

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES - V3

Monday 21st July 2025 at 1000 hours.

Held at: 10, Queen's Close, Ludgershall, SP11 9SN.

Dated: 23rd July 2025.

1. **Present:** David Gollings, Paul Hardy, Melenie Mackay, Chris Ward, David James, Ruth Gollings, Dorothy Connor and Richard Selley.
2. **Apologies:** John Pickford
3. **Chair's Opening Remarks.** The Chair welcomed those present.
4. **Minutes of the Previous Meeting.** The Minutes of the previous meeting held on 28th April 2025 were agreed and signed by the Chair. These minutes will be published on the website.

Action: Webmaster

5. **Matter arising:**
 - a. **Committee Appointments.** The only committee appointment that still needed to be filled was Vice Chair. It was agreed that more emphasis should be placed on the function of organising the monthly speaker programme and deputising for the Chair during any periods of absence, rather than becoming the future Chair. It was believed that this could be a daunting prospect, preventing possible volunteers from coming forward.

Action: All

- b. **Registration of Trustees.** The Secretary confirmed that David James, the new Membership Secretary had been entered onto the Charity Commission website as a trustee of Andover u3a.
- c. **Problems with the Charity Commission Website.** The Treasurer confirmed that he had still not been able to claim gift aid via the Charity Commission website. The problem appeared to be that the website did not recognise our charity number (Andover u3a - Registered Charity, No. 1072274), even though it recognised it for other functions on its website, ie the registration of new trustees. Finding an empowered individual within the Charity Commission to speak to about the issue had been unsuccessful. We were not the only u3a with this problem. It was suggested that the Treasurer contact Mr John Bent, who is a u3a trustee within TAT, to see if he could provide any assistance.

Action: Treasurer

- d. **Fairground Hall Invoice and Billing.** The Treasurer confirmed that he had received an invoice for the hire of The Fairground Hall. We had now paid up until 31st Mar 2025. The Treasurer would keep a watching brief on this and hopefully we would receive our next bill, on schedule, at the end of September 2025.

Action: Treasurer

6. **Treasurer's Report.**

a. **General.** The funds that we currently held were as follows:

(1) Savings	- £7132.87
(2) Events Account	- £ 598.50
(3) Current Account	- £ 147.86
(4) Membership Account	- £ 319.00
Total Assets	- £8198.23

b. **Membership Fees for FY 26/27.** Analysis of our current finances and the forecast of future expenditure indicated at this time that there was no need to propose an increase in membership fees for FY 26/27 at the AGM in May. However, if we failed to get gift aid, the situation could change and our reserves could fall below the 75% that we need to maintain, under the rules of our constitution. The situation would be kept under review.

Action: Treasurer

c. **Jean Owen Fund.** The Jean Owen Fund was earmarked specifically for Capital Expenditure and not for the general running of the organisation. (It had also been agreed that the fund should be "ring-fenced" and not included in the general account and the calculation of our 75% reserve - See above). The fund currently stood at £587.06. Expenditure since the last committee meeting was £34.97 on canasta playing cards.

Action: Treasurer

d. **Submission of Annual Report and Accounts to the Charity Commission.**
We would need to start the process for the submission of the next Annual Report and Accounts.

Action: Secretary / Treasurer

7. **Secretary's Report.** The Secretary reported that when using the, committee@andoveru3a.co.uk email address it appeared that David James was not included. The webmaster was asked to confirm that David was now included.

Action: Webmaster

8. **Membership Secretary Report.** The number of members was 397 (444 in February 2025). The drop of 47 was due to people not renewing their membership. They were now excluded from the total. This figure would be used in our annual submission to TAT, which determined our annual (capitation) payment. The secretary has submitted the previous annual return to TAT with the figure of 444 members. This had resulted in a capitation charge of £1776.00 for FY 2025/26, paid by the Treasurer. It was agreed that David James would be given "Read Only" access to our bank accounts.

