



Mansfield u3a – Committee Meeting

Date: Friday 12 June 2026

Time: 10:00 AM

ATTENDEES	Title	11.04.2025	16.05.2025	13.06.2025	11.07.2025	12.09.2025	17.10.2025	14.11.2025	16.01.2026	13.2.2026	13.03..2026	17.04.2026	08-05-2026	12-06-2026
Carole Harrison	Committee Member	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Christopher Kennedy	Chair	✓	A	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
David Drew	Committee Member						A	✓	✓	✓		A	✓	✓
Elaine Huckerby	Vice Chair	✓	✓	A	✓	✓	✓	✓	A	A		✓	A	✓
Gill Mallinder	Treasurer	A	✓	✓	✓	✓	✓	✓	✓	✓		A	✓	✓
Jean Hatton	Membership Secretary/Helping Hand	✓	✓	✓	✓	✓	✓	A	✓	✓		✓	✓	✓
Jacqueline Harkin	Committee Member						✓	✓	✓	✓		A	✓	✓
John Lawes	Committee Member	✓	A	A	✓	✓	✓	✓	A	✓		✓	A	A
Kathryn Henshaw	Business Secretary	A	A	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Linda Kennedy	Groups Co-ordinator	✓	A	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Philip Tucker	Speaker Finder	✓	✓	A	✓	✓	✓	✓	A	✓		✓	A	A
Sheila Pegg	Groups Treasurer	A	✓	✓	A	A	✓	✓	A	A		A	A	✓
Yvonne Kennison	Newsletter Editor								✓					
Bill Harrison	Publicity Officer/Facebook Administrator							✓						

Venue: **Mansfield Bowling Club, Chesterfield Road South, Mansfield, Notts. NG19 7A**

1.	Welcome and Apologies for Absence Apologies were received from John Lawes and Philip Tucker. Pat Cleland and Caz Heath were welcomed as observers and	
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	Chris explained that they were welcome to contribute but not vote.	
2.	Minutes of Previous Virtual Meeting (13 March 2026) The Minutes of the Meeting were AGREED to be an accurate record subject to a small amendment relating to arrangements for the ukelele group, and were signed off and placed on the website. <i>Proposed by Carole Harrison and seconded by Jean Hatton</i>	Action – place on website KH
3.	Matters Arising from Committee Reports • Finance - Trust Fees paid. Elaine explained that members of the Social Committee will be attending the Festival in the Forest to facilitate Mansfield u3a contributions and asked if the 3 cars can be reimbursed the parking fees of £7 per car. AGREED • Groups Finance – No matters raised • Business – Officers asked to check the Role Description updates on TAT although no major changes have been flagged. • Groups - No matters raised. • Social Committee Meeting held this week – Notes now att. Irena has stated her intention to resign on September 1st and so far no-one has volunteered to take the chair role on. • Communication; Social Media; Publicity All agreed the Leaflets are great and will be available at the meeting on Tuesday for members to distribute. • Speakers A replacement speaker was found at short notice for the Tuesday meeting. • Membership Secretary report Since submitting the report Jean has signed another new member and had 2 more enquires from new people who will attend on Tuesday.	Error! Reference source not found. Error! Reference source not found. Error! Reference source not found. Error! Reference source not found.

		found.Error! Reference source not found. Action: Chris and Irena will discuss on Tuesday before the members meeting and possibly ask for a volunteer. Error! Reference source not found. Appendix H Appendix I
4.	Items for Discussion/Decision 1. Action Plan Update. Most of the items on our Agenda came up for discussion under the Action Plan Review and I have included some notes under the relevant headings below. In future the Agenda will not duplicate Actions on the Action Review Sheet. The Action Review sheet will be attached to the Agenda and KH will also print a condensed copy for each Committee Member. The Chair will provide a report to cover actions (current and outstanding) if appropriate and other Committee Members with Actions on the Review Sheet will include their update in their report or raise during the meeting. Chris has produced several documents as part of his Actions which will strengthen our position on a number of issues. COPYRIGHT – Chris has drafted the Image Attribution Guidance and all AGREED that it should be adopted. The Committee is held responsible if there are	CK to update and circulate KH to File final

