VERWOOD U3A Committee meeting

Meeting Agenda

Venue. **The Hub, Verwood**

Date. **Monday 5th January 2026**

Time. **2.00pm**

Chair.	**Lesley Newman (LN)**
Secretary	**Ray Williamson (RW)**
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)**

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. Gareth Mills resignation.
2 Data protection Act (KF)
3. U3A policies and risk (MW)
4. Table tennis group (MW)
5. U3A Council elections, vacancies' LN.
6. Workshop (Marien Luck email 2nd January) RW.
7. Part year membership fees 2026. LN
8. Working of the Investment group.

AOB.
Invite to speakers. (KF)
GDPR (JT)

1) Committee was in full attendance.

2) Minutes from 15th September 2025 not available.

3) Matters arising. Not applicable.

4) Chairs report. Introduction to all new members and titles around the table. John Tolley is the only member to continue onto the new committee and was comfortable in this. Announced the resignation of Gareth our webmaster with immediate effect. It was recognized Gareth had committed a large amount of time in the three years and is responsible for the website good condition.
It has been a difficult two months for the chair since assuming the position.
It is her intention to the future to lay a solid foundation down, i.e risk assessments, accident/incident reporting led by MW who has qualifications. It was suggested a volunteer be secured to assist the initial work. It was said time had been spent on the legality of the Investment group within the U3A.
Marian Luck (ML) is referring this question to the National U3A for guidance.
Meanwhile a questionnaire from the Financial Control Association has been replied to. The group leader Paul Thackery has offered full cooperation and invited a member of the committee to attend one of their meetings, A Wednesday 2.00pm to 4.00pm. To be arranged. (MW) Stated that the group should have a disclaimer from each individual. It was found they have a very good disclaimer in place, and new members to sign this disclaimer on joining.
(RW) Ensure Marian Luck is aware of this requirement. (The committee have arranged to meet her on 15th January) Put over to the next meeting.
(JT) Noted the Investment group could continue independently outside U3A
It was apparent Verwood U3A need to put in place Risk Assessments, Health and Safety Protection and Data Protection, which we are lacking. These items will be added to the meeting with ML on 15th January. LN has been informed by the trust repeatedly the emphasis around these matters. The responsibility lies with our committee.
She was pleased and confident on the handing over by the treasurer to new treasurers.
LN explained the circumstances that led to ML entering Beacon. It was a question put to her about the need to sign a confidentiality document prior to KF accessing sensitive data.
It was mentioned ML wanted to talk to KF re membership matters. A time could not be arranged at this time.

5, Secretary's report. (RW)
One item Two members of the committee have been invited to a U3A Seminar/workshop on 4th March 2026 at Taunton racecourse. LN put her name forward, after a brief discussion I also volunteered. I am aware of the secretary's responsibilities.

6. Treasurer’s Report. SB.
Announced that the accounts recorded by previous treasurer were on XL, as they are more comprehensive than Beacon. The newly appointed auditor is in agreement with this. It was voted unanimously it remain so. EH asked if anyone else has access. SB John used to send out the whole file, she believes just the front sheet is necessary. It was agreed the front sheet will be sent out. The accounts are audited once a year. LN (has accounting background) asked SB if she could look at the accounts once a month. This was agreed. JT is a signatory but has to arrange a visit to the bank in Salisbury. SB advised JT on a possible easier solution. She also has a few items to sort out regarding bank cards etc. SB asked if records older than 6 years (a legal requirement) be disposed of. Agreed. MW to arrange to speak to SB and discuss advance payments for the Woodlands. SB, acknowledged the good work by John Morris in keeping the finances in a robust and professional way.

7 Bookings MW.
MW, reports all’s well, a couple hiccups members contacting the hub instead of her. It is apparent the Hub is significantly busier and slots are less available. There are a limited number of rooms. U3A receive a very good room discount. Be mindful, when new groups are planned, consider availability. Maybe look for alternatives. EH offered her HA as an option.

8 Group leaders report. EH.
I have a list. A request from Carol Marsh of the book group to extend their time slot by 30 minutes to set up a jigsaw exchange. MW suggested she extends their slot as requested for two meetings and see the response. EH, said she will relate back to Carol. An email will go out to membership advertising the jigsaw exchange. There was a discussion about the management and responsibility of sending out whole membership emails. Also, membership access and ability to amend personal details. It was suggested advice will be taken from ML
EH, asked to advice, disposal of out of use projectors, cooking rings. A general discussion took place on the most appropriate way to pass them on. Put back 2 months.
Proposed a digital photograph competition for the website. They can be displayed so members can take a vote on their preference. Put back for further development.
To form a German speaking group. Led by someone from Bournemouth University. Or approach the Twinning Association. An idea to explore for the future.
Arrange a Meet and Greet, for new members, established members and members of the committee. Nancy arranges these to alternate each month with the Quiz.
Set up a phone technical work group for members. Once a month. (KF) Suggest Marketplace in Salisbury, who can send a Digital Champion. (LN) We

