

Warwick District u3a Management Committee

Minutes of the meeting held on Tuesday 13th January 2026

Present: Clare Johnson (CJ) Chairman, Ann Bailey (AB), Jenny Hasnip (JKH), Susan Meeks (SM), Anne Powell (AP), Sam Sexton (SSE), Mike Cronin (MC).

1. Apologies: Jen Hemming (JH).

2. The minutes of December's meeting were approved.

3. Matters arising not on the agenda:

- Equipment may be returned to the Gap Centre next week after it re-opens.

4. **Reports** – reports from committee members are included at the end of these Minutes.

4.1 **Chairman** – nothing to report.

4.2 **Treasurer** – Some members are using the incorrect account when making payments.

- **Action** – CJ to clarify in next Info/Newsletter which bank account members should use for paying membership only. A clarity statement to be put at top of any outing info regarding how to pay. A reminder that 30p is charged for every payment by cheque to be included.

4.3 **Groups**

- Beginners Bridge was missed on Web Info. **Action:** CJ to rectify this.
- New Theatre Group. **Action:** CJ to lead meeting.
- Dealing with Loss – AP reported that they are still looking for a suitable venue and hope to make progress on JH's return.
- Group Leaders' Handbook – currently undergoing revision. **Action:** JH.

4.4 **ITT** – see following report.

4.5 **Membership** – AB raised the question of how many members are needed to achieve quoracy at the AGM. As individual, associate and honorary members have voting rights, 104 are needed at the AGM.

4.6 **Publicity** – the committee agreed to sponsor a Christmas tree at St Mary's, Warwick in 2026.

5. **Main Discussion**

5.1 **Christmas Party.** The following points were raised:

- Consideration needs to be given to the seating arrangements in the Irish Club because members not in main room could not hear well so it might be necessary to relocate Cacophony out of the main room and to think about sound in general.
- We did not allow enough time for the quiz.

- We need to have carol singing and to provide carol sheets to members with the words. This will make the party last longer than it did in 2025.

Action: CJ and AB to talk to Irish Club about where Cacophony can be situated.

5.2 Helpers' Tea 25 February 2026 at Hill Close Gardens 14.00 -15.30

Actions: CJ to issue invitation with RSVP and a request for any special dietary requirements. AB to manage catering arrangements. AP to provide name labels for attendees.

5.3 AGM The sound technician's services have been booked.

Actions: Reminder to members that membership cards are needed at start of February Newsletter. MC to bring laminated "reserved" notices for committee members' seats. MC to get annual report and accounts year end 31.08.25 approved by committee. JH's signature required. SM to send prompt sheet to Chairman.

5.4. File retention – HMRS can go back 7 years in an investigation. Recommend keeping Gift Aid information for 7 years. Currently 2018/19 is the earliest year we need to keep. Full records required including any members who might have since resigned or died. The committee agreed to the deletion of any records prior to 2018 for HMRC purposes.

Action: MC.

The Charity Commission requires accounting records (invoices, receipts, bank statements, cash books etc.) to be kept for six years. Currently 2019/2020 is the earliest year we need to keep.

6. Content for February meeting agenda:

- Communications
- AGM
- New Members' Meeting
- Summer Party 15 July 2026. **Action:** CJ to book HCG.

Treasurer's Report MC meeting 13 Jan 2026

1. Bank balances 31/12/25
2. General account movements and membership, including PayPal
3. Activities account movements, Groups and Trips

1. Current Financial Position – as at 31 December 2025

Activities Account	£6,428.18 (Nov meeting £5,487.29)
General Account	£2,351.33 (Nov meeting £5,173.46)
General (PayPal)	£0 (Nov meeting £0)
Deposit Account	£55,314.03 (Nov meeting £44,066.09)
Total	£64,093.54 (Nov meeting £54,726.84)

2 General Account – see Annex 1 (4bii)

Receipts in December 2025:

Membership subscription income

- UTB: £209.00
- PayPal: £0

Contribution to bank charges £0.90

Payments in December 2025 £1,581:

- OM refreshments £0
- OM hall rent £0
- New members hall rent £0
- Postage (AB) £203
- Speaker fees £0
- TAT licences £0
- Emerson Press £1,324
- UTB: £53.70 Looking into this, in “manual handling “ £47.70
- PayPal: £0

Membership income 2025/26

Membership income received for the current year is £18,415 (1,028 paying members)

PayPal

No movement in November.

