Minutes of the 477th Meeting of the Barnstaple Third Age Group Committee

Held on Friday July 17th 2026 at 10.00 a.m.

At Maureen's home.

Present:, Nigel Wright, Maureen Penny, Linda Southgate, Keith Luckhurst, Andy Jones, Mary Young. Maureen was thanked for hosting.

1. **Apologies:** Julia Denton, Phil Hawkins, Sue Thomas
2. **Minutes for approval:** Proposed by Maureen and seconded by Keith. **Action: A copy needs to be signed by the Chair and passed to the Business Secretary.**
3. **Matters arising:** Keith is now President and both he and Julia are Honorary Trustees.
4. **Chairman:**
   a. Nigel has produced a fun quiz which could be used in the event of a no-show of speaker.
   b. Nigel is keen to know why members join our organisation and this might be explored at the September meeting.
5. **National Office:** A Resolution has been forwarded concerning the actions of National Office with reference to publicising events. We as a Committee had previously decided to refrain from doing so. The question is, do we promote events using our Facebook page? Is National Office deviating from its original ethos?
6. **Business Secretary/Policy Co-ordinator:**
   Action: This access to be changed to Phil – ongoing.
   Maureen commented that we, as a Committee, are falling behind with procedures.
   Action: She offered to investigate one procedure per month and report back to us. This will now be done at the August meeting.
7. **Beacon:** Andy has been having problems logging in.
   Action: Nigel to attempt to resolve the issue.
8. **Treasurer:** Sue circulated the copies of the bank summary and the accounts. The door money at the July Coffee Morning was used to pay the speaker's fee. Income is currently down as the number attending Coffee Mornings has been lower and we need to keep more of a buffer so expenditure needs to be carefully considered.

9. **Membership Secretary:** There are currently 297 members and 42 affiliates, totalling 339. Julia has updated the membership and affiliates application form as the cost of TAMS has gone up to £4.20 p.a.
   The Committee is happy for Julia to continue in her role and this will be reviewed on a monthly basis.
10. **Groups Co-ordinator:** A thank you has been received from Ellie Bray for the Group Leaders/volunteers' lunch. It was suggested that we might consider doing this every 2 years, but managing the catering ourselves.
    Action: A GDPR form needs to be signed by each group leader.
    Mary to mail out.

    Jo Archer has invited Nigel and Mary to visit one of their sessions which has yet to be arranged.

    Mary to investigate a First Aid Course for members/group leaders.

    Group leaders need to be aware of specific documentation guidelines that are available on the website.

    A number of groups are taking a break through the summer owing to the disruption being caused by the roadworks in Bickington.

    Maureen plans to start Canasta on a Saturday p.m. after the school holidays.

11. **Speaker Secretary:** Linda was thanked for finding a speaker at short notice. The last-minute replacement was Lis from the RNLI and her presentation on water safety was highly topical. The August speaker will be Ian Gasper on 'A Taste of Japan in winter'. Member Tim Hunt of the Triumph Club is willing to step in at short notice as he was the one who had to pull out on this occasion.
12. **Newsletter editor:** No report.
13. **North Devon Link:** The Database for speakers was put forward by Nigel and favourably received by most people. This is ongoing owing to the issues that Nigel has had with his computer. At the next Link gathering, there should be the opportunity to discuss membership fees of the various North Devon u3a's.
14. **Roundswell Hall:** No report.
15. **Coffee Mornings**: No report other than approximately fewer people attended last month. Linda to write a piece to send to Lynne.
16. **Website:** Nigel's circulation the statistics did not arrive

17. **A.O.B.:** Keith was made honorary President. Keith has handed over all of the U3A documentation that he held. It has been established that everything needs to be kept and cannot be destroyed. Financial records must be kept for a minimum of 7 years.

As a part of our duty of care, when a member leaves us or passes away, their details must be destroyed within 6 months.

Action: An announcement needs to be made again at the next Coffee Morning about the September meeting where members are invited to bring in their collections/creations. (Visitors to this event will not have to be U3A members).

Action: Keith to send a round robin.

Action: The Christmas meal - the Ukelele group are not available. Linda to explore other possibilities.

A new data projector was purchased by Geoff Grandy and Fray Southgate; a complete inventory of assets has been made.

Action: a copy of this information to be sent to Phil.

Action: Maureen to investigate a Trustees' Handbook.

The Committee is looking at potential scams involving downloading images from the internet.

Next Coffee Morning: Thursday 6th August 2026.

Next Committee Meeting: Friday 21st August 2026 to be held at Keith's home. The subsequent meetings to be hosted at members' homes as follows: September – Linda (Nigel will be away), October - Nigel.

Tea and coffee: N/A

Meeting closed at 11.35 a.m. and Nigel thanked all for attending.