Wyre Forest & District

Wyre Forest & District Executive Committee Meeting

Held on 24 November 2025 at 2.00pm

at Franche Community Church

MINUTES

Attendees:- Chair
Treasurer
Secretary
Membership Secretary
Committee Members (Trustees) x 6

Apologies:- Committee Members (Trustees) x 2

Item No.	Agenda Item	Action
1.	Welcome and Apologies The Chair welcomed all Committee Members present. Apologies were received from two Committee Members. New Members have joined the Committee after being elected at the AGM on 20 October, 2025. All the Committee were asked to briefly outline the roles they had undertaken. Everyone summarised their responsibilities and how they intended to take their roles forward:- Newsletter – This is issued every three months. Any items of interest to be included should be sent to the Newsletter Editor. H&S – venues used by the Group will be checked for issues and risk assessments will be conducted where adjustments are required. Web Master – the technical team are all now in place and the point of contacts are on the website. There has been an unavoidable delay in issuing new e-mails in respect of The Chair, Treasurer, Secretary and Membership Secretary and these will be forthcoming as soon as possible. Equipment – A list of all equipment held by individuals within u3a will be compiled. The Committee to send full details where relevant to the Equipment Officer. PAT testing will need to be conducted. Two of the Committee Members, one being H&S, will investigate and arrange to set this up. Another Committee Member who is qualified, will conduct the PAT tests.	Committee Members Committee Members x 2

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	The Treasurer advised he was managing all payments, but there had been a delay by the bank regarding the transfer of authorities from the previous Treasurer's responsibilities and the previous Chair. He is also the Member Mojo Administrator/technical assistance and has responsibility for the procurement of technical equipment. The Group Co-ordinator stated that new groups are continuing to open with the Folk Group now at full capacity and going well and another group is scheduled to start up in spring 2026. The Secretary stated she was enjoying the role and was looking forward to working with the new Committee.	
2.	Minutes of Meeting from 9 September 2025 and Matters Arising The Committee approved the minutes from the meeting held on 9 September 2025. Proposed and seconded by two Committee Members, agreed by all Committee. This did not include the new Members on this occasion as they were not part of the previous Committee.	
3.	Chair's Update The Chair advised his role was proving to be very busy. He was dealing with several issues and would be sharing some of these later in the meeting under point 9 AOB. He was still currently settling into the role and was enjoying it.	
4.	Treasurer's Update The Treasurer advised the accounts situation was as detailed below:- Current state of finances:- £ Current Account 1,905.00 Ring Fenced 5,949.00 Deposit 10,020.00 Cash 403.00 **TOTAL** £18,277.00 Plus Group Leaders' cash in hand Anniversary Account:- £ Authorised 7,459.00 Paid 3,977.00	

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5.	Group Co-ordinator's Update The Group Co-ordinator stated she was receiving e-mails from the Charity Commission. The Secretary advised the change in Trustee details had recently been updated to the Charity Commission and all Committee Members had now been registered with them since joining the Committee. No action was needed. Item 9 (a) was brought forward and discussed at this point. The Pickleball Group was using a software system for members' booking purposes. There was a need for them to switch this to another system and a request was made by the Group Leader to the Treasurer for a grant. After discussion amongst the Committee Members the request was declined. As there is a reserve held by the Group, it was felt this should be used towards the new cost. Proposed by The Chair, seconded by a Committee Member and agreed by all The Committee.	
6.	Membership Secretary's Update • The Membership Secretary advised there was now a total of 1,032 members within the group. Previously there were 960 and people are joining u3a on a regular basis. • All payments have been made with none currently pending. • PayPal is the most popular form of payment. However, with cash payments, the Membership Secretary pays these into the bank as membership payments.	
7.	20th Anniversary Celebrations – The Chair There were no new applications to be approved.	
8.	Date of Next Meeting - TBA It was agreed The Chair, Treasurer and Secretary would arrange the next meeting date and subsequently inform The Committee in the near future.	
9.	Any Other Business a) Pickleball grant – discussed earlier as above, see point 5. b) E-mail addresses – The Chair highlighted an incident which had arisen recently regarding a scamming issue. This had subsequently led to the fraudsters accessing this individual's e-mail contacts and three other people had since received scam notifications. The Chair stated he would be contacting all u3a members in the group following his previous e-mail to suggest they check the anti-virus protection on their technical devices is adequate. A scam awareness notice will be placed on the website by the Web Master and this will also be highlighted within the next Newsletter by the Editor.	The Chair Web Master Editor

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	c) It was reported that the contact for updating the Events Calendar on the website had been unwell and therefore unable to respond to queries. In the meantime, any problems should be referred to the Web Master. d) The Chair had been approached by a Founder Member of the Group who enquired as to whether The Committee would consider agreeing to Founder Members becoming Life Members. No decision was reached on this matter and it will be re-visited in due course. e) The Membership Secretary advised it was time for another new members' meeting to be organised soon. This will be an agenda item for inclusion at the next Executive Committee Meeting in January 2026. The meeting concluded at 3.15pm.	The Secretary