

Minutes of the Berwyn and District u3a Committee meeting held at Heol Gauad, Cynwyd, LL21 0NE on Thursday, 7th May at 2pm.

1. Members present

Karin Capp (Membership Secretary), Rhiannon Jedwell (Treasurer), Clive Ashton (Vice Chair), Hilary Dodd (Chair), Jo Price (Secretary)

2. Apologies for absence

Elaine Ford (Publicity Officer)

3. Agree minutes of meeting 12th March 2026

The minutes were agreed.

4. Matters arising

5.1 Karin has agreed to take on the Treasurer's role when Rhiannon steps down at the AGM in August. Rhiannon and Karin will have a meeting with Pete and Mo before August to enable Rhiannon to hand over the role to Karin.

Lionel has agreed to take over the role of Membership Secretary from Karin. He and Karin have undergone Beacon training with Pete for their new roles.

13. We have decided not to use PayPal for membership subscriptions for the time being. Members can continue to pay per meeting for attendance at Open Meetings.

We agreed that non-members can have one free taster session at a group and then we will require them to join the u3a. They can attend unlimited Open Meeting talks as long as they pay for entry. We do not charge carers an entry fee.

5. Berwyn u3a Action Plan 2026-27

5.1 Raise membership by 10%

Karin reported that we currently have 55 members. 1 new member has joined since 31 March.

5.2 Increase number of interest groups by at least 2

We have one new group: Elaine's Board Games group

Action: Clive to email members to gauge interest in a Fine Dining group.

5.3 Create a Group Coordinator

Nobody has volunteered for this role yet. We'll continue to explore possibilities.

5.4 Increase involvement of non-committee members

Hilary emailed members about the participatory ethos of the u3a and the need for more members to take on tasks or responsibilities. We are grateful to Lionel for offering to take on the role of Membership Secretary and Norman for offering to undertake an annual review of our finances.

Hilary also suggested we could create a buddying system for members to shadow or help those who are undertaking tasks or roles. We shall discuss further how to set up such a system.

5.5 Review all policies where necessary

At a meeting earlier this week, Hilary, Clive and Jo reviewed all the mandatory policy documents. They are the:

1. Financial Policy
2. Privacy Policy
3. Data Protection Policy
4. Equality, Diversity and Inclusion Policy
5. Safeguarding Guidance Policy and Procedure Policy
6. Health and Safety Policy

Action:

- Jo to amend the documents as agreed at the meeting. She will email the updated documents to all committee members to read.
- Jo to set up a proforma for all committee members to sign that they've read the policy documents.

Members present at this committee meeting signed a paper copy of the Confidentiality Agreement. Lionel Bould has signed the form electronically.

- Action: Jo to ask Elaine for her signature at the next meeting, and to file the signed agreements.
- Jo to check with Pete if Group Leaders have signed the Confidentiality Agreement, and if not, to ask them to do so.

5.6 *Create an induction programme for new members*

Hilary and Karin have produced a welcome sheet. We will hand this sheet to new members when they join.

Action: Karin to let Hilary and Jo know when we have a new member, and they will contact them to offer to meet for coffee.

Treasurer's report

There is £3933.56 in the bank. We paid our last speaker £78, including travel expenses. We discussed several points arising from Hilary, Clive and Jo's review of the Finance Policy earlier this week:

- At present, we don't have a card reader. We'll get one when Karin takes on the Treasurer's role and start using it, especially for new members' joining fees.
- As noted above (5.4), Norman has offered to look at our books once a year.
- We need to clarify how the Group Leaders are recording their group's finances. Committee members don't have access to the groups' ledger, and the Treasurer does not currently see any group's accounts.
Action: Hilary to ask Elaine Beech, Secretary of the North Wales network, about how other u3as keep a record of the finances of their interest groups.
- The u3a Trust (TAT) notified u3as this month that the HMRC has made changes to their guidelines for Gift Aid. TAT states: 'The key point for us to know is that in order to claim gift aid on core membership fees, this fee must be explicitly advertised at the point of payment. We have also updated the membership application form template'. (Iain Cassidy email 5.03.26). If we wanted to do Gift Aid, it would need to be tied to the membership fee. We await further guidance from the Trust.
- We agreed that our Associate Membership fee is £11.
- Rhiannon informed us that, regarding the tea rota, she is given receipts for the refreshments and pays for them out of petty cash. There is a section for refreshments on the ledger.
- We don't keep an asset register as we haven't bought anything of any value to date.

7. Membership report

The current membership is as noted above in 5.1.

8. Groups report

The groups are going well, especially Strollers, Table Tennis and Boules. The Walking Group has 5 regular members, who enjoy the monthly walks. Sheila is about to start the summer's garden visits.

We are still seeking a Groups Co-Ordinator, as noted in 5.3 above.

9. Publicity, Marketing and Communication report

Elaine has sent out her first monthly email about what's on this month with our u3a.

Clive also posts regular facebook pages about our activities.

Action: Hilary to ask Elaine if in one of her messages she could let members know that they can go to an occasional group meeting or event (that is, they don't have to commit to every session of the group).

9.1 Communication Strategy

We all agreed with Clive's revision of the Equality section of the Strategy. The committee has now read and approved the whole Strategy. Thanks to Clive for producing the document.

9.2 WhatsApp security

Karin passed on Pete Edmondson's concerns about the security of WhatsApp. Pete thinks we should not ask members to sign their agreement to join WhatsApp on the membership form.

Action: Clive to check this issue against the Data Protection policy. He will also send members a message letting them know how to delete their 'phone number from WhatsApp if they are not happy with its being there.

10. u3a National and Regional Events and Meetings

Hilary and Jo reported back from the All Wales Network meeting they had attended in Newtown on 30th March 2026. The meeting focussed on sharing ideas and discussing issues, in particular as pertained to supporting small u3as. These ideas included setting up friendship agreements between proximate u3as, to facilitate sharing groups, events and resources.

It was noted that Ruthin u3a has approached Helen Guyon about having a boules tournament with our u3a. This could be a starting point for connecting with the Ruthin group.

11. Planned events

The North Wales Network is planning to hold a u3a stand at the Denbighshire show on Thursday, 20th August.

Action: Hilary to contact Elaine Beech to offer information advertising our u3a and to ask if they would like volunteers from our u3a at the event.

12. Training

Our review of the policy documents has indicated that more training would be useful for all of us.

Action:

- Clive to circulate to committee members the training plan he has drafted.
- Jo to circulate all the revised mandatory policies to committee members for us to read, as noted in 5.5 above.
- Clive to attend a TAT zoom meeting on Equality and Diversity on Monday, 11th May.

13. AOB

We agreed it would be helpful to hold monthly meetings while there is so much business arising.

14. Date of next meeting

The next meeting is on Monday, 8th June at 2pm at Rhiannon's house.

The following meeting will be on Friday, 17th July at 2pm at Rhiannon's house.