

Notes of SWN Secretaries Meeting 2nd October 2025

- The most useful part of the Third Age Trust Website is the Support for u3as page:
 - Go into the TAT website (<https://www.u3a.org.uk/>)
 - Select Members Area
 - Login. A User ID and password is required but this is easy to set up
 - Support for u3as
 - Advice and Guidance
 - Over 50 documents covering Constitutions, Finance, Templates for Policy documents (GDPR, Privacy, Diversity and Inclusion, Equality, Safeguarding etc.), Running Your Committee, Growing your u3a, Risk Assessments etc. etc.
- Some u3as don't publish Committee minutes on their website. Chepstow put their Committee Agenda on their website and use this at their Committee Meetings so they can link to other reports on their website and other external reports (eg TAT AGM) directly. Minutes are added to the website for Committee Members to check for errors and omissions. These are then approved without debate at the next Committee Meeting.
- A Year Planner (on the website) highlights monthly tasks and who is responsible for them so they not missed. Post holders change regularly and information is not always passed on to the new post holder.
- Keep your u3a Contact details up to date with TAT. Go to the TAT website (<https://www.u3a.org.uk/>), then go down to the Footer menu and select 'u3a Contact Details Portal'.
- Consider role sharing. Not always possible with small u3as.
- Next meeting May 7th2026.
- If there is interest we could have similar meetings for SWN Treasurers and Chairs.