Sherburn & Villages Committee minutes 29 September 2026

Present: Mike, Brian, Pauline M, Sarah, Beryl, Elaine, Millie, Pauline R, John, Dave, Steve, Cynthia, Josie

Apologies: none

1.0 Minutes of the 8 September meeting Agreed as a true record.	**Actions**
2.0 Matters arising 4.2.2 Brian sent response to Steve 4.3.5 Pauline has sent AVG download to Committee members. 4.4.5 Brian has informed Hostek users re current website shut down. 8.0 Brian and John undertook to attend 'We are Sherburn' on 1 Oct. 9.1.1 Dave has responded re Macmillan coffee morning.	
3.0 Chair's correspondence a) u3a Friends newsletter b) u3a survey Findings c) September update for u3a's d) Voting for Trust Board – Board recommendation deferred to Mike & Brian.	
4.0 Reports 4.1 **Treasurer** 4.1.1 Pauline M confirmed the Treasurer's report was previously circulated to Committee. 4.1.2 The current Bank balance is £16,042.18 4.1.3 An email was sent to all Group Leaders requesting end of year balances. 4.1.4 Pauline M tabled a proposed email to all Members describing optional methods of payment for membership renewals. 4.1.5 Renewals can be paid via BACs, card or cash payments. 4.1.6 Membership renewals are due for payment from 1 October 2026.	

4.1.7 Committee agreed Pauline M would send an email to inform all Members about optional methods for renewals payments. 4.1.8 Pauline M reported a sufficient number of Committee members were available to provide support for renewals payments and/or new members at the Open Day on the 15th. 4.1.9 Pauline M reported a recent situation she had experienced regarding an attempted Bank account fraud. 4.1.10 Pauline had received a phone call from a caller purporting to be involved with the Charity Commission. Pauline identified the caller as suspicious and shut off the call. 4.1.11 It was suggested that Sherburn u3a group Treasurers might be made aware of the possibility of receiving fraudulent phone calls. Suggested they should be vigilant and alert to this possibility. 4.1.12 The Chair commended Pauline M for her efficient actions in dealing with this incident.	**Send Renewals email to all Members - Pauline M**
4.2 **Speaker's Secretary** 4.2.1 Steve confirmed the Speaker's report and poster for the upcoming AGM to be held on 19 November were circulated to Committee. 4.2.2 Steve tabled the poster and confirmed copies would be circulated around Sherburn village by Stephanie. 4.2.3 Pauline R suggested a copy of the AGM poster might be included in the Sherburn local Resident magazine. Pauline R undertook to investigate costs. 4.2.4 Brian undertook to take a copy of the poster to the next 'We are Sherburn' meeting for promotional purposes. 4.2.5 Pauline R raised the possibility that a performance by ACT3 members could take place at a monthly meeting date in 2027.	**Resident magazine costs – Pauline R**
4.3 **Membership Secretary** 4.3.1 Dave reported there were currently 592 Members and 4 new Members had signed up this month. 4.3.2 Dave confirmed that new Members who signed up from 1 October would be included on the Beacon membership database.	
5.0 Website update	

5.1 Millie delivered a projector presentation showing the new website layout. Committee were given a tour of the website, including relevant items and the format for various pages on the site. 5.2 Millie outlined the proposed arrangements for how the Bulletin/Calendar would be shown on the new website. 5.3 Millie has spoken to one Member who had expressed particular concerns about the new website. The Member was offered support, is now reassured and engaging with the site process. 5.4 Millie reported that possible additional IT support may be forthcoming following the Open Day/Renewals session. 5.5. Millie reported that a meeting is to be arranged with Deborah to decide when to enable the soft/hard launch of the website. Committee proposed a soft launch from 1 October, followed by a hard launch from the AGM on 19 November. 5.6 Millie undertook to report back to Committee following the meeting with Deborah.	**Meeting report back - Millie**
6.0 Open Day/ Renewals 15 Oct 2026 6.1 Dave and Pauline M outlined arrangements for the renewals payments procedure. 6.2 Committee agreed membership renewal entries would be posted on the Beacon database, plus paper copies of each transaction via card or cash. 6.3 Sarah undertook to order additional receipt books. 6.4 Pauline M outlined the process for gift aid and joint categories. 6.5 Josie reported15 tables booked so far for the Eversley main hall, for Group Leaders to showcase their group activities.	
7.0 Membership subscriptions increase 7.1 Pauline M outlined the current spend situation and recommended a 6 months reserve of funds. 7.2 Committee discussed the pros and cons of increasing membership subscriptions. 7.3 Committee agreed membership renewals would increase from £10 to £12 and new Members would remain at £15. The entrance fee for each monthly meeting would remain at £1.	**Agreed – membership renewals to increase from £10 to £12**

8.0 Committee members – roles and responsibilities 8.1 Committee discussed the forthcoming changes to the Committee membership roles, following the AGM on 19 November.		
8.2 Chair Vice Chair Treasurer Asst Treasurer Asst Treasurer Business Secretary Speaker' Secretary Membership Secretary Groups Coordinator Publicity Welfare Secretary Facilities IT Coordinator	 Mike Vacant Sarah John Beryl Vacant Vacant Dave Josie Pauline R Elaine Cynthia Millie	
8.3 Mike undertook to email the membership requesting volunteers to join the Committee. 8.4 Pauline M undertook to take on the role of Associate Committee Member to support the Treasurer. 8.5 Steve undertook to support the Speaker's role. 8.6 Deborah indicated she would continue as a Volunteer for the IT System per the signed 'Volunteer Agreement'		**Email membership - Mike**
9.0 We are Sherburn Brian and John undertook to attend the next meeting of 'We are Sherburn'.		
10.0 AOB 10.1 Steve raised the issue of arrangements for the Sherburn u3a Christmas party. 10.2 Several Committee members volunteered to form a group to deal with arrangements for the Christmas party. Members of the group are Millie, Pauline R, Pauline M, Cynthia, Steve. 10.3 Committee agreed the Asset Register item should be put on the agenda for the next Committee meeting. 10.4 Several items of promotional material were passed to Pauline R.		**Agenda item – Christmas party** **Agenda item – Asset register.**

11.0 Date of next meeting 3 November 2026	