

Blackbourne U3A Committee Minutes

Meeting on Tuesday 7 April 2026 at 11.30am

1. **Apologies for absence** : Trevor White
2. **Co-opt possible new committee members** : *It was proposed to co-opt Brenda Last onto the committee by Malcolm, seconded by Stephen and agreed by all.* She will act as minutes secretary. Current committee is therefore Malcolm Chalmers, Paul Taylor, Melanie Grant, Geri Collingwood, Liz Chester, Julie Cubitt, Stephen Cubitt, Jan Butler, Trevor White, and Brenda Last.

3. **Minutes of last meeting – January 11, 2026** - Agreed by those in attendance at that meeting.

4. **Matters arising** – None.

5. **Chair's report and items for discussion**

Committee recruitment : No one has so far come forward to act as u3a secretary.

Distribution of Secretary tasks :

AGM tasks – paperwork etc Brenda

Update Third Age Trust - Malcolm has already done this and will continue with it. He will also file any Secretary paperwork.

Website – Anne Ling although non committee member will continue looking after the website.

Minutes of committee meetings and AGM - Brenda . Today's minutes plus AGM to be provided to Treasurer asap to enable banking changes.

TAT annual return: Malcolm with Melanie.

Room booking: Malcolm.

Programme : Speakers Liz, Julie, and Jan ; Group leaders Geri; programme design and liaison with printers Stephen.

Membership renewal: Melanie – reminder email/letter, which will advise members can still pay by existing standing order, but we would prefer BACs online banking if possible. Beacon PDF to Stephen for printing of membership cards and address labels ; organise collation of letter, programme, and cards for sending to members.

Committee meetings – Malcolm and Brenda

Beacon tasks - Malcolm and Stephen

Access to amend Beacon member records will be restricted to Malcolm, Stephen, and Melanie. Paul as treasurer will have access to view and renew membership.

Website Update – pictures – We are still looking for photos to improve the main web pages.

6 **Treasurer's report**: – **Bank accounts**: the current account is £3,159.76 in credit; this includes £130.84 of Tai Chi funds. We may need to move some money from the savings account as we will get bills from the Third Age Trust of around £3,000 in April and we will have the hall and speakers to pay in the April and May.

The savings account has £4276.60, the current interest rate on it being 1%.

Cash in hand: We have a total of £61.42 in hand.

Membership: Using Brenda's 2025 list from April we have 576 paid up members. We received a further 15 subscriptions which relate to ex members with no contact details and 18 from members who paid twice or for a deceased spouse. Where we have no contact details these have been treated as donations in the 2025 accounts.

Bank Account: I am in the process of changing over the bank account from Brenda to myself. I have filled in Santander's form as far as possible but will need to complete it after the committee meeting, attaching the minutes from the meeting to the form. All the changes we are making to the bank needs to be listed in the minutes, but can be summarised as follows:

Section 2-2 – Change the registered/operating address from Brenda Last's address to Paul Taylor's address, which is 4 The Hawthorns, Thurston, Bury St Edmunds, IP31 3NU.

Section 2-3 - Change the correspondence address from Brenda Last's address to Paul Taylor's address, which is 4 The Hawthorns, Thurston, Bury St Edmunds, IP31 3NU.

Section 2-4 – Change the contact telephone number from Brenda Last's telephone number to Paul Taylor's telephone number, which is 07825 987788.

Section 2-5 - Change the email address from Brenda Last's email address to the treasurer's email address, which is treasurer@blackbourne-u3a.org.uk.

Section 4 - Remove Elizabeth Morgan, Sue Adams, Chris Ives, William Blackaby, Susan Kelly, and Sarah Robinson.

Section 5 - Add Paul Taylor, Malcolm Chalmers, and Melanie Grant as authorised signatories.

Section 6 - Add Jannette Butler and Trevor White to the list of committee members / trustees.

Malcolm proposed, Melanie seconded and all agreed to accept the report and the changes to the bank account.

Paul proposed and Geri seconded to transfer £1500 from the savings account to the current account to meet the expected bills from TAT . All voted in favour.

- 7 **Membership Secretary's report** : So far little to report. Beacon total for annual return is 571. Stamps for sending out of cards, etc have been purchased before price rise.
- 8 **Interest Groups co-ordinator's report:** Quiet recently in terms of new groups. The website needs changes re removal of creative writing group now closed and a misspelling of another group name. Some group photos have been updated. Geri hopes to arrange a group leaders' lunch for July, possibly at the Fox and Hounds in Thurston. No one has come forward to run the visits "group." Brenda offered to try to organise a gardens visit, maybe for September, and see how that goes.
- 9 **Beacon Management System update:** Stephen will set up new user ids for Chairman, Treasurer and Membership Secretary. There are approximately 30 users set up, mainly for groups, although there are 3 groups still not using the system for their members. Beacon runs online training courses and Stephen will advise the committee members as soon as he is advised of any upcoming ones.
- 10 **Date and venue for next committee meeting: Friday 5th June 10am Thurston New Green**
- 11 **AOB**
Jan queried the position of the refreshment table with milk and sugar in the Bowden Room as it creates a possible clash of members with hot drinks meeting incoming members. It was agreed to try putting the table back in the main hall in May but further past the kitchen hatches to try to prevent bottlenecks at that point.
Malcolm will put an item on the next meeting's agenda about the treatment of lapsed, resigned, and deceased members' details on Beacon to ensure we are following GDPR rules and HMRC for gift aid.

Meeting closed at 12.35.

Signed.....Chair

Date.....