	any breaches and huge fines have been imposed on some u3a's. In view of this all AGREED that the Newsletter will not need proof reading but Chris will ask for a preview each month to check for Copyright infringement on behalf of the Committee as he does with the Facebook, Website and other publications.. FACEBOOK GUIDANCE AND PROCEDURE Chris has written this to give guidance but also to clarify what can be done if there is a breach. All AGREED that the Policy be adopted. CODE OF CONDUCT The TAT version of this lacks guidance on what to do in the event of a breach. Committee Members are asked to read the suggested replacement and submit views at the next meeting. 2. Membership Forms – Membership Cards - Storage & Destruction The new membership form has been completed and sent to the website. It will be available at the meetings on Membership Day, September and October. Electronic copies will be on the website and sent out on Beacon. David asked if members were required to complete new forms every year? Chris will check with the Chairs Group and see what other u3a's do. Further information and advice was subsequently shared on the WhatsApp Group and Committee AGREED that Renewal Forms are not required. Chris announced the decision at the Members Meeting and explained that on Membership Day the Membership cost will be collected and each member will be asked to advise of any change of personal details which will be uploaded directly on to Beacon. Jean has asked on the Membership Secretary Whatsapp group and has discovered that most u3a's destroy the paper membership records once they have been uploaded on to Beacon. Committee AGREED - No lists of Members	draft KH to file final draft All to Read and review at next meeting. (Att) CK to ask for advice from Chairs Group re requirement for membership forms. A new procedure will be drafted to reflect the change in the way Membership is renewed. KH Mansfield u3a Privacy Policy and Data Protection Policy will need reviewing to
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	details should be held anywhere other than on Beacon. Membership Forms should be shredded after entry on Beacon. Carole advised that FlarePrint has quoted £39 to print 300 credit card sized membership cards in hardwearing card if we can provide the information in spreadsheet format. A machine to produce plastic cards can be purchased for £5-600 . A system using your own printer and pre-cut cards is also available but expensive. All AGREED that the FlarePrint option was best and will include some blank cards to use for new members throughout the year. 3. Retention of Records – See Bus Sec Report KH has reviewed advice on TAT and checked our own policies in respect of this. As we use Gift Aid we have to keep all documents relating to that for 7 years (6 is the requirement but to safeguard against Tax Year crossover dates 7 is recommended) All Gift Aid paperwork older than that will be shredded. All financial records should be kept for 6 years – anything older than that will be shredded. NB. Records can be held electronically or in paper format but Gill advises that our Accountant prefers to work from paper records and we will continue to do so. 4. Access to Beacon (members records) At the moment access to beacon is not widespread at Mansfield u3a and care is given to GDPR and keeping members details private but in other u3a's most Group Leaders and Social Committees have full access. There can be a temporary set up for a specific event i.e. a trip – this would reduce the need to keep written lists of personal details and improve communication. A query was raised about the devices used to hold/access personal information. If a breach of confidentiality occurred what would be the situation if the breach was on a personal phone or tablet? More research is needed. 5. Reviewed Incident Form - Att to email All AGREED that the Form was fit for purpose. Query raised about the completion of Risk	reflect the new procedure KH Any Members Lists held anywhere to be deleted. ALL Carole & Chris will liaise to produce the spreadsheet and place the order Gill, Sheila and Jean will all check their paperwork and arrange to shred the Financial documents more than 7 years old and Membership records already on Beacon with the help of Carole. Chris will investigate further via Chairs PSG
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	Assessments for all events. GL's all do and Social Committee always does but some individuals organising events or trips may not be aware. Committee Members to ask the question of all events. 6. Review of Safeguarding Policy (annual) Elaine agreed to review the form again this year in her current role as Safeguarding Officer. Jacqueline advised that she has read the policy carefully with regard to a concern she raised last month about possibly refusing admittance to a person known to be found guilty of a criminal act but out of prison on (tagged) Probation. Jacqueline was confident that the policy would support her if such a step had to be taken and was further reassured that Risk Assessments are undertaken and the safeguarding procedure is robust. KH will check that Elaine has latest version on TAT website to refer to. 7. Refund for Xmas Meal for resigned member A member who resigned has a booking for the Xmas Meal and has paid £10 deposit. The Social Group have a replacement and would like to refund the deposit on this occasion to prevent any future friction. All AGREED . 8. Confirm Flyer Design and Print cost Everyone likes the new design and the cost was reasonable. All AGREED 9. SumUp account glitches Chris thinks the problems were caused when he tried to change the names on the Account. It looks like it is resolved and he will check it before the meeting on Tuesday 10. Thankyou Tea for GL's (LK) The GL's really enjoyed their Christmassy tea last year and would appreciate a similar event this year as a mark of our gratitude. All AGREED 11. Timetable for meetings 2027 A timetable has been drafted and shared with the Social Committee. We have all agreed to try some different formats but will keep the current speaker format too and continue with the Craft Stall set up on Membership Renewal Day and	KH to personalise the form for Mansfield u3a file it. KH KH to send latest Document to EH. EH will review policy for Mansfield u3a. Treasurer will raise a cheque for the refund. CK to test the SumUp machines. Error! Reference source not found.
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	Christmas Stalls in November. These changes have been driven by feedback from our members and any ideas for the interactive days will be encouraged. ADDITIONAL ITEMS RAISED Pat will need a printer when she becomes Treasurer. All AGREED Jean has some Hi Viz jackets in her car which were originally intended for use in an emergency at our previous meeting venue. They are not required for this purpose now and it was AGREED that Jean can dispose of them. David – the History Trip to Leeds Armouries on 15th July has 2 seats available if anyone would like to come please contact David. Jacqueline – will be unavailable for July meetings and has sent apologies and requests that Chris and Jean make arrangements for the handover to Membership Secretary Post with this in mind.	
6.	Date of next meeting • Friday 17 July 2026 – 10:00 am, Mansfield Bowling Club	

