

## Minutes of Perth u3a Committee Meeting

Held on Tuesday 31<sup>st</sup> March 2026 at 10am in Unit 7

### Present

Richard Coles	RC (Chair)	Wilma Coleman	WC
Irene Twinn	IT	Yvonne Connell	YC
Sue Hendry	SH	Trevor Abell	TA
Don Deeney	DD	Ray Hodgson	RH
Anne Rutherford	AR	Dave Smith	DS
John Seavers	JS	Jon Babb	JB

### 1. Apologies and Introduction

No apologies received.

### 2. Approval of Minutes

The minutes of the previous meeting on Tuesday 3<sup>rd</sup> March 2026 were approved – proposed by JB, seconded by SH.

### 3. Matters arising

- a) RH to compile a list of groups continuing throughout summer – still waiting for approx. 20 responses. Will keep chasing.
- b) WC to book St Matthew's Sanctuary for Registration 2026/2027 – WC didn't know the date to book. Will book as per minutes from 3 March, ie Monday 24 August for 9:00 to 12:30, and setup time (2 hours) on the day before (Sunday 23<sup>rd</sup>).
- c) IT RBS social account – WC to send timetable for 40<sup>th</sup> anniversary to RC and YC by 12 March – NOT DONE
- d) YC to email timetable to members etc – timetable not received so NOT DONE
- e) IT to confirm Christmas lunch etc – DONE
- f) YC to add DS's goal to draft Strategy – DONE
- g) YC to circulate TAT survey – DONE
- h) RC to raise Chair recruitment at GL meeting – forgot!

Also, JS noted that, with regard to the Volunteers Group on Beacon, the two remaining members have been removed from the group on their request. (Matters arising 4b from the 3 March meeting)

## **4. Admin Matters**

### **a) Treasurer's report**

IT presented the end-of-year accounts, noting a significant increase in income over last year due mainly to the increase in membership fees. This has resulted in a very healthy bank balance. Costs throughout the year matched the planned budget and, even without the fee increase, we would have broken even. IT will now submit the report to our independent examiner for scrutiny, after which the report will be presented to the AGM in May.

RBS social account – RBS haven't been in touch to explain why the application failed. IT will discuss with our independent examiner, who happens to be an ex-RBS employee.

**Action:** IT as above

### **b) Group Co-ordinator's Report**

Nothing to report.

Having collated Group Leader's feedback from the recent GL meeting, DS summarised the responses. On the question posed (how can we reduce the number of members leaving after one or two years?), there weren't any substantial suggestions. However, there were a noticeable number of negative comments regarding the event itself. GLs seemed to have expected more opportunity to chat with their colleagues, and the acoustics of the room made hearing at the back difficult. The Committee resolved to review the format and venue of the meeting for next year.

**Action:** YC to table a discussion about the Group Leaders' meeting during next session.

### **c) Membership Report**

DS reported one additional member since the last report on 27 March, and reminded the Committee that the new summer membership fee will commence from 1 April. JS assumes the role of Membership Secretary from 1 April, following one handover session between DS and JS. DS will be available to support JS as needed.

### **d) Accommodation Co-ordinator's Report**

Nothing to report. If necessary, RH will run an informal booking system for Unit 7 through the summer months, as one or two indoor groups are in the habit of continuing past the AGM.

### **e) Events**

JB reported positive feedback from members regarding the various social events which have been organised. The next event will be a visit to Branklyn Garden on 11 May, including a guided tour and tea in the café. Payment will be taken in cash on the day and the cash then used to pay Branklyn Garden. JB intends to run social events throughout the summer months.

DD confirmed that the speaker for Monday's open meeting has overcome his potential travel issues and will be able to deliver the talk. DD will bring a list of speakers for 2026–27 to the next Committee meeting.

**Action:** DD to send YC the list of 2026–27 speakers for circulation prior to the next Committee meeting.

## **5. Financial Policy**

The re-revised policy was circulated to Committee members prior to the meeting. AR noted a few discrepancies – mostly omissions – between the old and new policies. YC noted that the format isn't consistent, making the document harder to navigate.

