

MINUTES FROM TRUSTEE TEAM MEETING HELD ON THE 22nd MAY 2026

Attendees: Tricia Newell (TN), Kim Robinson (KR), Graham Friday (GF), John Williams (JW), Marion Lang (ML) and Moira Blackman (MB).

Meeting started: 2.30pm

Issues	Actions
Welcome new members to the Trustees Team	TN welcomed and thanked ML and MB
Formally accept Graham Crozier's resignation	Graham Crozier has resigned now. Trustees thanked Graham for all his work as a Trustee.
Minutes from the meeting of the 24 th March 2026 Review outstanding actions	Approved One outstanding action: Non-active membership records over 7 years old have not yet been removed from the system. KR has not been able to action this yet.
Financial update 1. Adoption of Term 2 Financial Report One query from ML re Gift Aid funds. GF confirmed that Gift Aid will be up to date by the end of this financial year and that 2 years were already accrued for within the accounts, leaving a further 3 years to be added at circ £1500pa. <i>Decision: The Trustees are asked to consider and approve the opening of a Cooperative Bank account for the collection of money due to the u3a.</i> Cooperative Bank offers better terms than Lloyds bank. Cooperative bank transactions go through the Post Office. Up to 20 paying in books and 20 debit cards. Possible to have multiple accounts for individual groups to use for deposits electronically for trips. Need to be able to accept money by cheque, cash and electronically. Approved. <i>Decision: The Trustees approve the use of the unallocated element of the Restricted Funds to cover the following deficits:</i> <i>Short Mat Bowls - £55.76</i> <i>Bamboo Pipes - £132.10</i> Approved	

2. Discussion on 2026/27 Membership fee report Currently 709 members Decision: The Trustee Team are asked to approve setting the u3a Magazine charge rate for 2026/27 to £4.50. Approved Decision: The Trustee Team are asked to determine which of the four fee options to apply for the 2026/27. There is a need to see the fee going up in line with general inflation. Option C approved - Putting the fee up by £1.00. Decision: The Trustee Team are asked to endorse the increase in home computer printing rates for 2026/27. Approved. 3. Views on 2026/27 St Paul's attendance fee Report. GF made the Trustees aware of two issues. Folk Music group – the number of members at St Paul's does not tally with the amount of money handed in. Chess Group – Communication is poor. GF is not receiving any paperwork or payments. 2026/27 Attendance Fee options	A meeting will be held at St Paul's on 2nd July 2026 with all the group leaders and GF to discuss the two options and to look at groups that are working at a deficit and discuss ways to become more viable. Trustees can attend.
Trustee Team split of tasks	ML agreed to take on the formal role of Secretary for a 3 month trial period with GF's support.
Policy Updates The Trustees have not defined GDPR access rights to group leaders. Group leaders will need access to information.	This meeting formally approves that Group Leaders will have all the information available on their group members that is recorded.
Support Roles update The volunteer who was going to take over booking Speakers for the monthly meeting had withdrawn so Liz will continue in this role but will now be supported by Peter Beckley.	

Liz has now handed over the Seasonal Outings to Carol Allen and Jenny Ramsey. Communication and Publicity – need support to produce the newsletter. It requires someone with particular skills. Groups – this is at risk as needs someone to support.	GF will put a message in the next newsletter (June) to ask for help with Communication and Publicity (the Newsletter).
Document Storage/IT	JW still working on getting our new Charitable Microsoft 365 account operational.
AOB GF received an invitation to attend the Orchard's Tenants Meeting Third Age Trust would like to get involved in issues – do we want this? Want feedback from general u3a. Let them decide. Trustees received feedback from a coach trip to Windsor during which Liz had to support and attend to a disabled member throughout the whole day.	GF will circulate u3a updates and SER updates. Trustees agreed that a policy needs to be in place stating that members must provide their own carer and a Risk Assessment must be in place.

Meeting closed: 5.05pm