **Action 12.10.2:** consider how long will be required for the finance presentation part of the meeting. Noted that it's likely that this will be followed by a n extended Q&A session. **Action 12.10.3**: establish how STAR group will be represented at the meeting.
11	**Monthly meetings at start of 2026** Noted that January monthly meeting will take place at the Christian Fellowship Centre in Wyesham, and it is considered likely that the February and March meetings will take place at the same venue. **Action 12.11.1:** a couple of relevant people should attend a familiarisation session at the centre in January (date to be scheduled) to understand how the projection/PA system functions and how tea making can be organised. **Action 12.11.2:** Help will be required with setting out and clearing away chairs at the meeting.
12	**Join Us – page update** **Agreed**: Join us page should drop yes/no buttons related to whether person accepts Monmouth u3a data policy and replace with tick-box confirming acceptance (as this is obligatory). **Action 12.12.1 :** organize implementation of this. **Agreed:** if possible, all financial related matters should be on a separate page (presented following click on submit button). As a minimum, current label stating "Date Paid" should be replaced with a more neutral equivalent. **Action 12.12.2**: investigate what is possible.
13	**Items for inclusion in newsletter** The January newsletter is likely to be the last in the current form. It will contain a diary covering January and February It should also contain items covering (i) finance (i) the convenor's meeting **Action 12.13.1:** prepare finance content covering how finance impacts members and why its organized in the way it is **Action 12.13.2:** prepare item introducing the January convenor's meeting Suggested an item on the possible new "Sewing" group should be included. **Action 12.13.3:** prepare some text encouraging interest in a sewing group Also suggested that for the February newsletter we should have an item giving a Bridges updates and covering the alternative venues being used until Bridges is available again. **Action 12.13.4**: prepare information about Bridges and alternative venues by last week of January.
14	**Afternoon meeting details** Bob and Clare are delivering consumables at 13.00pm. Event organizer will be printing out 'guest' list and checking members off on arrival against this list.

15	**Rolling Calendar –** Noted: confirmation has been received that Yoga 3 insurance has been renewed.
18	**AOB** – items raised have been added to other relevant agenda items.
19	**DONM –** Tuesday 20th January, 10.00am – Committee Member's Home.