

**Minutes of Committee Meeting held at 10.00 am at Zander House,
Cargenbridge, on Friday 12th June 2026**

Including updates following the meeting

Present:

Kathleen Simpson – Chair

Maggie Holdsworth -Business Secretary

Sue Bedford – Minute secretary

Committee members - Barbara Brown, Dave Roberts, Carol Moyes, Roger Hardy,
Douglas Maxwell

Welcome to all committee and Sue Price, Membership Secretary

2. Apologies Pauline Slater and Alistair Brown

3. Minutes of meeting 19th May 2026

Acceptance of the minutes was proposed by Maggie Holdsworth and seconded by Roger Hardy

4. Matters arising

a. Maggie awaits a reply from Graham Roberts, Friends of Ewart Archives regarding Ewart Library storing u3a Dumfries archives

b The new Room booking form is on the website but should be dated.

c. Wesley Paxton to be notified that his discussion topic would be better online.

d. George Cleland from u3a Scotland is available to join our committee members for a zoom meeting on **Friday 26th June at 10am**. Dave will be available to admit members to zoom if necessary. Maggie will circulate details.

e. TAT have acknowledge Carol's comment that the digital u3a Matters magazine is in reduced format.

5. Correspondence

a. Gail Donaldson sent information about u3a Scotland which has been circulated.

- b. A few members, who find it hard to hear in noisy situations, have shown interest in joining a study into training games developed to support everyday listening. They have been put in touch with the lead investigator who is linked to the University of Nottingham.

6. Chair's Report

Training

- a. Kathleen met Alistair and Roger to discuss their joint role as co-ordinators.
- b. She has registered for an online Joining and Renewal course and a Chair's course run by the Beacon Training Team. Roger has applied to do a course on Beacon.

Website

- a. Procedures for Booking Rooms, Complaints Policy and Disciplinary Policy are now on the website.
- b. Stuart is open to suggestions for improving the website to attract more members. Group Leaders could put pictures on and Stuart will promote this at the GL meeting in September.

Monthly meetings

- a. The monthly meeting on 25th June is a quiz hosted by Sue & Eric Price at the Baptist Church Centre. There will be a free raffle and prizes for 1st, 2nd and the wooden spoon.
- b. Carolyn Hornblow is booked to talk about Devorgilla, Lady of Galloway at the Baptist Church Centre on Thursday 3rd Sept. (**See 16. AOCB for update**)
- c. Tom Hughes, who runs the Cruck Cottage at Torthorwald, will speak on 1st October
- d. Gillian from Burnfoot Farm, Langholm has been asked to speak on 5th November.
- e. It is hoped the Ukulele Group will entertain us on 3rd December.

Future Speakers:-

The Usual Place in Dumfries

Lord Charles Bruce from Broomhall House Rosyth

A Travel Talk by Chris Anderson, a u3a member

A Talk on X-rays by John White, a u3a member

Sue Price also suggested a couple of speakers who will talk about Ukraine Refugees and Homeless People around the World.

Kathleen will use the monthly meetings to update members about what is going on within u3a Dumfries.

7. Secretary's Report

- a. Maggie, Roger and Kathleen have continued to work on the Group Leaders' Handbook.
- b. Maggie sent an email from Gail Donaldson to all members about the u3a Scotland AGM which she attended on zoom on 11th June. She received useful information about online courses. Margaret Moffat was thanked for all her work on the u3a Scotland committee.
- c. Maggie has attended training for u3a Secretaries via zoom on the many uses of Beacon.
- d. Members have thanked Maggie for her correspondence. When emails are bounced back the membership secretary will advise.

8. Treasurer's Report

The Financial statement as of 10th June has been circulated to the committee. This can be made available to any member wishing to see it, by request to the treasurer. Pauline paid for room hire as required.

9. Membership report

Number of members 291.

10. Groups Report

- a. A joint email address needs to be set up for the Group Co-ordinators if possible, with the details on the website in due course.
- b. Sue Price advised that it can be arranged for all members to use Members Portal (not Beacon) where they can renew online and keep their own information up to date. They only have access to their own information.

11. Publicity/Newsletter

Carol is receiving contributions for the newsletter.

Barbara is distributing posters regularly and Tescos at Cuckoo Bridge, libraries and doctors' surgeries are additional possible sites.

A new group will feature on each monthly poster.

Newsletter – Maggie will be this month's featured committee member.

12. Financial Policy

The template supplied by TAT needed to be amended for u3a Dumfries.

3.1 The mandate - 4 signatories with full access and one member view only.

3.2 Name of Account – University of the Third Age in Dumfries u3a in Dumfries.

3.3 Chair and Treasurer control the online banking service.

3.4 2 bank debit cards should be issued, held by Treasurer and Chair.

3.5 Remove information about personal debit cards, not applicable

4.2 Remove cash floats, not applicable

4.3 Bank pay in slips can be given to Group Leaders who need to bank money collected for trips.

7 Our reserve was previously listed as £5000 but £1000 adequate. We will have few expenses if u3a Dumfries discontinues.

8.3 The cost of the membership fee can be adjusted on an individual basis where appropriate.

8.4 An asset list is being drawn up by Dave and Doug.

The check list for reviewing our internal financial controls was covered.

In future online renewal will supersede paying by standing orders as standing orders have caused too many problems.

13. New membership Application Form

This form is almost complete. “How did you hear about u3a” will be reinserted and the layout amended slightly.

HMRC are now happy with our claiming of gift aid and there will be no back claims when gift aid was unknowingly claimed incorrectly.

14. Membership Policy

There will be no joint membership and the £5 joining fee has been dropped.

Accessibility policy and Emergency Contact.

Our Group coordinators will be our accessibility officers. Some of the statements need to be removed from the accessibility policy as they are out of our control.

15. Group Leaders Handbook

Roger and Maggie have done a lot of work on the handbook which requires only a few alterations after discussion.

A Group leaders meeting has been booked for 29th September at the Baptist Church Centre from 9.30am to 12.30pm with tea/coffee served at 10.30am. As well as handing out the handbook, Kathleen will present some documents in the handbook

and on the u3a Dumfries website. She will also encourage Group Leaders to use Beacon.

16. AOCB

Sue Price, Membership Secretary, joined us and was duly co-opted on to the committee.

Sue has plans for an open day to encourage new members and to promote the different groups to existing members. It was decided September is the best time for this event, on a Saturday from 11am to 3pm if the Baptist Church is available.

Pauline and Kathleen are submitting a grant application to TAT for £500 to raise the profile of u3a Dumfries. The money will be used to cover the open event and a craft event Carol plans to run to make decorations for the Christmas tree festival in December.

Sue Price, Carol and Roger are arranging this open event, which will be well publicised.

The Speaker on Thursday 3rd September at the Baptist Church is now Ron McHugh on "Living in the Silicon Age"

17. Date of next committee meeting:

Friday 18th September 2026 at 10 am

Zander House, Cargenbridge, Dumfries, DG2 8LX

**Proposed by Maggie Holdsworth and seconded by Kathleen Simpson on
18th September 2026**