

VERWOOD U3A Committee meeting.

Meeting Agenda

Venue. **The Hub, Verwood**

Date. **Monday 13th March 2026 at 2.00pm**

Chair.	Lesley Newman (LN)
Treasurer	Sue Bryant (SB)
Group Leader Co-Ordinator	Esme Hernon (EH)
Bookings Co-Ordinator	Mel Webb (MW)
GDPR (Data protection)	John Tolley (JT)
Membership Secretary.	Kathryn FINN (KF)
Web co Ordinator	Carys Sullivan. (CS)
Secretary	Ray Williamson (RW)

Agenda

1. Apologies.
2. Approval of minutes.
3. Matters arising.
4. Chairman's Report
5. Hon. Secretary's Report
6. Hon. Treasurer's Report
7. Bookings
8. Group leader's Report

Discussion Points.

1. Update and Google drive (CS)
- 2 Monthly Treasurers Account Report. (MTAR) SB
3. General Data Protection Regulation (GDPR) JT
4. Set protocols for advertising commercial events. (MW)
5. Civic Service (LN)
6. Emails that require a mention. (RW)

AOB. Invite to speakers (KF) Carried from 5th January.

Meeting opened 2.00pm.

Brief discussion on accepting, signing and storing records of committee meetings.

Clarification of position Kathryn, membership secretary. Although may not attend committee meetings, she will be included in all communications relating to U3A business.

1 Apologies from KF and MW.

2. Matters arising.

A disclaimer from each individual in relation to their position in U3A and new members on joining. LN reports this point has been resolved satisfactorily.

The issues with the working of the Investment group have been resolved as well.

MW wanted to discuss memberships matters with KF. Both absent. Put over

The committee now receive a copy of the monthly treasurer's report,

EH, proposed new possibilities/activities/ideas put over until committee have time to discuss. EH will bring these onto the agenda when ready.

Each group to have one group leader, then entitled to membership discount.

A date to be set for a group leaders' seminar.

Web site situation has been resolved with appointment of CS.

GDPR subject to later update.

U3A risk and policies are now in place. MW has provided an excellent result. Two items to include, PAT testing of U3A electrical equipment. Date set 31st March. All group leaders have been informed to arrange a time. We have paid for up to 15 items. The booking was made having been informed the Ukulele group did not require testing, approx. 30 items. Unfortunately, the change to include them was made too late. The hub has announced that U3A electrical equipment needs a PAT test sticker.

Table tennis issues. LN reports They need to purchase two new tables, but not until September. Reports they are looking at tables on the second-hand market, as clubs regularly renew their tables. Also the Hub have agreed to store two tables for U3A.

SB, A system of charging new membership pro-rata is not difficult to manage, a vote was carried unanimously. Now set up on Beacon.

Investigation of altering the date of the financial year. Pro's and Con's. SB, has been looking into the process. It's not straight forward and request further time. Put over.

3. Approval of minutes.

Minutes were accepted, dated and signed by LN, countersigned by SB. Original stored by Secretary, and a copy posted on the website Beacon, google drive, for membership to access.

4. Chairmans report.

Each year on joining or renewal, a line to be added, Gift Aid. Yes or No. Can we amend this. CS Yes. JT. There was a word on paper membership forms. But it isn't online.

Group leaders' entitlement to discount. Charity states no member shall benefit more than any other member. The Trust have reservations about Verwood U3A giving discounts. There are some groups who have more than one leader. David Cheshire, who is a member to cover insurance requirements. His only involvement is to run the very popular history group. Further discussion took place. It was suggested to make him an honorary member in this instance. EH voiced concern that it could lead to upset with group leaders. How can we provide incentive to encourage current and new group leaders. But she would go with the committee's decision. There follows a long discussion about these discounts. JT, suggested if discounts were discontinued, announce it during the group leaders meeting, face to face. This was agreed to be the way forward. No date was set.

Announced Irene Martin who runs a book group from home, is keen to start a knitting group at home to produce items for sale for the benefit of U3A. LN gave her full support in this endeavour.

The Hub (Tony) has offered to arrange a cheese and wine tasting evening, for £7.50. As a precursor for him to form an evening group. Say once a month.

LN spoke to the travel group about using travel companies, Laguna or Heathside. There are a number of trips cancelled because the organising can be problematic. Whereas these companies provide everything for you. Also with bulk booking seats, a discount comes into place.

5. Secretary's Report.

I have received a notice from a U3A member at Chandlers Ford. He gives a lecture called "My digital Legacy" Gives you an idea what goes on behind your phone, Facebook etc. Send an email out to membership to gauge interest. In light of the Hub increase charges for hall hire. St Michaels Hall maybe a better option.