Action: Treasurer

Newsletter Editor's Report. Chris reported that the next edition of the Newsletter was due out towards the end of August.

9. **Webmaster Report:** There were no specific issues reported. The website was working well.

10. **Groups Coordinator's Report.** The Groups Coordinator gave an update.

a. **Active Groups.** There were currently 34 active groups. There had been 33 active groups in April.

b. **Groups No Longer Active.** The 2 Flora and Fauna groups run by David Beeson had stopped their activities in May.

c. **New Interest Group:** David Beeson had suggested the creation of an "Explorers' Group" and was prepared to be the Group Leader, at least initially. This proposal was in the very early stages of planning at this stage.

c. **Canasta Group.** Roger Coveney was the Group Leader for the new Canasta group. This had started in May. The Canasta Group would meet on the 3rd and 4th Mondays of the month, between 2pm - 5pm at The Anton Arms, Salisbury Road, Andover.

d. **Group Leader Changes.** The following changes to Group Leader were reported:

(1) **Philosophy Group.** Alan Wright had stepped down as Group Leader in June: Pauline Eaton was the new Group Leader.

(2) **Walkers 1.** June Cowie had stepped down as Group Leader in July: Lindsay Awde was the new Group Leader.

e. **Group Display's at the AGM in May.** The group displays at the AGM had been particularly good this year and had been very well appreciated. The following groups took part at this year's AGM showcasing event on May 20th: Art, Bookworms 1 & 2, Craft, Film, Jazz+, MOTO, Photography, Quiz, Strollers 1 & 2, Walkers 2 and Croquet.

f. **Photography Group Project.** After the monthly meeting at the Fairground Hall on the 15th July, Richard Gigg had very kindly volunteered to take portrait photographs of 8 of the committee members. It was proposed that the chosen photographs would be displayed on a notice board at future monthly meetings, to enable u3a members to recognise the committee members. The Groups Coordinator would examine the practicality of using her existing display board for this purpose. However, if this proved to be impractical a new display board would need to be procured. The photographs of the committee would NOT be put onto the website.

Action: Groups Coordinator / Secretary

g. **Membership Audit.** It was agreed that we would conduct a membership audit.

As in previous years the Groups Coordinator would contact the Group Leaders and invite them to submit their membership lists to the Membership Secretary for audit, to ensure that all their members were paid up and therefore fully covered by insurance.

Action: Groups Coordinator / Membership Secretary

Interest Groups' List. An updated Interest Groups' List was sent to all committee members on 18th July 2025. This superseded the previous list sent on 30th March 2025.

11. Any Other Business.

a. **Presentations by Group Leaders at Monthly Meetings.** The feasibility of letting Group Leaders give short (5 minute) presentations at the Monthly Meetings, before the main speaker was discussed again. It was agreed that as a trial run in August, Richard and Melenie would give 5-minute presentations on the Walkers and Bookworms Groups. If this was well received, other Group Leaders would be invited to present at future monthly meetings.

Action: Secretary / Groups Coordinator

b. **Fairground Hall Crockery.** Ruth reported that some of the crockery in the Fairground Hall kitchen, that we use at the monthly meetings, was not fit for purpose. Many items are cracked and/or badly stained. The Fairground Hall had been informed, but to date no remedial action had been taken. It was suggested that the worst items should be boxed up and taken across to the Fairground Hall office for their inspection.

Action: All

c. **AGM 2026 - 30th Anniversary of Andover u3a.** Next year would mark the 30th year since the creation of Andover u3a. It was agreed that this should be marked in some way. Initial thoughts were that at the AGM in 2026, instead of a speaker we should have a cream tea and a 30th Anniversary cake, which would be cut by a suitable worthy. This would be discussed further.

Action: All

12. Date of Next Meeting. The next meeting would be held on **Monday 20th October 2025 at 1000 hours at 10, Queen's Close, Ludgershall, SP11 9SN.**

Signed

Dated

The Andover U3A is a Registered Charity, No. 1072274.

