**U3A Group Leaders Meeting, 12th October 2026**

Committee members present: Howard Mordue (HM), Mark Owen (MO), Arthur Newman (AN), Katerina Owen (KO), Heather Haydock (HH), Steve Meakin (SM), Steve Warnes (SW), Andrew Richardson (AR)

17 other Group Leaders were present. 11 apologies were received.

The draft minutes of the last Group Leaders Meeting on 15th May 2026 were approved with no changes.

AR has completed the accounts for the year to the end of September 2026. The draft accounts suggest more money has been paid out to venues than has been collected from groups. A Group Finance form on Simple could be used more widely by Group Leaders, which would help with accounting. Alternatively, a printed form could be developed. Two years ago, a finance spreadsheet was completed by Groups. Venues used by multiple Groups have been asked to provide a breakdown in their invoices.

SW explained how the membership renewals process works and why Standing Orders can sometimes lead to duplicate payments. Group Leaders will be informed in November about members who have not renewed. Anyone renewing late will need to be added back in as group members on Simple.

HH spoke about the AGM at the end of November and the opportunity for people to put themselves forward as committee members. All members will be invited to attend the committee meeting on 26th October as observers so they can find out more about being a committee member and what happens at those meetings. The AGM invitations will be sent out at the end of October. At the AGM, there will be an opportunity to speak briefly about a group to help find new members, and to have a table.

SM said that there had been a complaint about hearing, where one member suggested we were not meeting the Equality Act fully. This member has been helpful resolving this issue and a paper will be issued shortly. SM invited anyone leading groups with members with hearing difficulties to get in touch.

KO reiterated the importance of group leaders having emergency contact details as any of us could become unwell at any time.

KO reported that a group leader had reported a concern that they had with a member of a group who in their opinion was not fit enough to take part in their physical activity group. National U3A guidance states that each person has to take responsibility for their own health and fitness to participate in active sport. It was suggested that the group leader should try to dissuade the individual from participating. The group leader confirmed that the issue had been resolved by speaking to the person involved.

Another issue which arose was non-attendance. Group members should advise if they are not attending a session.

Heather Haydock,
BU3A Secretary