



**Wyre Forest & District Executive Committee Meeting Held on 10 March 2026 at
2.00pm at Franche Community Church**

MINUTES

Attendees:

Treasurer
Secretary
Membership Secretary
Committee Members (Trustees) x 7
Co-opted Committee Member x 1

Apologies:

Chair
Committee Members (Trustees) x 1

Item No.	Agenda Item	Action
1.	Welcome and Apologies The Secretary acted as Chair and welcomed all Committee Members present. Apologies were received from the Chair and one Committee Member. It was explained that the Chair has resigned on grounds of ill health which meant there was a Casual Vacancy for the position of Chair. The Co-opted Member proposed The Secretary for this role. This was seconded and passed unanimously. The Committee conveyed its thanks and best wishes to the previous Chair.	Chair

2.	Minutes of Meeting from 9 February 2026 and Matters Arising The Committee approved the minutes from the meeting held on 9 February 2026. Proposed and seconded by two Committee Members, agreed by all Committee.	
3.	Chair's Update No update was available due to the absence of the previous Chair. It was noted that the new Chair will cover the roles of both Chair and Secretary, which is permitted under the constitution. However, we will need a new minute taker and support will be needed from the Committee Members at u3a events.	
4.	Nominations and voting of Vice Chair There were three applicants for the co-opted Vice Chair position and after some discussion Jan Haylock was appointed unanimously by The Committee.	
5.	Treasurer's Update The Treasurer advised the accounts situation was as detailed below:- Current state of finances: £ Current 1,601.00 Ring Fenced 5,492.00 Deposit 10,038.00 PayPal 1,619.00 (account on hold pending verification of trustees) Cash in hand <u>311.00</u> Total <u>19,061.00</u>	
6.	Group Co-ordinator's Update The new Tai Chi group is moving forward. Music licences have been confirmed. A venue check is to be arranged. The Group Leader has made sure current members of the group are aware that they must join the u3a if they are to continue to attend. A new Group Leader for the Theatre Group has been proposed. Until this is definite, the Group Co-ordinator's contact details will appear on the website for this group. The Membership Secretary has taken on the role of Group Leader for the Short Mat Bowls Group. Support is available from other members if required. A discussion took place regarding the Group Leaders Thank You Event. It was decided that this would take place at the end of June and various venues were discussed.	

	The Group Co-ordinator will firstly confirm the date to The Chair, Vice Chair and Treasurer and then book the venue before sending out invitations to Group Leaders or their deputies.	Group Co-ordinator
7.	Membership Secretary's Update Payments are incoming for membership renewals, and this is proceeding well. The membership list has been updated to remove deceased and non-paying members, but there is still some uncertainty. To address this: • The Treasurer will update the Group Leader list. • The Group Co-ordinator will check and update the Group List. • The Vice Chair will update the list for membership of MOTO. Group Leaders will be reminded again to check that all their members have renewed their membership. It was noted that as new Group Leaders will be inexperienced, they will need reminding/instructing in key tasks such as checking their membership. The Group Co-ordinator will highlight this at the Thank You Lunch and remind Group Leaders to consult the Handbook on the website.	Treasurer/ Group Co-ordinator Vice Chair Group Co-ordinator
8.	Date of Next Meeting - TBA It was agreed The Chair, Vice Chair and Treasurer would arrange the next meeting date and subsequently inform The Committee in the near future.	Chair/Vice Chair/ Treasurer
9.	AOB 1. A suggestion was received about setting up a DIY group. However, there were some concerns about the H&S aspects of this and it was decided instead, to promote the Repair Café in the next Newsletter. 2. A request from a Group Leader had been received for the supply of a laptop. A second hand one is readily available and this will be organised by The Treasurer. 3. The possibility of a change of venue to the Town Hall for the Members' Monthly Meetings was discussed. A meeting will be set up to determine whether this is a viable option. 4. The budget for the Multi-Cultural Event was approved. 5. Collection and return of the noticeboards for the New Members Meeting was agreed with Committee Members. 6. The Chair, Treasurer and Membership Secretary will inform the Monthly Meeting Co-ordinator if they are unable to attend any future meetings. 7. The Chair will contact Head Office to discuss insurance implications if non-members are present at events. 8. The Treasurer will deal with membership queries at the next Monthly Meeting as the Membership Secretary is unable to attend due to a long-standing prior arrangement.	Committee Member (RB) Treasurer Committee Member (DR) Chair

	9. Committee members will man the chat desk at the Monthly Meetings as the Chair will now have other responsibilities. 10. The Chair asked for additional help preparing the hall for the New Members meeting on 16 April. All members agreed to assist on the day. 11. Admin of the Facebook page is to be transferred. 12. PAT testing of essential equipment was arranged which will be ongoing. The meeting concluded at 3.55pm.	
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