Email from Marian Luck. Giving their role of the U3A National council to move forward their objectives and aims. Outlining guides for coming year. I've printed it out if any person wants to read it. LN had received a copy, marked as "Noted"

6. Treasurers Report.

I've sent it out to everybody. The debit card, hasn't swapped the Zoom payments over because John is still active, so have to wait until the bank updates.

PAT testing was £65 plus VAT. JT, how many bills do we get with VAT and we reclaim it. We are not VAT registered and it's not enough.

I've been comparing the cost, going back to membership charges. Some groups aren't paying a substantial extra charge to cover the costs. For example. The Bridge group cost £1084 for 22 sessions. Our membership covers £623, so £460 short. So bridge members should pay £25.60 extra a year. There are other groups small shortfalls. Pickle ball is covered with £10. Monday Art should be paying £20 extra, Badminton, extra £3 on top of their £10. Table tennis an extra £1.25, guitars an extra £2. Ukulele is the only one covered.

I've taken my information from the calendars. Sue voiced her concern about accuracy of Beacon. Group leaders have been asked to update detail of their groups.

Venue costs are very high and they are going higher. I believe in May/June we will be very short of funds in the current account. I'm going to transfer some cash, until we receive subscriptions for the new year in September. At present we are not breaking even, covering enough for our outgoings. Solution, fundraising or increase subscription. So. ideas mentioned during this meeting are important.

Gift Aid, it was claimed by the Trust, we have been overclaiming Gift Aid. We pay rental for rooms, but the extra £10 or whatever that members were paying is NOT subscription, but we don't claim Gift Aid on that part. It's always logged as separate. So, we have successfully claimed Gift Aid. LN spoke to the person who set Verwood U3A as a charity who agreed. Therefore, recommend to continue as we are. On the member subscription fee only.

Action. Show/Remind group leaders how to update Beacon. Perhaps an updated “help” sheet. EH. It seems there is an effect on Beacon from previous databases that were used for membership. Emails which are Null and Void, but they’re still showing. They need to be deleted. There is a mismatch and doesn’t work. CS continues to address these issues. ACTION, organise a committee session with Carys to teach the working of our website.

7. Bookings. In the absence of MW, carried over.

8. Group leaders Report.

I’ve sent out emails to all group leaders, asking if they used projectors. The responses were all over the place. So, I have not got very far in my listed projects. I have reinforced to members the point of contact for bookings, NOT the Hub.

Discussion Point.

Update Ionos and google drive.

CS has moved over from Ionos to the new site. There is a small bill to pay £12.39. I have the invoice to send to SB for reimbursing. I have retained the domain name Verwood U3a, nobody else can use it, and email addresses. We pay about £4 a year. On Facebook I’ve asked Jan to stay on as admin as she understands Facebook. She responded happy to help, will not interfere or take any actions without approval. A nice reply. I have been taking pictures and text from Facebook and transferring onto the website. A discussion took place about pictures and permission etc. ACTION EH. Authors reminded to receive permission from the people in the picture first.

CS. We are paying for Zoom What are we paying for? SB. It is used by the Investment group. They meet on Zoom nearly every week, which is cheaper than renting a room. The group leader Paul Thackery is giving SB access, so the committee can monitor. The documents MW has produced we need to load them on the website. Some aren’t accessible because they don’t need to be changed or typed on. Some need to be accessible for your guide to be removed or to be able to go into and enter details. Incidents for example. So, I need to get that sorted out. Is that what you want me to do? Do you know where google drive is? CS then talks you through the process how to access google drive. After a short to and fro, it was decided. When CS is ready, a technical group meeting will be arranged to bring us all up to speed.

2. Monthly Treasurers Accounts Report. (MTAR)

Completed in Treasurers report.

3. GDPR

JT. A thank you for all the returned information forms. I've compiled a GDPR document and sent it to you all. It's not the be all, end all, but extracted the important items. What's doing and so forth. What is clear the government doesn't know the difference between data and information. Most doesn't apply to U3A. What we collect as long it is carefully maintained; we won't fall in the various categories of GDPR. EH. We have to declare if you are a tax payer or not. Does that come under data protection. JT. No. JT. Two things. 1st everyone should have backup in the cloud. JT will deal with any SARS (Subject access requests) CS. The membership application forms from last year are not on google drive, there's nothing on google drive. I'll continue to look for them. LN. Everyone will complete a new form this September when they join or rejoin. JT On this form a note. "You accept this data will be held electronically" CS to add to the new form.

4. Set protocols for advertising commercial events.

Adjourned.

5, Civic service, two guests invited.

No volunteers.

6. Emails that require a mention.

All covered during conversations above.

7. A newsletter to be produced on the 1st of each month. An invitation to be sent to members for future/past events, successes, newsworthy material.

Date for next meeting 26th April 2026 at Crane Valley Golf Club 2.00pm.

Signed.
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Date.

Countersigned.
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Date.