

**Christchurch u3a Committee Meeting**  
**MINUTES**  
**Tuesday 8 April 2025**  
**Somerford ARC, Christchurch**

**Present:** John Bell (JB) (Chair), John Fairbairn (JF), Sue Fillery (SF), Eileen Lancaster (EL) Rosemary McCulloch (RMcC), Sue Crosoer (SC), Paula Watton (PW), Elaine Trayler (ET), Jackie Sherman (JS)

**Apologies:** Kathleen Smith (KS), Ian Peterkin (IP)

<p><b>Minutes of meeting</b> 25 February 2025 were approved. Proposed by JF, seconded by SC</p>	
<p><b>Matters Arising</b></p> <ol style="list-style-type: none"> <li>1. SC continues to visit venues</li> <li>2. JB's recruitment email for new committee members had not received an overwhelming response.</li> <li>3. Prior to the 25/26 Programme launch an email will be sent to members to let them know when the Epicentre will be open for programme collection.</li> </ol>	
<p><b>Treasurer's Report</b> In the absence of KS JB reported it had been agreed that the Ukele Group purchase a ukele for the use of new members. It had also been agreed the Allotment Group could buy a new water butt.</p>	
<p><b>Chair's Report</b></p> <p><u>Epicentre</u> JB reported that following another query from Chris Guest, a trustee of Druitt Hall, regarding the ownership of the Epicentre. JB had met with Chris Guest and agreed that the services provided by Druitt Hall to the Epicentre would continue as usual. A Land Registry search confirmed the Epicentre is on land owned by BCP whereas Druitt Hall is on land owned by Christchurch District Council. It is understood that Christchurch Housing Society is the owner of the Epicentre. SC will seek legal advice regarding proof of ownership.</p> <p>It was agreed that the necessary repair work to the Epicentre should go ahead. ET to source suitable contractors.</p> <p><u>Charity Commission</u> The Charity Commission has confirmed their website had been updated with the changes made to the Christchurch u3a Constitution in November 2023.</p>	<p style="text-align: center;"><b>SC</b></p> <p style="text-align: center;"><b>ET</b></p>

<p><b>Secretary's Report</b> reported the Annual Return has been completed. The TAT member subscription rate is £4. The total membership fee due is £3752.</p>	
<p><b>AGM 10 November 2025</b> JB confirmed the Ukele Group will perform after the AGM. The Runway, Somerford will be the venue for the AGM. To encourage members to attend the AGM it was suggested that a taxi service could be provided from the bus stop on Somerford Road to the Runway to help any members with walking difficulties.</p>	
<p><b>Recruitment</b> A few responses have been received to the email advertising committee members' posts. There are potential candidates for the roles of Chairman, Vice Chairman, New Members Contact and Minutes Secretary. It was agreed that the Business Secretary/Minutes Secretary position could be split into two roles. JB will provide job descriptions for the separated roles. JF has updated the job description for the New Members Contact position which is now on the website. It was decided that welcoming members at the Monthly Meeting was not necessary as part of that role. JF will meet with candidates to explain the role with a view to working with or handing over the position ready for new members joining at the start of the 25/26 academic year. SF will discuss the Minutes Secretary role with the possible applicant.</p> <p>EL suggested the Membership Secretary position could be covered with assistance from volunteers with proficient computer skills working in the Epicentre office.</p> <p>JB will send a further email advertising the Business Secretary position.</p>	<p><b>JB</b></p> <p><b>JF</b></p> <p><b>SF</b></p> <p><b>JB</b></p>
<p><b>Trustee Induction</b> JB has produced a Trustee Code of Conduct for Christchurch u3a trustees. SF had previously suggested holding a coffee morning for new committee members/trustees to meet the other committee members. Relevant information for trustees such as the Constitution and committee meeting Minutes are available on the Christchurch u3a website. Also documentation relating to the responsibilities of trustees can be found on the national u3a website and the Charity Commission's website. Trustees are covered for public liability insurance by TAT.</p>	

<p><b>Committee Members Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Programme</b> The Programme schedule is on time. IP and JS are continuing to chase the GL's who have not yet completed the entry information.</li> <li>• <b>Groups</b> It was decided not to accept the proposal to call the Committee a special interest/activity group as it would enable members to join the Committee as a group member but not have a relevant role on the committee..</li> <li>• <b>Venues</b> SC said Christchurch Library are proposing charging the Reading Groups for use of the Library as a venue.</li> <li>• <b>The Runway</b> SC has negotiated a reduced day rate for use of Room 1 at the Runway. The room is currently available for use of 15 people. It will become possible to divide the room for use of 2 x 15 or a total of 35 people. Parking is free. There are good toilet facilities and a lift. A café area with a commercial kitchen will soon be available. Buses are nearby on Somerford Road. SC proposed using Room 1 as a venue for 4 to 6 groups on a Thursday commencing in the Autumn. The Monthly Meetings will be held at the Runway from October 2025. Other groups e.g. the Calligraphy Group and a Reading Groups are interested in the Runway as a venue. The Runway also has a lounge area which would be suitable for meeting potential members to discuss u3a matters. Committee members were invited to visit the Runway after the close of this meeting.</li> <li>• <b>Group Leaders Lunch 19 July</b> SC proposed using the Runway instead of Druitt Hall as the venue for the Group Leaders Lunch. JB suggested a Food Hygiene Certificate might be required. It was thought the Runway staff would have the necessary qualifications.</li> <li>• <b>Publicity</b> PW handed out the flyers for distribution by committee members. The posters she had put up in Southbourne had been removed. Volunteers are needed for the Christchurch market stall.</li> <li>• <b>New Members Coffee Morning</b> JF proposed moving the New Members Coffee Morning from late November to either 18 or 25 October. SC to book Druitt Hall.</li> </ul>	<p>IP, JS</p> <p>SC</p> <p>Agreed</p> <p>tba</p> <p>Agreed SC</p>
<p><b>A.O.B.</b> None</p>	

<p><b>Date of Next Meeting.</b> 27 May 2025 at 14.00 at Somerford ARC, 20 Southey Road, Christchurch BH23 3EH</p>	
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