

Minutes of Great Glen, Oadby & Wigston u3a Committee
2nd June 2026 in the Ruth Warner Room, Great Glen Methodist Church at 2:15pm

Present: Peter Williams, Roger Edwards, Elizabeth Cooke, Janet Fanko, Robert Mansfield, Cherry Thacker, June Juett and Noelene Sapiro. Also present was Sue Howard as a Guest Observer.

Apologies were received from Lynda Williams.

1. Peter Williams welcomed the Committee who introduced themselves to Sue Howard our guest observer.

2. Minutes of Meeting 5th May 2026 were approved.

Matters Arising/Action Points

PW circulated a link of a recent Copyright Presentation from our TAT Regional Representatives to Committee Members. Copyright is on the agenda for today's meeting. PW also emailed the Copyright link and information to PR.

PW further emailed GGOW u3a members regarding considering standing for the Committee.

RE now has the Certificate Statement from our Independent Financial Examiner

RE has circulated the Assets Register.

RE has uploaded the Group Leaders Handbook summary for the Group Leaders.

(this was checked after the meeting)

PW contacted TAT and clarified that Membership numbers do not include Associate Members.

AP PW to email TAT and clarify regarding the cut off point for members who have paid their 12-month subscription - but had resigned or were deceased.

An amendment was sent to email the Vice Chair with any queries regarding the AGM.

RE collated the documents and emailed the Committee.

All AGM documents have been posted or delivered.

PW has purchased a new cable and also laminated a spare set of instructions.

These are in the large cupboard at the Church.

Carpet Bowls contract has also been uploaded in Dropbox

AP EC to email all Group Leaders regarding appointing a 2nd/Deputy Leader.

RE suggested announcing it at the Group Leaders Meeting

RM suggested that Group Leaders distribute the workload within the group – register, money etc.

PW said that Deputies need to be fully aware of the procedure should there be any problem/incident. The Deputy should ring a Committee member for help and to give guidance. Procedure notes to be created at the next Committee Meeting.

AP PW to email and ask for more information regarding the opportunity with Hearing Research before any commitment is made.

3. Governance Matters

3.1 AGM Arrangements

- RM and JF are receiving proxy votes from members as well as being informed who will be attending the AGM in person.
- CT will be the minute taker at the AGM.

4. Membership Matters JF

- Membership = 503 (31.05.26)
- 8 new members in May.
- 35 new members since January 2026
- 46 associates
- Currently 348 do not take the u3a magazine
- 43 new members from January 2026-May 2026
- JF is checking with other u3a's that our associates are full members of another u3a
- RM suggested that we need 75 new members per year to sustain numbers. Our recruitment 'peak' appears to be in January.

5. Finance Matters RE

- £28,500 in the bank.
- There was a discussion around Serendipity. It is advertised as free to match the Monthly Speaker Meeting. However, we do ask for £1 for consumables.
- **AP RE will change the information on the website and printed material and JJ the Newsletter to state £1 is for consumables.**
- NS to give any receipts to RE for refreshments – so it matches the Monthly Speaker Meeting as RE purchases the refreshments for there.

6. October Free Meetings Publicity

- There will be no admission fee for indoor meetings in October. The £1 charge for Serendipity is for consumables – not rent.
- Group Leaders may wish to use this as a means of attracting new members.
- **AP RM will write a blurb for the Newsletter regarding the free month and email the committee.**

7. Gift Aid RE

- RE suggested that it makes sense to combine Gift Aid and Financial Matters together for this year

8. Group Co-Ordinator's Report EC

- EC has spoken to the Book Group Leader regarding a 2nd/Deputy. It is important that a Group Leader can be contacted in case of any issues by phone and email.
- Members contact numbers need to be kept up to date.
- Easy Strollers Group Update – the 2 Group Leaders have indicated that they will be stepping down in December 2026. Currently there are approximately 6 members. Mostly parks with a cafe are used – Brocks Hill for example
- RM suggested in the month before, EC attends the Easy Strollers Group to say if no other Group Leader steps forward then the group will sadly fold.
- JF suggested this is also announced at the Monthly Speaker Meeting.
- PW reported on a Disciplinary Matter.
- The Walking Further Group have very low numbers and it may not be viable to continue. EC said she will try one more walk.

