Wyre Forest & District Executive Committee Meeting
held on Friday 31st July 2026 at 2.00pm
at The Severn's Club, Stourport on Severn

MINUTES

Attendees: Val Hurst (Chair)
Jan Haylock (Vice Chair)
Tony Haylock (Treasurer)
Gill Onslow (Secretary)
Ann Hill (Membership Secretary)
Jan Walton (Group Co-ordinator)
Trevor Boot (Trustee)
Ralph Bramley (Trustee)
Balbir Currie (Trustee)
Roger Quiney (Trustee)
Deb Richardson (Trustee)
Elaine Yates (Co-opted)

Apologies: Steve Archer (Trustee)
Rob Lloyd (Trustee)

Absent: None

Welcome and Apologies

The Chair welcomed all Committee Members present and introduced the new Secretary who had volunteered for the role.

Minutes of the meeting of 23rd June 2026 and Matters Arising

The Minutes of the last meeting were proposed by the Chair, seconded by a Trustee and approved by the Committee.

Chair's Update: -

Newsletter - Ralph Bramley, trustee and Newsletter Editor will be stepping down from The Committee on 19 October 2026.

Thanks were expressed for all his previous contribution over the years.

Requests for information to include in the newsletter had produced very little response to date. This may therefore need to cease with the u3a website and Facebook being the communication channels to use instead. In the meantime, the Chair would circulate a request for a volunteer willing to take over as editor.

Severn's Club Venue - The Committee discussed the suitability of The Severn's Club as a possible future venue for the Monthly Meetings. The cloakroom and toilet facilities are adequate including those for disabled members. Car parking was plentiful. Currently the venue has insufficient seating but the owner is prepared to address this, should we decide to proceed. There are no storage facilities available. The u3a would not be permitted to provide their own refreshments, however a discount could be agreed for individual u3a members to purchase these at the venue. Charges would be £25 per hour for the main room and for the room and bar service, £35 per hour. A decision will be made at a future meeting following further discussion.

Kidderminster Town Hall - Charges to hire this venue would be £400 for the monthly meeting. Car parking is not available on site and is therefore a major consideration. Again, there is no storage facility available. A visit has been arranged for Wednesday 5th August with Kidderminster Bid to discuss further considerations. **Action** - Chair, DR, Julia Stanfield.

AGM Paperwork - The Chair informed The Committee that all the AGM notification papers were ready for issuing to members. All completed nomination forms must be sent to the Secretary including those from existing Committee Members requiring re-election. The Satellites will be performing at the AGM.

An extension to the length of time which Committee members currently serve will be proposed to the members at the AGM for their vote before the election of Officers takes place. The term is currently 3 years and the proposal is to serve 5 years. **Action** – The Secretary.

Treasurer's Update

The Treasurer informed the committee of the current financial position of the organisation:-

Deposit Account	£8,058
Ring-fenced Account	£4,632
Current Account	£3,471 which includes £1,190 of Pickleball monies
Petty Cash	Under £50

The Treasurer reported that the Pickleball members now pay into the Stripe Account and he then pays the venue as required.

Group Co-Ordinator's Update

The Group Co-ordinator reported that she had attended 2 different groups and had been welcomed by both the Group Leaders. The Chair advised that the idea of these visits is to identify whether there are any issues where The Committee can help and support. Understanding the Economy was a fun group with interesting discussions. The Pickleball Group had no issues to report.

The Group Co-ordinator and The Chair have arranged to meet a lady who has expressed an interest in becoming a Group Leader to potentially create a new group.

It was suggested that some of the pictures on the website welcome page need updating**.** **Action** –JW, RQ.

Membership Secretary's Update

The Membership Secretary informed The Committee that everything was satisfactory and that six new members had joined that week. The membership currently stands at 1,040.

Any Other Business: -

Associate members - The Chair raised the issue of Associate Members attending WF&D events. Head Office has no definitive policy covering this matter and it is left to the discretion of local u3a's. The current charge for Associate Members in WF&D is £9 and all Associate Members are covered by their own organisation's insurance.

When a new Associate Member attends a WF&D u3a group, they need to provide evidence of their membership. If they are unable to supply this, the Group Leader will need to check with the Associate Member's own group to ensure they are a paid-up member.

The Treasurer suggested that Associate Members should pay a reduced fee of £5 annual membership with effect from 1st October 2026 – 31st March 2027. This was proposed by The Chair, seconded by the Group Co-ordinator and agreed unanimously by The Committee.

Ad Hoc Talks to Members - The Chair raised the issue of speakers who have contacted u3a and requested they facilitate talks to members about a variety of more serious subjects e.g. dementia, Victim Support and other topics. If this was to proceed, The Chair and Secretary would manage all necessary organisation in conjunction with JS.

The Chair to report back to The Task Group at their September meeting to discuss the implementation. This was seconded and agreed unanimously by The Committee.
Action – The Chair.

Minibus Hire - The Chair informed The Committee that Trustee (SA) had been approached by the Kidderminster Scout Group asking if u3a would consider being involved in the shared use of a minibus. There is a proviso from the local Council that the Scout Group would need to add more groups to this arrangement in order to increase the bus usage before they would consider the funding of £60,000 required.

The Committee agreed that for the groups who go out for their activities, this could be an asset, however concerns around safety, procurement of a driver and insurance for the minibus were all serious considerations. It was therefore decided unanimously that this would not be an undertaking which could be approved. The Chair would inform Trustee (SA) and Scout Group. **Action** – The Chair.

Committee Member Identification in Minutes - The Secretary stated that the current format for the Executive Committee meeting minutes was not reflective of an accurate record of those meetings, as no names were mentioned of any trustee's individual input.

Positions such as The Chair, Vice Chair, Treasurer and Secretary were identifiable, but the remaining members were referred to only as 'Trustee'.

It was further suggested that as no record of any Trustee's input in the minutes was available, no accountability is shown to enable members to decide whether or not that trustee would be suitable for re-election to The Committee.

It was brought to the Committee's attention that previously, ownership of comments made by specifically named members of The Committee in the minutes had resulted in unpleasant communications being directed towards that particular Committee Member.

Following discussion, the proposal was then submitted to The Committee and was rejected by all members except the Chair and Secretary. However, it was agreed that all the names should be on view under sections for attendees, apologies and absentees. Those with actioning responsibilities would have their initials stated alongside.

Date of next Meeting

Wednesday 30th September 2026, 2.00 – 4.00pm, The Severn's Club, Stourport-on-Severn