u3a learn, laugh, live
Wyre Forest & District

Wyre Forest & District Executive Committee Meeting

Held on 9 February 2026 at 2.00pm

at Franche Community Church

MINUTES

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

Apologies:- Chair
Committee Members (Trustees) x 2

Item No.	**Agenda Item**	**Action**
1.	Welcome and Apologies The Treasurer acted as Chair and welcomed all the Committee Members present. Apologies were received from two members and there was one non-attendee.	
2.	Minutes of Meeting from 24 November 2025 and Matters Arising The Committee approved the minutes from the meeting held on 24 November 2025. Proposed and seconded by two Committee Members and agreed by all Committee.	
3.	Chair's Update No update was available in the absence of The Chair.	
4.	Treasurer's Update The Treasurer advised the accounts situation was as detailed below:-	

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	Current state of finances:- | | £ | Current Account 923.00 Ring-Fenced 5,923.00 Deposit 7,033.00 Cash 165.00 PayPal 36.00 **TOTAL** £14,080.00 Plus Group Leaders' cash in hand The Treasurer explained that the ring-fenced money is held for use by specific groups.	
5.	Group Co-ordinator's Update A proposal had been received from a local Tai Chi instructor. She would like to bring her two groups into u3a although some of her group members are already members of u3a. She would continue to use her current venue at the Bewdley Parish Rooms and the charge would be £2.00 per head. This would cover her own running costs sufficiently. The two groups are currently at full capacity but she anticipates starting an additional Beginners' Group at some stage in the future. The Committee voted unanimously to accept this proposal, on the proviso that all her existing group members must also be u3a members if they are to continue to attend. The Group Co-ordinator will convey the decision to the instructor. Secretary to check there is a music licence in place. It was advised that the Theatre Group Leader was stepping down as at Tuesday 10 March and therefore this group will no longer operate. The Secretary will e-mail all u3a members with a request for a new leader to step forward and permit the group to continue.	The Group Co-ordinator The Secretary The Secretary
6.	Membership Secretary's Update The Membership Secretary advised there was now a total of 1,088 members within the group. The Membership Secretary noted there was a discrepancy between the membership subscriptions paid and the number of registered members. As from 1st April, receipts will be issued for new membership payments. A process needs to be established to accurately determine the membership numbers and a discussion regarding this matter was deferred until to the next meeting. The Secretary to include on agenda. A New Members' Meeting needs to be arranged and it was decided the third week in April was most suitable. The Secretary will arrange the room booking and advise.	The Secretary The Secretary

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7.	Date of Next Meeting - TBA The Chair, Treasurer and Secretary will agree the next meeting date and subsequently inform the Committee. Due to the agenda items still waiting to be discussed further, it was decided to hold the next meeting in March rather than wait until April.	The Secretary
9.	Any Other Business a) The Executive Committee e-mail addresses on the Website Contacts Page for The Chair, Treasurer, Secretary and Membership Secretary have now made available to view. b) A reminder was given to The Committee that any members with a vested interest in a specific agenda item will be unable to vote on that matter. This was agreed unanimously. c) The documentation for GL's requires revision to include the requirement of submitting quarterly returns to The Treasurer where appropriate. An action list will be created and issued to Group Leaders in due course. d) A reciprocal arrangement for the auditing of accounts has been agreed between our Treasurer and the Redditch u3a Treasurer. e) A proposal was made to co-opt a previous Chair to conduct an advisory/consultancy role for The Committee. Agreement is yet to be received. f) A proposal was submitted to recruit a volunteer from the u3a membership to become the Vice Chair. This was agreed unanimously. The Secretary to e-mail to All Members. g) PAT testing needs to be conducted for all u3a laptop/printer equipment. Equipment Officer and a Trustee to liaise and action. The meeting concluded at 3.20pm.	The Treasurer (item c) The Secretary (item f) Equipment Officer/ Trustee (item g)