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Appendix - A: Treasurer Committee Report

May

Book Brought forward	£10,175.80
Receipts for May	532.01
Payments for May	2,718.35
Book Figure	£7,989.46

Statement figure	£8,011.06
Chq not cashed	
Tesco	21.60
Statement figure	£7,989.46

We have paid membership fee to TAT (£1120). We have £1145 in ticket sales.

Gill

Appendix - B: Group Treasurers Report

Income £600

Expenditure £459.95 (Rents £130, Serco Leisure £57.95, Garden Group speaker £112, Theatre £128, £32 from Sci Tech transferred to main account as group has ceased to run.

Sheila

[Groups Accounts Spreadsheet June 2026.htm](#)

Appendix - C: Business Secretary Report

Role Descriptions – I have checked the April revisions on TAT and compared them against what we have. They are very similar with insignificant differences as far as I can tell but my check was cursory so please check your own too.

The information about the Festival will be sent out again this week. A number of Mansfield u3a members are helping out on the day.

The Annual Return has been completed and the number of full members on 31st March 2026 was 280 resulting in an invoice for £1120 which has been paid. Thank to Jean and Gill for their input.

RETENTION OF PAPERWORK

TAT says:-

How long should a u3a keep financial records?

We recommend that records are kept for 3 years, if your u3a does not claim Gift Aid.

If your u3a claims Gift Aid then records must be kept for a minimum of 6 tax years (March to April) since the last payment was made. Keeping records for 7 years ensures that this requirement is met.

Paper or electronic records are acceptable.

The Privacy Policy for your u3a should explicitly state the length of time that you will keep member data on file. (See Below)

Mansfield u3a Privacy Policy states that Member Details are kept “while they are a member”

9.1 Retention periods

We will keep your personal data for different periods depending on the nature of the information, the purpose for which it was collected, any legal obligation and/or business reason to retain. Financial information will be kept for six years in line with HMRC requirements. Personal data will be kept whilst you are a member.

Mansfield u3a Finance Policy states that financial records will be retained for 6 years (a requirement for Gift Aid)

Mansfield u3a Data Protection Policy states:-

Principle 5 – Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Appendix - D: Group Coordinator Report

Groups

- Board Games group – no one attended the second session; Julie is trying one more time.
- Photography group - started with 8 people attending the first session.
- The Groups monthly planner has been updated to include the new groups.
- NNNG Groups information has also been updated on the website.
- First Popular Music group planned for the 24th June.

Dip in and Discover

- Table Tennis and Curling – those only playing curling have withdrawn as they thought it was boring and want to play pétanque. The table tennis will continue as a regular group once per month.
- Diane Trinder has come back and said she can now do the Dementia talk, free of charge, just waiting to confirm a date.
- Facebook workshop covering the basics of joining and using the Mansfield u3a Facebook page on 26th May. Only two people attended but it went well. A second session is planned for the 9th June.
- Some additional Card Crafting sessions have been well attended and some of those attending will join the main group.
- In the process of organising an Archery session.

