

SCN Secretaries Meeting

Tuesday 23rd June 2026 10am

Attendees

Kevin Stock	SCN Manager	
Sue Derrick (Part)	Chair	Botley HE & District
Pat Lock	Secretary	Chichester
Maggie Gavin	Secretary	Gosport
Martyn Mann	Secretary-to-be	Guernsey
Maggy Chesters	Secretary	Horndean & District
Fi Rosen	Secretary	Portsmouth
Gillian Smith	Secretary	Solent
Sue Cooper (Part)	Secretary	Stubbington
Rosemary Scott	Vice-chair	Warsash
Lyn Moore	Secretary	Waterlooville

Apologies from: Ems Valley, Havant, Locks Heath, Rowlands Castle

1. Welcome by Kevin Stock, SCN Manager

Permission was received to record the meeting for the purpose of producing this report.

2. Introductions All attendees introduced themselves and said which role(s) they performed.

For this meeting I turned on Zoom's AI Transcribing facility, and this is the report that it produced (after minor corrections by myself).

Meeting summary

Quick recap

This meeting was a network coordination meeting for U3A secretaries, where participants discussed various operational matters and shared experiences. The main topic was dealing with the Charity Commission's constitution upload process, where Maggie from Gosport raised concerns about the difficulty of uploading new constitutions and received advice from other secretaries about sending detailed amendments by post instead. The group also discussed welfare roles across different U3As, with participants sharing how they handle member support and safeguarding, particularly for vulnerable members. Additional topics included minutes responsibilities, U3A week activities, and temperature guidelines for meetings during extreme heat.

Summary

U3A Secretaries Meeting Introduction

The meeting began with introductions led by Kevin Stock, manager of the network. Participants shared their roles as secretaries for various U3A groups. Fi raised a question about the Charity Commission, which was noted for discussion later.

Charity Constitution Update Challenges

Maggie, Gosport u3a, discussed challenges she faced updating their constitution with the Charity Commission, who required reviewing every paragraph rather than allowing a simple upload. Lynda and Patricia shared that their organizations successfully submitted constitution changes by mail, including both old and new versions along with a list of amendments, and received approval after several months. The group agreed that the current process seems outdated and cumbersome, though they noted that getting approval from both the Third Age Trust and Charity Commission is necessary before implementation.

Charity Commission and Minutes Discussion

The group discussed challenges with the Charity Commission, with Fi suggesting that training might be useful for Secretaries due to the complexity of dealing with the organization. Gillian defended the Charity Commission, sharing a positive experience with a helpful staff member. The discussion then moved to item 4 from Portsmouth and item 5 regarding minute secretaries, where most participants confirmed they handle minutes themselves. Martyn from Guernsey u3a said they have a separate person who takes the minutes. The conversation ended with item 6 about U3A week planning. However, none of the participants are planning anything for u3a week, but did comment that they hold annual Open Days that are open to the public.

U3A Welfare Practices Discussion

The meeting focused on welfare and membership practices across different U3A groups. Groups discussed their approaches to welfare roles, with some having dedicated welfare officers while others handle issues through their membership teams or committees. Lynda from Waterlooville explained that they are developing a welfare role under the membership team to handle member issues and access to groups. The group also discussed safeguarding policies, with Fi from Portsmouth raising concerns about setting up formal safeguarding procedures following recent issues with a member's mental health. The conversation ended with a discussion about temperature guidelines for meetings during extreme heat, with participants noting the need for policies regarding high temperatures, especially for elderly members.