ARNOLD u3a
Minutes of Committee Meeting held on Tues 13 April 2026 10.00am at
The Salvation Army, High Street, Arnold

PRESENT		**APOLOGIES**
Hazel Ward	**Chair**	**Kevin Fallon**
Viv Purkiss	**Vice Chair**	
Glynis Hunt	**Treasurer**	
Gwen Whitehouse	**BusinessSecretary/Minutes**	
Barbara Eustace	**Assistant Treasurer**	
Sue Matthews	**Groups Coordinator**	
Heather Roberts	**Committee Member**	
John Heeson	**Website Manager**	
Cathy Van Baalen	**Membership Secretary**	
Tina Palingedge	**Health and Safety**	

1. March Minutes agreed and signed by Chair.

2. Matters Arising

- Photographs to be accessed from TAT Portal for use on Publicity Leaflet.
- July Speaker - Heather to confirm with Rachael from Notts Hospice
- Heather to attend Notts Network Meeting as Hazel away. Committee agreed Heather should speak about the volume of Charities who contact u3a Groups asking for help with funding.
- Rosie and John Butler were voted in as Council Representatives.
- Glynis and Barbara carried out a successful test of the Sum Up Machine.
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- Arnold Sumer Fair is on 20 June. Hazel has a gazebo. John, Tina and Viv to help with testing putting it up sometime after 6 May.
- Further discussion re Publicity and in particular how best to use Facebook and the need to decide how many Admins.
- Viv has sent off the currency collected for Marys Meals.

3. The **Drama Group** have asked for written clarification on how the Murder Mystery will be funded. Barbara will write to Sylvia Hale and explain that all income will be paid into Events Takings and any shortfall in expenses paid out of the Contingency Fund. This will be how the Drama Group performances will be dealt with going forward. Barbara explained that there is no longer a Drama Group listed for finance purposes.

4. **Arnold Summer Fair** Hazel advised we have been granted a space. A publicity leaflet is needed for this event. Also for the u3a Festival to be held in York where Hazel has been asked to do 8 hours of Short Lawn Bowls. She is visiting the Printers on Saturday.

Discussion around possibility of a QR Code on the leaflet. John will investigate and it was suggested the Printer may have some ideas.
Agreed a Rota is needed on the day of the Fair – Barbara, Tina, and Heather available.
One Table and two chairs are provided for stall holders, Volunteers on the stall should be asked to bring their own chair. People on Staff to wear lanyards.

5. **Photographs – Permission** Members who do not want to be included in photographs i.e. Newsletter etc should take responsibility and stand away when photographs are being taken. Committee agreed it is not the responsibility of Newsletter Editor although a note could be put in the Newsletter advising Members of this.

6. **New Members Packs**
Committee discussed the contents of the New Members Packs:-

   - New Members Pack could become an E Pack
   - The Handbook to be sent out as an attachment when new people join. Just need to make sure list of Groups is up-to-date. There was discussion as to whether new members should have access to Group Leaders telephone numbers.
   - Cathy gives out a schedule of activities and a list of Groups.
   - Lanyards no longer given out and should be removed from the Packs.
   - Cathy makes sure new members receive a Membership Card and an ERIC (Emergency Contact Card)
   - Cathy sends an up-to-date Newsletter
   - Members to be asked to bring in their TAT Magazines and for them to be made available to new Members.

7. **New Meeting Format Feedback**
Hazel said she had received a lot of positive feedback.
Committee agreed there is a need for a more formal ending i.e. Announce doors to be closed at 3.30pm
Notice to go in Newsletter reiterating the new timings for Speaker, sign-ups and close of meeting.

   Areas which need to be addressed

   As Speaker at the beginning there should be a few seats put out for people arriving late and someone in foyer to ensure they are clicked in thereby ensuring attendance numbers correct.

   Time allowed for Sound Desk people to address any problems when Speaker arrives.

   Avoid the need for those setting up the room to have to arrive earlier and stay longer to clear away.

   A set time for when Group Leaders will be available for sign-ups

   A set time for when refreshments will be available to allow the Refreshments Team to clear away even though members can continue chatting until 3.30pm when doors will be locked.

8. **Refreshments**
A review to take place with regard to the quality of the teabags and coffee.

The Meeting closed at 11.40am

Next Meeting Tuesday 12 May 2026 at 10am

Hazel Ward