3. Activities account– see Annex 2 (4biii)

Receipts in December 2025:

See Annex 2 (4biii). Annex 2 does not take account of the opening balances on each of the groups/trips, they should be there next month. Further detail will be available in January when I have been able to liaise with Tony.

Tony says we are missing Activity invoices for September and November. Please can Jen check her records?

Jenny Hasnip 11 January 2026

9 January 2026

Membership/Admin Account for the year 01 Sep 2025 to 31 Aug 2026

Unity 20412513

	2025/26	
	£	Nos.
Receipts		
Membership-previous years		-
Membership 2025/26 (Bacs)	5,941	330
Membership 2025/26 (Chqs/cash)	3,456	192
Membership 2025/26 (Paypal)	108	6
Membership 2025/26 (Associate)	80	8
Membership 2024/25 (Bacs)	-	-
Membership 2024/25 (Chqs/cash)	-	-
Membership 2024/25 (Associate)	-	-
Gift Aid Claims	2,335	
Quizzes	-	
Donations	14	
Educational study seminars (Energy, Democracy)	-	
Contribution to bank charges	50	
New members meetings	-	
Closed groups surplus/(deficit) funds	-	
Other receipts	2,585	

Total receipts	14,569
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	£
Payments	
OM Hall rent	160
OM Refreshments	136
MC Refreshments	51
Stationery/postage	275
Other printing	-
Info: Stuffing	-
Info: Printing	1,324
Info: Post	-
Eqpt Repairs & Mntce	-
Publicity/Sundries	-
Licences	130
Speaker Fees	342

	2024/25	
	£	Nos.
Receipts		
Membership-previous years		-
Membership 2025/26 (Bacs)	8,142	452
Membership 2025/26 (Chqs/cash)	108	6
Membership 2025/26 (Paypal)	540	30
Membership 2025/26 (Associate)	40	4
Membership 2024/25 (Bacs)	5,184	288
Membership 2024/25 (Chqs/cash)	2,790	155
Membership 2024/25 (Associate)	170	17
Gift Aid Claims	2,240	
Quizzes	-	
Donations	76	
Educational study seminars (Energy, Democracy)	-	
Contribution to bank charges	38	
New members meetings	-	
Closed groups surplus/(deficit) funds	-146	
Other receipts	-	

Total receipts	19,182
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	£
Payments	
OM Hall rent	1,055
OM Refreshments	243
MC Refreshments	326
Stationery/postage	1,179
Other printing	28
Info: Stuffing	708
Info: Printing	2,226
Info: Post	1,948
Eqpt Repairs & Mntce	227
Publicity/Sundries	51
Licences	67
Speaker Fees	595

TAT Membership Fee	-
TAM Direct Mail	-
Website	-
Equipment (incl software)	-
GLs Forum	-
Helpers Lunch/Summer Party	-
AGM & Accounts	-
Educational study seminars (Energy, Democracy)	-
Quizzes	-
Gifts & Cards	57
New members meetings	180
First Aid Support	-
Wellness sessions	-
New group/venue support	-
Beacon subscription	-
Paypal Fees	3
UTB Bank Charges	78
Other payments	2,929

Total payments	<u>5,665</u>
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Summary

Opening Balance at 01 Sep 2025 - UTB	2,604.49
Opening Balance at 01 Sep 2025 - Paypal	52.65
Receipts (inc PayPal)	14,569.00
Payments	(5,665.00)

Net transfers to/fm UTB Deposit A/c	(10,000.00)
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Closing Balance	<u>1,561.14</u>
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Bal at Bank	
-Unity Trust (Bank Statement)	1,590.53
-Paypal (Statement)	-
Total closing balance at bank	<u>1,590.53</u>
Diff	(29.39)

TAT Membership Fee	3,984
TAM Direct Mail	2,687
Website	-
Equipment (incl software)	389
GLs Forum	593
Helpers Lunch/Summer Party	235
AGM & Accounts	358
Educational study seminars (Energy, Democracy)	140
Quizzes	-
Gifts & Cards	73
New members meetings	354
First Aid Support	-
Wellness sessions	702
New group/venue support	185
Beacon subscription	1,364
Paypal Fees	13
UTB Bank Charges	136
Other payments	-

Total payments	<u>19,864</u>
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Summary

Opening Balance at 01 Sep 2024	838.54
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Receipts	19182.49
Payments	-19,863.89

Net transfers to/fm UTB Deposit A/c	2500
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Net transfers to/fm Paypal A/c	0
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Closing Balance	<u>2,657.14</u>
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Bal at Bank	
-Unity Trust (Bank Statement)	2604.49
-Paypal (Statement)	52.65
Total closing balance at bank	<u>2,657.14</u>
Diff	0

