Conclusions and Action Points of Cowbridge u3a Committee Meeting Monday 14 September 2026 at 1800, Annexe 5, Old Hall, Cowbridge

Elizabeth Eustace [EE] Chair
John Kay (JK) Secretary
Ian Fraser [IF] Treasurer
Tricia Hulse [PH] Publicity & Liaison
Pam Kay (PK) Events Coordinator
Roger Eustace [RJE] Groups Coordinator & Compliance
Scylla Cumbes [SC] Membership Secretary
Sue Pearson (SP) Membership Liaison Coordinator

Item 1: Opening Remarks

EE welcomed everyone present, and thanked members new and old for being prepared to serve on the new Committee. This is a special meeting to bring together the new Committee, clarify roles and responsibilities, and set the groundwork for the next year. A normal Committee meeting will follow at a later date.

The Codes of Conduct of the Third Age Trust, and for Trustees, were handed out so members could familiarise themselves with them. It was agreed that all signatures on one document would suffice, to be signed at next meeting. EE

All job descriptions to be reviewed. (Online at www.u3a.org). The Secretary will maintain a formal record of these once agreed. IF, RJE, EE, JK
Publicity Officer to be sent job description. EE
Membership Secretary to prepare job description. SC

Item 2: Minutes of the AGM held on Wednesday 9 September (Accuracy)

The draft minutes were approved with minor adjustments. The minutes will ***be published on the*** website as soon as possible, and members reminded of their existence when the 2027 AGM is announced. **JK**

Item 3a: Role of Membership Liaison Coordinator (SP)

The proposed job description for this new role was handed out. There followed a wide-ranging discussion on membership issues, from which the following points emerged:

1. Recording who is present at the monthly meeting, for safety reasons
2. Finding a straightforward way to identify members as they come in – in conjunction with above reconsider the use of membership cards
3. Continue specifically to welcome new members at the monthly meetings, as well as inviting them to specific new member meetings.
4. Keep a clear record of day members at monthly meetings SC

Permission was sought by the Chair to contact Chair's Forum for their input on the issue of recording attendance, and health and safety, fire safety and compliance requirements. Proposed RJE, seconded SP. Vote was unanimous. EE
The feedback will be discussed at next meeting where a decision will be made.
SP will send condolence or get-well-soon cards as appropriate when information is available about members.

Item 3b: Membership Survey Questionnaire

EE is concerned that the Committee does not have a clear view of the membership profile, other than the fact the 24% come to monthly meetings and 76% are members of at least one Group. Perceived or actual barriers to members having as much involvement in u3a activities as they wish, need to be removed. It was agreed to construct a questionnaire, its content to be agreed at the next meeting. Issues to be covered include: potential for evening or weekend meetings; internet access; social media use; mobility with regard to trips etc. Proposed RE, seconded SP A vote was taken, 6 in favour 1 against, 1 abstention. EE and SP

It was agreed that when the content has been confirmed the questionnaire should come from Membership Liaison. The use of Beacon/email as the delivery mechanism was discussed. Concerns were expressed about anonymity in replies.

Item 3c: Events Coordinator(PK)

The proposed job description for this new role was handed out. PK, as the new holder of this role, will take the valuable input from the Committee on current arrangements and inform the Committee at the next meeting of the best way to fulfil the role. Points emerging from the helpful discussion were:

1. Monthly meeting speakers have been arranged by Rob Cumbes until December 2027.
2. The bookings for the Town Hall upper room need to be confirmed
3. Explore different venues in preparation for the forthcoming refurbishment of the Town Hall
4. An events diary to be maintained covering Cowbridge u3a-wide meetings and trips, including group trips and events of interest to non-group members

   Group Leaders to be informed RJE

4. Three u3a-wide events a year are envisaged– the questionnaire to help shape the programme

Potential ideas for trips include: Penarth Piers shows; Edwards coaches Bayeux Tapestry London (sold out, possible new date in New Year); Mid Wales Opera (awaiting potential dates and venue); Swansea to Shrewsbury Railway (free with concessionary travel pass 1 October to 31 March each year)

Item 4: Existing Procedures

Newsletter: The newsletter is to be continued as a key part of communication with the membership, with a sharp focus on good news stories, "what's coming up", publicity for events etc, key information for members. Currently this is delivered via Beacon. EE and PH

Coffee Mornings: There is a commitment to holding informal events for members to get together and, if they wish, to meet the Committee and Group Leaders. Alternatives to the current coffee morning to be considered included a change of venue where members could mingle which 96 degrees does not offer. A suggestion was made that coffee and tea is served in the Town Hall before General Meetings, but as many attendees are limited by 2-hour parking, this was not agreed. The current coffee morning at 96 Degrees will continue for September as this has already been published.

Introducing Speakers at Monthly Meetings. Rather than this always falling to the Chair, most of the Committee is prepared to introduce the speaker, chair the question session, and offer the vote of thanks. Committee to look at talks programme and advise which meeting they will host. EE will continue to address the meeting with updates, safety procedures, evacuation etc.

EE and All Committee

Set up of general meetings. This is done by Rob Cumbes and the Town Hall staff. Change will only be needed if moving to a new venue.

Correspondence to members. It was agreed it would be helpful for Committee Members to keep their u3a email separate from their personal email, which is under review.

Advertising events to members – Encourage members to use website. Rolling powerpoint at Wednesday meetings, plus announcements in Newsletter and where appropriate, Facebook. TH

Workshops. It was agreed that interactive workshops on the subject of the internet, Inheritance Tax and Pensions management etc ., could be useful to members (see item 3b) which is to be investigated further. All Committee

Community Activities. There are opportunities to engage in the community which are beneficial to our members including:

1. Working harder to be Dementia Friendly
2. Attending Mayor's Coffee Morning to see how we can best contribute to initiatives
3. Seeking opportunities for members to speak in local schools (providing they can engage at the appropriate level and with children)
4. Contact has been made with Cowbridge Comprehensive School and will be followed up.

Adoption of u3a volunteering week. This is a national initiative to celebrate and appreciate group leaders and others who give their time to keep u3a working locally. Committee Members were asked to support this initiative for Cowbridge. Proposed by RJE, seconded by PK. (5 in favour, 3 against) to take part in the 2027.

Item 5: Groups

RE proposed that we have a group for people who live alone (strapline Me On My Own or u3a strapline, Members on their Own), seconded by EE. The Committee voted unanimously to accept and this will now be piloted amongst members.

There being no other business the meeting closed at 2025.

Next meeting –Thursday 1 October 1030 (for 2 hours) Old Hall Room 14