Wyre Forest & District Executive Committee Meeting

Held on Tuesday 9 September 2025 at 10.30am

at the home of The Chair

MINUTES

Attendees:- Chair
Vice-Chair
Secretary
Assistant Treasurer
Membership Secretary
Committee Members (Trustees) x 3

Apologies:- Treasurer

Item No.	Agenda Item	Action
1.	Welcome and Apologies The Chair welcomed the committee members. Apologies were sent from the Treasurer.	
2.	Minutes of Meeting from 8 July 2025 and Matters Arising The committee approved the minutes from the meeting held on 8 July 2025. Proposed and seconded by two Committee Members, agreed by all Committee. The Vice Chair advised that additional banners had not been ordered as delivery is unreliable and she is frequently absent from her property. The Secretary will order three banners on-line from The Third Age Trust. There is a good supply of flyers stored in the Franche Community cupboard. Once stocks are reduced, the secretary will re-order. It is noted the website address needs to be updated for the next new batch of printing. Point 12 Any Other Business – The Chair informed the Committee that the Secretary and the Membership Secretary would be attending the u3a stand for the Over Fifties' Showcase on 13 November 2025 at Kidderminster Town Hall. She circulated a printed flyer advertising this event.	The Secretary

<table>
<tr><th>Item No.</th><th>Agenda Item</th><th>Action</th></tr>
<tr><td>3.</td><td>Chair's Report

The Chair advised the biggest challenge currently being faced is recruitment to the Committee for the AGM, particularly for the position of Chair. A positive and encouraging approach has been used so far, but The Chair felt it was now time to convey a stronger message. She proposed to extend the Nominations deadline to 1st October. All The Committee were in favour. The Chair advised an email would be sent out to all members.
The Chair reminded everyone of the "Thank You and Recruitment Event" taking place on 29th September.
Following recent issues which have occurred in one or two Groups and have been dealt with, the Chair and Vice Chair will work together to compile a set of guidelines to assist the Group Leaders. These will supplement those already contained within the Group Leaders' Handbook and will be circulated to the Committee for their comments and approval prior to sending to the Group Leaders.
</td><td>The Chair

The Chair/
Vice Chair</td></tr>
<tr><td>4.</td><td>Treasurer's report

As The Treasurer was unable to attend the meeting, he sent his report to The Secretary which advised the bank account details as at 7 September 2025 were as follows:-

Current state of finances:-

<table>
<tr><td></td><td>£</td></tr>
<tr><td>Main account</td><td>2,612.66</td></tr>
<tr><td>Reserve</td><td>12,007.62</td></tr>
<tr><td>PayPal</td><td>49.28</td></tr>
<tr><td>Cash Treasurer</td><td>2.35</td></tr>
<tr><td>TOTAL</td><td>14,671.91</td></tr>
<tr><td>Plus Group Reserves Account</td><td>5,325.09</td></tr>
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Income and Expenditure – 1/4/25 – 7/9/25

We are approaching the first half of the financial year on 30 September, 2025 and the situation is as follows:-

<table>
<tr><td></td><td>£</td></tr>
<tr><td>Income</td><td>12,147.41</td></tr>
<tr><td>Expenditure – u3a costs</td><td>7,056.00</td></tr>
<tr><td>Administrative</td><td>2,699.03</td></tr>
<tr><td>Anniversary Events</td><td>2,702.91</td></tr>
<tr><td>Expenditure over Income (loss)</td><td>310.73</td></tr>
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Accordingly with further anniversary expenditure, a shortfall is expected at year-end.</td><td></td></tr>
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	The Assistant Treasurer advised the gifts policy had now been clarified in respect of retiring Committee Members from their role, and this allows for a maximum of £50.00 per individual to be spent. This will need to be reviewed annually in September 2026 by The Committee with due consideration of the current state of association funds. The policy was proposed and seconded by Committee Members and all the Committee agreed.	
5.	<u>Group Co-ordinator's Report</u> The Vice Chair advised the two new groups which were recently set up started in September, namely the second Book Club, as the first is already fully subscribed, and The Retro Rappers. Both have new webpages. The Group Leaders' meeting held in July was very successful with an attendance of 38 members and 3 guests from the Web Support Team. There had been a problem retrieving the internet at times but it was later discovered this was due to 17 members of the group accessing the internet individually whilst the hosts were trying to deliver their presentations. The cost for this event fell within the budget. There has been an encouraging take up of Group Leaders adopting ownership of their own group pages which is very pleasing.	
6.	<u>Membership update</u> • The Membership Secretary advised there were now a total of 980 members within the group. • She stated that the earlier problems with membership payments had now been resolved, with just one pending. • In relation to the u3a magazine for members to receive, The Membership Secretary advised she updates the membership list every three months, forwards this to the Assistant Treasurer to update his records who then in turn transfers the information to u3a Head Office to ensure new members receive their magazine.	
7.	<u>AGM Update</u> • State of nominations – The Chair advised there are ideally 12 places on The Committee and three places can be co-opted. Currently there are 13 members considering their applications. • AGM arrangements – The Chair advised the cake had been ordered and she suggested additional cupcakes could be obtained from Sainsbury's should these be needed. A decision needs to be made regarding entertainment for example ukelele, handbells. She will discuss this with the Monthly Meeting Group and report back on the decisions made.	The Chair

Item No.	Agenda Item	Action
8.	20th Anniversary Celebrations – The Chair • Applications to approve – The Chair previously circulated the current list of approvals. Just one was left outstanding at present and this was Simply Photography which was then approved by The Committee. Not all submissions have been received at the moment as the deadline does not expire until the end of 2025. • Events – photographs of the events which have already taken place will be filed in a folder on the website for members to view. It is yet to be decided whether The Web Support Team will appoint a mentor or whether the Group Leaders will upload their photos themselves. At the AGM, The Chair of The Board of Trustees of The Third Age Trust, Allan Walmsley, will speak for circa 20 minutes, followed by entertainment once agreed, with tea and cake before finishing.	
9.	Date of Next Meeting The Chair informed everyone that it was necessary to book a new Committee meeting date and an appropriate room to accommodate numbers. She will advise the new Committee after the AGM. She also stated she would attend that meeting and conduct the Induction Session for the new members.	The Chair
10.	Any Other Business • The Secretary enquired as to whether a printer could be supplied for her u3a purposes. One of the Group Leaders had mentioned she housed two in her garage and needed to have these collected. The Assistant Treasurer advised he would investigate if these were in a satisfactory condition for re-use and would collect them. If unsuitable, a new printer would be procured. • Zoom – The Treasurer stated this facility had been paid for via Paypal up until April 2026, but before it could be set up, he needs to obtain the details from an invoice via The Treasurer to approach Zoom to re-enact it to sort the email issues caused by the introduction of the new Website. Once sorted, he will inform all Zoom users that the current problem has been resolved. • The Vice Chair advised there is now a Calendar Editor on board. This person can be contacted via the “Contacts” page on the website. Any amendments which need to be made will be performed by the Editor and The Vice Chair will inform all Group Leaders accordingly. The meeting concluded at 12.30pm.	Assistant Treasurer Assistant Treasurer