Appendix - E: Social Committee Report

Notes from U3a Mansfield & District Social Committee 8th JUNE 2026

Present: Marie Barrow, Irena Dubowski, Elaine Huckerby, Julia Hyde, Gill Mallinder, Janet Whitlam

Apologies: Jennifer Hicks, John Lawes

NNNG – Picnic in the Forest – 17th June. Gill/Marie to run the sweetie jar, 10-1pm. Elaine/Irena to run the morning session of the bean bag game, 10.30am – 12.45 and Janet/Julia the afternoon session 12.45 – 3pm. Marie has 6 buckets/bean bags and jar of sweets.

REFINED LUNCH – Friday 12.6.26 12 places have been sold and pre-order form sent to Refined. Gill and Irena spoke to Lee to apologise for cancelling 12 places.

RUTLAND WATER – Tuesday 8th September - all 15 places are sold. 2 dropped out but there are 2 replacements. Unfortunately, the mini bus is now £1.50 a mile. 12 have booked for the restaurant.

CHRISTMAS LUNCH - Tuesday 8th December Forever Green. 80 places sold. Balance to be paid September/October. Marie has been sent an invoice which has been passed onto Gill. There will be round tables 8 tables of 10. Food will be brought out by table A list of tables to be pinned up. Marie will allocated members to the tables. Eileen Meade has paid cash twice. Gill will refund. There will be no refunds

MEMBERS' DAY Tuesday 11th August. The Social Committee will run a raffle and a cake stall. Marilyn Jones and Jill West have asked for 2 tables each. Lynne. Jill's sister wants 1 table.

WRITE-UPS 1. NNNG Picnic Elaine 2. 12.6.26 Refined lunch Irena.

SIGNING-UP SHEETS- Irena thanked John and Julia as there were phone numbers on the sheets.

TRIPS - 14 places booked with Johnson Bros for Whitby on Saturday 8th August. Cost £24.50.

CHAIR – Irena voiced her desire to resign as Chair of the Social Committee

Next Meeting 13th July 2026, at Janet's house

Appendix - F: Publicity Report

Publicity Report

Leaflets

- Placing leaflets in the reception of the Odeon cinema

News Journal

- New groups: Photography, Popular Music and Table Tennis
- Dip'n Discover – understanding Facebook
- Pathfinders - Cromford

Newsbites

- New groups: Photography, Popular Music and Table Tennis
- Dip'n Discover – understanding Facebook
- Pathfinders - Cromford

Tri-fold leaflets

- Following agreement by the Committee the flyer has been sent to Flare Printers and we collected 1000 copies on Friday 5 June

Closed Facebook page

Moderators: Sarah Spurry, Jean Hatton and Bill Harrison

- Our private group now has 112 members, a significant increase
- With regular updates from some Group Leaders
- Mansfield & District u3a, Group has no issues and our group is in good standings.
- Mansfield & District u3a
- Understanding Facebook - part of the Dip and Discover program
- This was our first session held on Tuesday 26 May. Chris and Linda Kennedy, plus Bill Harrison, were in attendance to break-down the barriers of hesitation about Facebook.
- Congratulations to Jacqueline Harkin and Patricia Henshaw for making the move onto Facebook. We had a very well put together presentation by Chris and Linda that explained the basic introductions and security measures needed to join Facebook.
- We now welcome Jacqueline and Patricia to the Mansfield & District u3a Facebook Group.

Open Facebook Page

Moderators Marilyn Jones and Bill Harrison

- It continues to gather momentum with five new members, with plenty of likes each week
- There are now 95 followers, with a majority of the posts being shared by John Butler on the u3a North Nottinghamshire Network Facebook page, so the word is getting out there

North Notts Neighbourhood Group

- Met up with representatives from other u3as at Sherwood Forest on Friday 22 May for a Planning Meeting for the forthcoming Festival at Sherwood Forest

Media email address – news.mansfieldu3a@gmail.com

- These reports are on both the Open and Closed Facebook Groups and shared with the North Notts Network Facebook page

Appendix - G: Speaker Finder Report

Speaker Finder's Report to Committee – March 2026

16 June 2026	Michael Burton	The River Trent
21 July 2026	David Price	The Truth about Les Miserables
15 September 2026	Graham Keal	Oprah Winfrey Touched My Elbow
20 October 2026	Mike Storr	Masters of Mirth

Appendix - H: Membership Secretary Report

No new members in last 2 months.

Just one enquiry.