Activities account	Receipts			Payments			Balance		
GROUPS	Sept - Nov	Dec	YTD	Sept - Nov	Dec	YTD	(before b/f)		
BADMINTON	609	228	837	(488)	(420)	(908)	(71)		
BRIDGE	815	260	1,075	(720)	(360)	(1,080)	(5)		
EXERCISE	2,949	350	3,299	(1,392)	(723)	(2,115)	1,185		
PICKLE	523	171	694	(238)	(106)	(343)	351		
PICKLE2	351	190	541	(194)	(106)	(299)	242		
RACKET	155	50	205	(146)	(40)	(186)	19		
SEWING	1,056	78	1,134	(487)	(487)	(974)	160		
QUIZ	200		200	(81)	(81)	(162)	38		
SINGING	100	75	175	(106)	(53)	(159)	16		
QUILT	220	40	260	(38)	(19)	(57)	203		
PLAYREAD	0		0	(163)		(163)	(163)	This is return to members.	
NATHIST	16	90	106	(60)		(60)	46		
RAMBLE					(38)	(38)	(38)		
Total groups	6,994	1,532	8,526	(4,112)	(2,432)	(6,544)	2,020		
TRIPS	Sept - Nov	Dec	YTD	Sept - Nov	Dec	YTD	Balance		
BOMBER	870		870	(595)		(595)	275	£285 to pay Dec.	
SOUTHWELL	102		102	(725)	(60)	(785)	(683)	£817 already	
XMAS	3,089	33	3,122		(3,135)		3,122		
BATH	870	150	1,020			0	1,020		
KINKS	336	560	896				896		
MORSE	1,488	451	1,939		(1,431)		1,939		
REDSHOES	770	1,470	2,240		(50)		2,240		
HARROGATE	1,146	10,102	11,248				11,248		
SOTS	38	418	456				456		
BATSFORD	0	60	60						
NYO2026	0	261	261						
	8,709	13,505	22,214	(1,320)	(4,676)	(1,380)	20,513		
OTHER									
Bank charges				-18	-6	-24	-24		

GROUP CO-ORDINATOR REPORT

January 2026

GROUP NEWS

Welsh Language

JH to liaise with Lyndon to arrange a meeting of interested parties to discuss a way forward for this group. No action on this yet.

New Theatre Group

Several of us met together and decided we would float the idea of a local theatre group to members. It was decided to leave this until the New Year, and an initial meeting has been booked for 22 January 2026.

Military History

JH has approached Tony Bray to see if he would be interested in running this Group. He has decided he is too busy to run the group but there are five other interested people. JH will invite them to a meeting to see where this leads. No action taken on this.

Beginners Bridge

Jenny Mikulsky is interested in running a 6-week Introduction to Bridge course. This is currently being advertised.

May I/Mahjong

A new member, Sian Brook Gilles, wants to start a new group playing one or both of these games. JH will be meeting with her to discuss it further.

Handling Difficult Conversations

A new member, Mel Myers, is interested in starting this group. JH has met with him, and it was decided to hold a 'Wellness Session' on this in the first instance. This will probably take place on Monday 16th February at Hill Close Gardens.

BEACON

Ann, Clare and JH have decided that they will complete the Beacon entries for those groups where the leaders have not signed up. No action on this so far.

JH would also like some more training in order to assist GLs who need help!

Group Leaders' Handbook

This is extremely out of date, so JH and CJ have looked at it, and JH is in the process of rewriting it.

Jen Hemming
5 January 2026

ITT Report

Info

David Hodgson has been in touch, and he and Sam will be meeting on Thu 29th to try to get him familiar with Affinity Publisher, although there is an alternative of MS Publisher. Although that is officially without support from October this year, an existing instance of it should be fine.

Handover

DL now has pressing family responsibilities and has had to withdraw from taking over from Sam as team leader.

Sam Sexton

12 January 2026

Membership

We have 1052 members (1016 Individual, 21 Associate and 15 Reciprocal). There have been 15 new members since the last MC meeting (of which two are Associate). AB has been advised of the death of two members this month (John Milton and Mary Huggan).

Ann Bailey

13 January 2026

Publicity

The Christmas Tree was decorated by Trugs - some dismay at the (lack of) size, but all trees were the same size. Next Christmas at St Mary's in Warwick. We did not win, btw.

Speakers all booked now except for October although this is a work in progress.

Anne Powell

9 January 2026