9. Group Leaders Meeting

- After discussion it was decided to have more of an emphasis of a Group Leaders

- lunch. This was an opportunity to say 'thank you' to Group Leaders.
- Information that needs to be imparted can be delivered – including Leaders considering a 2nd/Deputy Leader.
- Friday 2nd October was suggested beginning at 11am for an 11:30 start.
- AP PW to contact the Wigston Liberal Club as a venue for their availability.

10. Licence and Copyright Review of Regional Representative Presentation which covered Music, Motion Picture and Copyright Licences.

Paper C was distributed shortly before the meeting from Peter Russell and some of the content was noted. This information can be referred to at any future meeting.

- After discussion it was felt that some groups have more issues than others with Copyright – History, Military History, Art Appreciation, Ukuleles, Quizzers and Music were felt to be more at risk of not being compliant.
- JJ said that it was important to attribute resources and NOT distribute them.
- We have to be very aware that though we are a learning environment we have to be very careful of handouts.
- JJ said that the Singing for Fun leader was very diligent at checking the resources for the lyrics and music.
- The source of any material should be acknowledged – on specific slides or at the end of the presentation.
- JJ is currently working on a Copyright tool to support Group Leaders and give more user friendly practical help.
- EC suggested sorting the groups into groups depending on the risk. She will then gather a list of groups under headings and indicate what advice they may need.
- For example Ukuleles and Handbells with Public Performance, Singing for Fun with Music and Lyrics, Country and Line Dancing with Music.
- AP EC to create a list of groups that may have issues and email the Committee for their thoughts.
- RM added that some u3a's have been fined for breach of Copyright leading to TAT being very active in this particular area.
- We do pay for a £75 Copyright Licence annually
- PR our Webmaster is highly vigilant and filters material for our website. For example video and the element of static images will be checked.

11. Business Secretary's Report LW

- RE has spoken to LW and we do require a Business Secretary as soon as possible.
- The Charity Commission site and the Third Age Trust site need to be updated and it has one named person for this task - who is LW.
- AP EC has agreed to step in temporarily to address what needs to be done
- At the upcoming AGM trustees for 2026/2027 will be elected and LW will not be standing.
- We have two members who have expressed an interest in joining the Committee.
- It was suggested that we defer new roles until PW is back in role.
- A gift voucher has been purchased for LW as a thank you for all her work as Business Secretary and Newsletter Editor.
- AP PW will deliver this personally with a card and flowers.

12. Review of Procedures for Discipline and Complaints against Members. RM/CT

- RM said that the policies are in the Policies and Procedures on Dropbox.

- The current policy states that efforts should be made to conclude matters within 14 days. RM suggested that this be extended to 21 days given the time constraints and the seriousness of any dispute.
- This policy could have implications to be included going forward in the Business Secretary's role - should the complaint go down the formal route. Other matters will be dealt with by the Chair.
- **AP RM will amend the policy and email the Committee for their consideration.**
- Some members were confused by the disciplinary levels. It is probably worth adding a separate Level 6 'terminate membership'.
- Notes of those involved in an investigation need to be filed so that they are available for the future. They will be only accessible to Trustees involved in handling the matter.
- The period of time the notes are held for need to be considered so that they can be accessed should the same member be involved in another incident.

13. Newsletter JJ

- Nothing to report, all is going smoothly.

AP PW to create an insert for the newsletter as we've reached 500+ members.

14. Review Publicity Event in Wigston 15th May

- PW thanked everyone involved in this event.
- Some feedback was for the membership forms given out to be annotated in the top left corner so we know that they were given at the event . This is so we know what membership is generated.
- Another event will be planned for later in the year, possibly in Great Glen.

15. Network Meeting 22/06/26 Agenda Items

- This meeting will be held at the Menphys Centre on Bassett Street in South Wigston on the 22nd June 2026 at 10 a.m
- 3 u3a's have indicated they will attend.
- A Council Representative will be attending and will hopefully share what's happening in the wider u3a
- Agenda items could include, sharing experiences, small group discussions, Copyright issues and also ask what do members want from a Network.
- CT will attend and support PW/RM
- Delegates will need to buy their own tea/coffee from the cafe.
- **AP any agenda suggestions to PW/RM by Friday 5th June please.**

16. Any Other Urgent Business.

- NS made a request for old newspapers for a future Serendipity activity.

17. Next meeting : Tuesday 7th July 2026 at 2:15 p.m. Ruth Warner Room