

Minutes of the 478th Meeting of the Barnstaple Third Age Group Committee

Held on Friday August 21st 2026 at 10.00 a.m.

At Keith's home.

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

- 1. Apologies:** Julia Denton, Phil Hawkins
- 2. Minutes for approval:** Proposed by Maureen and seconded by Mary.
- 3. Matters arising:** to be dealt with during the course of the meeting.
- 4. Chairman:** Nigel has now produced the quiz and this is being stored in the cupboard at Roundswell.

An email from Elaine Lomas concerning her business regarding funerals will not be publicised.

- 5. National Office:** No report.

- 6. Business Secretary/Policy Co-ordinator:**

Action: This access to be changed to Phil – ongoing.

Maureen read through the Finance procedures where we, as a Committee are falling short. The suggestion that the Asset Register should rest with the Treasurer was not adopted and this will remain with the Business Manager. Our version of the template will be reviewed every 3 years. There should be a limit of £100 being used as a float, belonging to any group, kept at anyone's home. Group leaders must keep a record of their group's income and expenditure.

The Committee set a level for reserve funds at £6000, subject to inflation. This would be sufficient for 6 months' operation.

The Committee acknowledges that we cannot make donations directly to any other charity, nor raise funds for them.

Action: Nigel to contact Ann Young to check the situation.

Action: Maureen to delve deeper an report back next time.

Procurement: all expenditure over £500 must have at least 3 'quotes' before any decision may be taken to commit.

- 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. Sue explained an issue with the hire of library facilities.

Action: Nigel will undertake to speak to relevant parties.

Action: Sue to investigate giving access to online banking to a 2nd person i.e. Maureen. Also, Ellie Bray to be removed as a signatory.

We currently have £6748 of disposable income.

9. Membership Secretary:

Membership Numbers 342 (298 Full + 44 Affiliate). Only 1 new full member + 2 affiliate so far this month

The Committee is happy for Julia to continue in her role and this will be reviewed on a monthly basis.

Affiliate members of Barnstaple U3A must be added to Beacon and their fee must be paid as appropriate to ensure that they are covered by the necessary insurance.

The Committee decided that we shall not be offering free membership to those over 90 years of age, owing to our current financial status.

- 10. Groups Co-ordinator:** A GDPR form needs to be signed by each group leader. Mary has mailed these out and they should be returned to Nigel.

Action: Jo Archer has invited Nigel and Mary to visit one of their sessions and Mary will contact her.

Mary has investigated a First Aid Course for members/group leaders. This would be led by St John's, last for up to 90 minutes and require 6 weeks' notice. There would be no charge by them but they would like 20 – 30 to attend.

New groups should appear on the website in red.

Action: Canasta information on the website needs amending.

- 11. Speaker Secretary:** The August speaker was Ian Gasper on 'A Taste of Japan in winter. He was awarded 8/10.

Speakers will now be paid by BACS or cheque, not cash.

- 12. Newsletter editor:** This heading to be removed from the agenda in future.

- 13. North Devon Link:** The next meeting to be held on 11th September at 2pm at the Cedars. At the next Link gathering, there should be the opportunity to discuss membership fees.

- 14. Roundswell Hall:** No report.

- 15. Coffee Mornings:** No report.

16. Website: Nigel circulated the statistics. There have been fewer hits on the site but people are staying on for longer.

17.A.O.B.: Andy – ‘Singing for fun’ group to go out to lunch on Sept 9th. Up to £200 to be used towards the cost, paid by Andy and then reimbursed from funds held.

Mary suggested a Jigsaw exchange at Coffee Mornings at a cost of £2 per jigsaw, starting in October.

Action: Keith to send a round robin on 28th August.

The Christmas meal – Sarah Devonshire, a singer and entertainer, to entertain at a cost of £200.

Action: Andy to confirm. Keith and Andy to meet up with her in November to discuss playlist. Her electrical equipment must be PAT tested.

Action: Maureen to investigate a Trustees’ Handbook – ongoing.

Next Coffee Morning: Thursday 3rd September 2026.

Next Committee Meeting: Friday 18th September 2026 to be held at 10 a.m. at Linda’s home. The subsequent meetings to be hosted at members’ homes as follows: October – Nigel, November (Mary) to be held at Maureen’s home.

Tea and coffee: N/A

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