

# Culm Valley u3a

Executive Committee Meeting Minutes held at the Halfway House Willand  
Wednesday 24 September at 14.00

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**Present:** Chair - John Hayston (JH), Business Secretary - Paula Rees (PR), Groups Co-ordinator - Sue Hooper-Lawrie (SHL), Membership Secretary - Alison Waple (AW), Beacon Administrator - Marian Luck (ML)

**Minutes:** SHL

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1. **Welcome** - JH read a short welcome message to new committee members.
  2. **Apologies** - Treasurer (elect) - Judy Morris (JM)
  3. **To Agree the Minutes of the meeting 25 June 2025** - minutes agreed as being a true and accurate record of the meeting. - Agreed. **ACTION: PR** will sign them off and send to SHL for the website.
  4. **Matters Arising therefrom** – Overpayment of £15.00 to account - Alison to contact bank re returning it to payee. **ACTION: AW** to contact bank
  5. **Signing Trustee Code of Conduct Form** – all present signed **ACTION: JM** to sign at November committee meeting
  6. **Officers Reports** – Agreed to be held over until next committee meeting (November)
  7. **Co-option of Marian Luck to the Committee as Beacon Administrator** - Agreed
  8. **Committee Meeting regularity** - ML proposed that committee meetings be held every 2 months rather than 3 – Agreed. **ACTION: SHL** to amend Annual Committee Calendar.
  9. **Complete review and update of CVu3a Constitution, as it had not been done since CVu3a was launched.** – Agreed **ACTION SHL** to review, suggest changes and send to committee members for comments, before sending to National Office for approval.
  10. **Policies – Review and update** - We have procedures for Complaints, Disciplinary and Grievance, but no policies. Agreed to include policies with procedures. **ACTION: ML** to check for policies on u3a website, to go with procedures. Will send out to committee members, with a view to adopting them at our November committee meeting.
- Also discussed Members Handbook and Group Leaders Handbook – Agreed to complete and send out Members Handbook to all current members and then to new members as their membership is confirmed. Group Leaders Handbook to be sent out to all existing Group Leaders and then to members who become Group **ACTION: SHL** to finish drafting, including policies etc. and links to website docs. Members Handbook Draft to AW to review/agree. Final Draft of both documents to

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Leaders. Will also be put up on website

committee for agreeing at  
November committee meeting

**Review financial situation with regard to charging at  
monthly meetings.**

11. Currently £700 surplus. Continue to follow this up at  
January 2026 Committee meeting.

**ALL**

- 12 AW to hand over Treasurer role to JM on 6<sup>th</sup> October  
2025.

**ACTION: AW/JM**

- 13 **Date of Next Meeting:** Wednesday 19 November 2025  
at 2pm at John Hayston's, 22 Nightingale Lawns,  
Cullompton, EX15 1UB

**The meeting closed at :15.10**