

**Minutes of Committee Meeting held at 10.00 am at Zander House,
Cargenbridge on Wednesday 25th March 2026**

Present:

Margaret Moffat - Chair

Kathleen Simpson - Treasurer

Jeremy Shearmur -Business Secretary

Sue Bedford – Minute secretary

Committee members - Maggie Holdsworth, Barbara Brown, Douglas Maxwell

Welcome to all.

2. Apologies Linda Russell

3. Minutes of meeting 25th February 2026

After amending 14d from Beacon to TAT website, the minutes were accepted, proposed by Margaret Moffat and seconded by Kathleen Simpson

4. Matters arising

- a. Everything is in place for the AGM
- b. The application form for the Christmas Tree festival has been submitted and paid for. Decoration ideas will be discussed at the next committee meeting.
- c. The application form for the u3a website needs to be revisited following new guidance from TAT regarding gift aid.

5. Correspondence

Margaret reported receiving TAT Feb and March Friends newsletter and u3a in Scotland information.

Their face-to-face meeting at the Festival Theatre in Pitlochry has proved very popular so they have arranged for people to join on Zoom. Unfortunately, this clashes with our own AGM.

6. Chair's Report

Margaret has been updating membership on Beacon and the information on the website with Stuart King.

7. Secretary's Report

Jeremy forwarded material from TAT and u3a in Scotland to members.

8. Treasurer's Report

- a. The financial statement as of 22nd March has been circulated to the committee. This can be made available to any member wishing to see it, by request to the treasurer.
- b. One refund was paid to a member who paid twice, whisky was bought for the examiner of accounts, and the usual hire of rooms was paid for. Kirkmahoe Parish Hall charges for Table Tennis and Camera Groups have increased.
- c. u3a magazine has been ordered from Third Age Trust Trading Ltd and paid for in advance. If we overpay a credit is carried forward. If we underpay this will be invoiced in March 2027. The reduction in the number of magazines ordered has been queried but many have asked to receive the magazine digitally.
- d. The highest service charge with the Bank of Scotland is for cheques (42p each) so members are encouraged to pay by BACS, which is free.

u3a Dumfries Financial Policy: This does not seem to be on our website or found electronically, although Margaret remembers this was reviewed during Covid. The TAT checklist for financial controls shows that 50% of committee outgoings should be held in reserve. However, there are few ongoing expenses if u3a Dumfries was to close.

A new Financial Policy will be discussed by the Committee in April.

9. Membership report

Number of members 283.

Two members renewed between Feb and Mar, two new members joined and one new member has paid but is still to submit membership form.

10. Groups Report

- a. Ukelele Group was on hold but Antony Hawkes will lead this group from April while Margaret Ward is unavailable.
- b. Monica Callander, who runs the birding and local history trips, has asked if the credit from previous trips, currently held in the Social and Travel account, can be used to reduce the cost of the trips for the same groups this year. This was agreed.

11. Publicity/Newsletter

Margaret Moffat has been asked if she will continue to proofread the newsletter for Carol.

TAT have advised that our publicity must make no mention of teaching anyone or Gift Aid cannot be claimed. Education is probably a reasonable alternative word. Kathleen will query this at a Treasurers' forum taking place shortly.

HMRC have investigated some u3as regarding Gift Aid Claims in the last few years.

12. Any issues re. AGM

- a. Publicity cards will be handed out at the AGM and the banner, currently with Jeremy, will be displayed at the entrance to the Baptist Church.
- b. The agenda will be on the screen to save printing it.
- c. Names of nominated committee will be listed on the screen. The committee can be proposed and seconded on block. There is no need to vote as numbers do not exceed 12.
- d. Kathleen will do a survey about members' views on monthly meetings at the AGM.
- e. Jeremy has received apologies and 1 proxy vote.

13. Room Bookings

The procedure for room bookings and setting up new groups needs to be formalized. Small groups could be encouraged to meet in homes again to save room hire fees.

Margot Kevan is the new contact at NWRC.

The Group Leaders handbook will be finalized and circulated at the next Group Leaders' meeting.

14. Vote of Thanks

Margaret was thanked by Kathleen for her 9 years in various roles on the committee and Jeremy for being Chair and Business Secretary over the years. Linda was thanked in her absence.

15. AOCB

Handover procedure of the committee was discussed.

a. **Lochvale House keys are now held by Kathleen and Doug.**

A member of Lochvale staff is usually available to give access to our store there. Old and unused items should be recycled or tipped.

b. Jeremy has stored archive material in plastic boxes in his garage. Maggie will ask Graham Roberts, of Friends of the Archives at the Ewart Library, if they will take over the archive. Jeremy will hand over the boxes to the Ewart Library if possible.

c. Recent information is stored by Kathleen on an external hard drive and by Jeremy on his computer and Cloud.

d. Financial information is stored on Beacon for 7 years

16. Date of next meeting:

Friday 17th April 2026 at 10 am

Zander House, Cargenbridge, Dumfries, DG2 8LX

Acceptance of the minutes was proposed by Kathleen Simpson and seconded by Douglas Maxwell on 17th April 2026