**Action:** IT and AR to collaborate on fixing the discrepancies, then send to YC to fix formatting.

## **6. Budget 2026/27**

IT explained each line of the budget, with brief discussions on a couple of items for clarification or confirmation. YC noted that the Siteworks licence cost (£50 inc VAT) wasn't included – IT to amend. Otherwise, the Committee approved the budget.

**Action:** IT to add Siteworks licence to budget 2026/27

## **7. Request from Aviation Group for funds**

IT reported that the Aviation Group had requested funds to cover the cost of a group outing. YC quoted the relevant section of the Finance Policy: "any out of pocket expenses incurred by group members and group leaders in attending and participating in group meetings are borne by those members personally." The Committee therefore declined the request. It was noted that PKC has a fleet of minibuses available to hire by Community Groups, so long as the driver possesses the correction documentation.

## **8. 40<sup>th</sup> Anniversary event**

RC attended the most recent meeting of the 40<sup>th</sup> Anniversary Group and provided the Committee with a paper on his findings and recommendations. A number of key actions and responsibilities have yet to be assigned, and there was some concern about payment arrangements for the planned light lunch, given that Perth u3a must not be left out of pocket as a result of non-payment.

Following discussion on various points of practicality, the Committee agreed that the event should proceed. Payment arrangements will most likely be that attendees pay on arrival, and are given a ticket which they then present on entering the hall for lunch. Members who book a lunch will be advised that they are liable for payment whether or not they take the lunch on the day. John Andrews will take and record bookings.

YC noted that performing groups may need some management in order to ensure that each group doesn't overrun into the next group's time slot, and to help with any set-up such as power points for instruments or setting out chairs. DS suggested that a Stage Manager role was required; WC advised that she and John Andrews will do this.

Following queries about the display boards on which groups could show photos etc about their group activities, WC advised that there are just 2 fairly sizeable boards. This makes it even more important that someone oversee their use, in order to avoid frustration and disappointment.

Finally, it was agreed to invite John Andrews to the next Committee meeting, as he has been assisting WC with the arrangements.

**Action:** YC to email all members with an event timetable and instructions to email John Andrews if they wish to book the light lunch. Deadline for responses will be 15 April.

YC to email all group leaders with instructions to email WC if they wish to display materials on the display boards – first come, first served. YC will photograph one of the boards at Monday's open meeting and include this in the email so that group leaders can see how much space is available.

YC to invite John Andrews to the next Committee meeting.

## **9. AGM**

YC advised that the AGM calling notice and nomination form will be sent to members on Friday 3 April.

RC asked Committee members if they intended to stand again for the 2026/7 session. All present indicated that they would, with the exception of a) DS, who is standing down as Membership Secretary and from the Committee, and b) RC, who has served his agreed 1 year as temporary Chair and will stand down from the role and from the Committee. NB: RH wasn't present at this point in the meeting but later confirmed to RC that he would stand again as Groups Coordinator.

RC reported that Vicky Gardner, who had been considering the Chair role, has decided not to stand as she didn't feel she could give the role sufficient time and energy at the present time.

JB confirmed that he will stand as Vice Chair.

RC has been in touch with potential Committee member Alan Tailford, who advised that he cannot join at present but would welcome contact at the end of summer 26 as he may at that time be able to reconsider.

YC suggested a temporary shared Chair arrangement, whereby 4 office bearers would take it in turns to chair the Committee and open meetings. The office bearers could also, if useful, share the [Perthu3aChair@gmail.com](mailto:Perthu3aChair@gmail.com) email address. Decision-making would have to be by group consensus. Implementation of such an arrangement would need to follow the appropriate procedure – possibly by member vote.

**Action:** YC to contact Alan Tailford at the end of the summer as above.

## **10. Beacon admin deputy**

YC explained that, because DS currently acts as deputy Beacon admin but is also stepping down from the Committee, best practice is to appoint a new Beacon admin from within the

Committee. This is because the Committee is the Beacon Data Controller. Following discussion, YC was selected as the new deputy Beacon admin. The Committee accepted the potential (though minor) conflict of interest insofar as the Beacon admin, Anne Trant, is YC's sister.

## **11. AOB**

IT is having surgery before the next Committee Meeting and AGM, and therefore may not be able to attend the Committee Meeting. However, she'll endeavour to attend the AGM.

**Next Meeting:** Tuesday 28 April 2026 at 10am in Unit 7