Minutes of Monmouth u3a Committee meeting: August 18th 2026

Monmouth u3a member's home: 11.00am – 13.15 pm

1	**Present** (Alphabetical order)	Frank Birch, Clive Buckley (agenda item 10), Phil Chadwick, Jo Handley, Phil Hewitt, Neil Hines, Aidan Hodgson, Dale King (observer), Averil Macdonald (chair), David Milledge, Sally Sheen (observer), Linda Wright
2	**Apologies**	Monica Lofgren, Jan McLagan
3	**Minutes of previous meeting** - these were approved.	
4	**Action Grid – outstanding actions update** **Action 7.4.1 –** as TAT does not consider it to be necessary to obtain details of a venue's insurance as part of Risk Assessment the requirement to do this should be removed from the Monmouth u3a form. **Convenors meeting:** **Actions 7.6.3, 6.6.1 and 5.15.2:** all highlight items to be included in the convenor meeting agenda. A draft agenda was reviewed. It was felt that the guidance to groups on inviting political figures should be added. See agenda item 12. It was also felt that the meeting should be briefed on the work of the AI working group. See agenda item 16. **Action 7.18.4:** membership of safeguarding committee. This committee currently consists of Aidan Hodgson, Averil Macdonald, Jan McLagan	
5	**Monthly report – membership:** Now stands at 1095 with 17 additions since July committee meeting. It was noted that we are not getting as many new members over last 3-4 months as we did over equivalent periods in previous years. It was suggested that this is because we are close to saturating our current catchment area. Proposed ways of continuing to grow included, addressing membership churn, using social media, looking at enticing socio-economic groups currently not being addressed. **Agreed:** ways of increasing membership to be considered by new committee following AGM.	
6	**Groups** **Walking football:** wish to restart in September but still no confirmation of financial viability due to absence of invoices from Leisure Centre. Treasurer has now raised this matter with council. Situation to be reviewed at next committee meeting. **Film:** following injection of funds from "history walk" and recent film at Rockfield which generated a £10 surplus, account is now £106 in credit. Need to continue to monitor. **Action 8.6.1:** once established, new financial team to be briefed on film group background/status. **Mah Jong:** have highlighted an ongoing issue within the group. **Action 8.6.2:** convenor to be advised of Monmouth u3a "code-of-conduct" and TAT recommendations to assist management of possible issues within the group. There are proposals to setup "environmental" and "meditation and stillness" groups. If the latter	

	manifests, then it was suggested that a workshop would be a suitable start point. **Beginners Spanish:** a new complete beginner's group may be established. There are currently two known members wishing to start. **Astronomy:** Invoices still outstanding for use of Wyesham Christian Fellowship Hall following treasurer falling ill. Noted: other groups are also affected with invoices outstanding. **Action 8.6.3:** gentle enquiries as to status.
7	**Summer party feedback/reflection** There has been a lot of negative feedback. This includes (1) not enough food, (2) food delivered late by caterer's, (3) food distribution – not ideal, (4) lack of entertainment (although this had been agreed by committee previously to enable conversation), non-welcoming gathering for individuals. **Agreed:** prior to Xmas party a working group should be established to consider these issues and how they should be addressed. **Action 8.7.1:** Establish Party working group.
8	**Xmas party – date and catering** Date will be Wednesday 16th December at Haberdashers sports pavilion. Catering arrangements to be decided by Xmas party working group – see action 8.7.1. Entertainment was also discussed. Initial thoughts seemed to be that if possible, Celtic Collectors would be the best group to provide this. **Action 8.8.1:** contact Celtic Collectors to determine whether they would be willing to perform at the Xmas party
9	**Newsletter removal from website** **Agreed:** newsletters will be archived from website as they have now been superseded by the new format magazine. **Action 8.9.1** : archive newsletters.
10	**Tech tip articles** The first of an initial set of 5 had been circulated to committee for consideration. It was felt that these could sit together with other initiatives (see agenda items 11 and 16) as part of a "tech" offering to Monmouth u3a members. **Action 8.10.1**: non tech member to review article to see if changes needed for non tech-literate members. **Action 8.10.2:** for further consideration, how to roll this and other articles in the series effectively and in line with other related initiatives.
11	**Possible scam protection workshop and AbilityNet** Felt that (a) we don't want to use AbilityNet but that we are potentially in a position to run our own "scam protection" workshop(s) and (b) that these would be most effective if they were based on the experiences of members who have either suffered from been scammed or of someone close to them being scammed. **Action: 8.11.1:** produce proposed framework for workshop based on member experiences and ties in with content of tech-tip articles.
12	**Guidance to groups on political figure invites** **Agreed:** acceptable for groups to invite political figures to speak to groups provided this is for educational purposes – this being in line with TAT policy. **Action 8.12.1:** this should be covered at the convenors meeting, and convenors should be advised that if they feel unsure, they should ask the committee for guidance.
13	**Card machines for payments**

	Agreed: possible use of these should be left for a new treasurer and support team to consider once they are in place.
14	**AGM** Proposed AGM announcement for distribution at start of September had been circulated. **Agreed:** proposed text can be used as is.
15	**Safeguarding:** Documents have been reviewed by chair. **Agreed:** No need for any change.
16	**AI working group:** Have had an initial meeting and have drafted a strategy covering 6 topics. It is planned to have a draft AI policy available by mid-September, prior to the convenors meeting.
17	**Finance matters:** A number of papers had been submitted by the treasurer for information: 1. The accounts to be submitted to Monmouth u3a's examiner – committee members were invited to submit any questions concerning these to the treasurer by email 2. Accounts for the summer party showing an actual deficit of £357 compared to the planned deficit of £306 3. An update to the status of members currently subscribing to the monthly posted news bulletin. All current subscribers (8) have responded and only 4 wish to continue. **Agreed:** we will continue to provide this service to these 4 members but will review situation when subscription comes up for renewal in 2027. 4. The balances for groups A-M at end of July – all balances having been agreed with the relevant convenor 5. Miscellaneous items: Monmouthshire County Council have now been contacted with a formal request for invoices related to the use of council facilities by the Walking Football Group. In addition, concern was expressed about the management of payments for trip-based activities. **Action 8.17.**1: The convenors of the relevant groups should be advised that following discussion with committee, the previous advice offered to "Concert trips" should be adhered to, being essentially that payment deadlines should be set, reminders should be sent as deadline approaches and the policy applied should be, no payment by deadline, no ticket.
18	**Chairs update:** Nothing to report.
19	**Suggestions for monthly bulletin content** Highlight the upcoming AGM. **Action 8.19.1:** Provide text to bulletin editor.
20	**Confirm details for afternoon meeting** In hand.
21	**Rolling Calendar** (a) Role profiles:

	(b) Info for new trustees: (c) Membership data (d) Annual update of service record (e) Check convenors eligible for honorary membership **Action 8.21.1:** concerning (a) - committee members in documented roles to review their role descriptions and update if necessary. **Action 8.21.2:** concerning (b) - potential committee members to review info on website for new trustees and consider whether it seems adequate or whether any updates/clarifications are required. Concerning (d) and (e) – the meeting was advised that in 2025, a check was made against any upcoming awards in 2026, and one convenor assuming they continued would be eligible for a 10 year award. Assuming that this would be the case, a certificate had been prepared in advance. **Action: 8.21.3:** confirm availability of certificate, name of convenor and continuity of service during current year.
22	**AOB** None
23	**DONM –** Tuesday 15th September, 11.00am