



**Wyre Forest & District Executive Committee Meeting Held on 23 June 2026 at
2.00pm at Franche Community Church**

MINUTES

Attendees:

Chair
Deputy Chair
Treasurer
Membership Secretary
Committee Members (Trustees) x 8
Co-opted Committee Member x 1
Group Leader for Monthly Meetings (for items 1&2)

Apologies: None

Absent: None

Item No.	Agenda Item	Action
1.	Welcome and Apologies The Chair welcomed all Committee Members present and the Group Leader for Monthly Meetings, who was attending as a guest to discuss agenda item 2.	
2.	Kidderminster Town Hall- proposed alternative venue for monthly meeting The Chair gave a brief report on the visit made to the Town Hall to assess its suitability as a venue for our monthly meeting. The Group Leader for Monthly Meetings explained that there are a number of issues with our current location which are of	

	increasing concern. Attempts to resolve these with the venue management have not been successful. The Town Hall is a prestigious location and making it our venue would boost visitors to the town centre. Many pros were noted, such as the quality of resources, 10% discount offered to our members for all Town Hall events, agreement that we can continue to provide our own refreshments etc. Cons included parking and the difficulty of access for members with poor mobility, lack of storage facilities and the possible need for a slight increase in our annual membership. Following much discussion it was decided to defer any decision in order to consider: • Other venues- Severn's Club in Stourport, Gilt Edge, Jellyman's Mill • Enlisting support from Kidderminster BID • Buddy schemes for transport • Minibuses/bus services • Storage solutions Consideration to be continued at the next meeting. The Group Leader for Monthly Meetings also requested funding for 6 aprons at £20 each for the tea makers. This was approved. The Group Leader then left the meeting.	All Treasurer
3.	Minutes of Meeting from 12 May 2026 and Matters Arising The Committee approved the minutes from the meeting held on 12 May 2026. Reminder for point 9 of AOB to be addressed.	Webmaster
4.	Chair's Update (a) Recruitment- No candidate for the role of secretary has been found as yet, and the need for this role to be filled is becoming urgent. Two possible candidates were suggested, who may agree to share the role. The Chair will contact them to discuss. (b) IT Support Training Update- The Chair has liaised with an external trainer as part of a sponsored arrangement with BT to arrange a series of free IT Support sessions. This has been very well-received with 54 members enrolled and the sessions will start in July, namely 14th and 30th. Several Committee Members have volunteered to assist. The Venues Officer will find a suitable venue for 14th and advise the Chair. (c) Buddy Support/ Helpline Project- This has been successfully implemented and communicated to members. There have been no requests for Buddies as yet, but the helpline has been a success and is in use regularly for a variety of queries.	Chair Venues Officer

	(d) GL's Thank You Lunch Format- Refreshments have been agreed with the management of The Pines, who have been very helpful. The Group Co-ordinator has a list of those attending, and will register them on arrival. There will be talks given by the Chair, Treasurer, Group Co-ordinator and Web Master. The Chair will explain the importance of ensuring that all group attendees are u3a members, and that emergency contacts are held confidentially by the GL's for their groups. This is vital for insurance purposes and The Chair will outline the process for doing this.											
5.	Treasurer's Update (a) Annual Accounts- The Treasurer advised the accounts situation was as detailed below:- Current state of finances: <table><tr><td></td><td>£</td></tr><tr><td>Current</td><td>877</td></tr><tr><td>Ring Fenced</td><td>5,257</td></tr><tr><td>Deposit</td><td>10,053</td></tr><tr><td>Cash in Hand</td><td>230</td></tr></table> (b) The Treasurer reported that there were a few bills and room charges to be paid from the above. (c) The Treasurer will continue to encourage automatic quarterly updates from all groups.		£	Current	877	Ring Fenced	5,257	Deposit	10,053	Cash in Hand	230	Treasurer
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6.	Group Co-ordinator's Update (a) The Group Co-ordinator passed on appreciation received from Group Leaders for the new helpline which they are finding to be very helpful. (b) The Bridge Group is hoping to restart in September. (c) Arrangements for the Group Leaders' Thank You Lunch are confirmed and expected numbers will be given to The Pines.	Group Co-ordinator										
7.	Membership Secretary's Update (a) Current membership stands at 1,124, with 1 pending. (b) The Membership Secretary is tracking down the final pending payment.	Membership Secretary										
8.	Date of Next Meeting The date of the next meeting was agreed for the end of July. Exact date to be determined and advised.	Vice Chair										
9.	AOB (a) A link to Bewdley festival is to be included on the website. (b) Discussion about a possible hardship fund took place. It was decided not to proceed with this at present.	Web Master										

	(c) Head office have approved our request to change length of service for committee members from 3 to 5 years. The next step will be to put this to the vote at the AGM, and then if passed, to send the amendment to head office and the Charities Commission. (d) Admin for the AGM is underway. The Chair asked to be notified by the beginning of July if any Committee Member is planning to step down from their role. (e) The Chair requested Committee Members to advise her of any holidays booked in order to assist with the smooth planning and meeting arrangements. (f) The Web Master has resolved an issue with access to Zoom and will transfer admin of our Facebook account to facilitate access for members. He also noted that software is available to support surveys if required. The meeting concluded at 3.52pm	Chair Committee Members Committee Members
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