had a man in a wheelchair who came and held digital surgeries. It worked very well. We can make an appeal for a volunteer.
The Craft fair. The Ukulele group in the foyer was popular, but the crafters in the main hall was not well supported, a low turnout and no atmosphere. Open to ideas for improvements.
It seems some groups have more than one group leader and as such receive a discount. This seems unfair, particularly if it's a small group. If a group leader carries out a large amount of work, it is right they are supported. As a charity, having 2 or 3, seems unfair. It was agreed that each group will have one group leader, to receive discount. EH, tasked to contact each group to nominate such a person. (RW)Beacon has a record of all the groups and their respective leaders. This can be amended accordingly and taken as a record.

Membership Secretary KF.
There seems to a disconnect between what's on Beacon and the Group leaders own lists of contact details. A discussion ensued. A group leaders' seminar about the working of Beacon took place last year, perhaps it's wise to arrange another. In the spring, Diane who was very good last year. A date to be set, with as much notice as possible.

Discussion Points.
1. Website. Gareth Mills resignation.
LN has received a number of possible replacements. Careys Sullivan. Or hiring a webmaster. She will seek advice from Marian Luck on this. The website will remain inoperative until a replacement is found. She will send out an update message to the membership. Secretary tasked to contact Gareth and pertinent information to enable access the Website for the future Webmaster.
It recognized the amount of time and effort by Gareth, from a crude to very efficient website.

2. Data Protection. (JT)
We need to know who's got what on which device. One of the preliminary things to do, is to circulate, at least to the committee, what information do you keep on what device. What do you do to change, backing up or delete the information. Access to Beacon, how do you delete records. There should be a procedure for adding and deleting data. Agreed a circular be sent to group leaders and committee members to covers these requirements. Decided to consult Marian Luck beforehand. JT will prepare to send out a circular to the committee.

3. U3A policies and Risk. (MW)
All committee members received a copy of these policies. Noone has come back with any observations. It was assumed that having been read, these could be discussed during this meeting. These policies are Safeguarding, Equality and Diversity Policy, Health and Safety Policy. Members code of conduct.

Complaints and disciplinary procedure. MW continued to say these are mandatory policies by law. The National U3A website have templates for all these which can be adapted for our use. If every one has read these policies and accept them, we can vote, to be adopted by the committee. Once agreed, they are entered on our website for members to view if they wish. Also copies, made available to group leaders for reading and compliance. MW has visited every venue and found them suitable for wheelchair access. People with disabilities cannot use U3A activities. JT stated all these policies should be dealt with at a dedicated committee meeting. Further discussion took place. LN stated U3A Verwood has been highlighted by the Charity Commission and the U3A Trust, as non-compliant. We could accept them now as temporary policies as tabled manner, to fill the void. Until properly dealt with. It was decided to adjourn until 21st January 2026, 2.00pm. The date later put to Saturday 24th January at 10.30am. JT We need to visit the website cookie and privacy policies. These are essential.

4. Table Tennis Group (MW)
According to U3A and our insurance policy, we are required to have risk assessments for every group and activity. This is on top of the venues own risk assessments. She has not been to find any, anywhere. There was a report about a table tennis table being hazardous. Two have broken hinges and rivets. One propped up with a bit of wood. Players have received pinched fingers and grazed hands. I completed a risk assessment on the tables and they are now OK. MW completed a risk assessment at the venue, the Youth Centre. In the presence of the group leader. We now need to complete the same at every venue and group. The law states the person needs to be trained and competent. Having an understanding of the risk assessment procedures. MW has a valid National recognized qualification for this from her past work. She is happy to carry out the work. RW offered MW assistance. Risk assessments are valid a year, and then re-examined. I will carry these out in the presence of the group leader. Accidents forms, are held on the website. Group leaders should be made aware, if one is needed.

5. Work shop (Marian Luck email 2nd January.
See secretary's report above.

6. Part membership fees.
Part membership fees were discussed. The existing system of a flat £30.00 or pay Pro-rata. SB stated the pro-rata is not difficult to arrange. A vote was taken. The pro-rata system, carried.
JT. At the AGM in October, it was announced the subscriptions will not increase. The financial year is 1st August. So, year 2026 -2027 is set. The committee have to decide between now and the Autumns AGM to set the subscriptions to begin on 1st August 2027. The Hub have not increased their fees, may do April 2026. If there are increases, taking the Hub is our biggest

outlay. The committee need to take into account, our bank balances. What might be needed, or not needed. It maybe clearer after the Hub announce their fees.
LN asked SB to investigate altering the date of our financial year, so it ties in with our AGM. Look at the Pro’s and Con’s.

AOB. Invitation to outside speakers (KF)
Carried over.

There being no further business the meeting ended at 4.07pm.

The next committee meeting will be in the Hub on at Friday 13th March 2026, at 2.00pm.