

Minutes of the committee meeting held on 8th September 2025

Present

Graham Smith - Chairman
Gay Buckingham - Membership secretary
Meg Wilson - Publicity Co-ordinator
Debbie Milton -Treasurer
Adrienne Evans -Venues Secretary
Eileen Monds - Secretary
Peter Stratford - Web Admin
Tom Gardner – Beacon Admin.

1) **Apologies** had been received from Diana Wilson

2) **Minutes of the meeting on held on 14th July 2025**

There were no corrections and the minutes were agreed and signed.

3) **Matters arising**

- a) Graham asked for a copy of the letter from the police re Cyber Resilience to be sent to him
Action Eileen
- b) No lists or cards had been printed to be given out at the AGM. Graham asked that postcard sized cards with Ash u3a details be printed
Action Meg

4) **Finance**

All finance reports had been circulated.

Debbie explained that her finance policy stated at least one months hall hire needed to be held in reserve by groups and that if the u3a folded any money left at that point would be given to the National Office, which was why she encouraged groups to reduce high balances not needed for known expenses e.g. hall hire. However groups could retain high balances if that is what they wanted to do but should inform her. Graham said this was not necessary as in the event of closure there would be time to reduce the balances. Debbie will stop producing the Group balance report as the groups balance already appears in one of the main reports and the comment field is no longer required.

Peter asked how group leaders know when members have paid their subs by bank transfer. Debbie said she can check the bank account and send the information to the Groups point of contact when requested or groups could let her know the names of the members who would be paying and she can let them know when they have paid. Peter suggested groups be informed at the middle of the month. Peter also asked for a standardised way of identifying a group in the reference field for bank transfers. Debbie said she thought it was in The Leaders Handbook but will check and produce a list.

Graham stressed that non-cash payments are the best way because it avoids cash being held by GLs or the treasurer and members need to be reminded, possible in the next Newsletter. Debbie said Group Leaders would need to be persuaded at the next Group Leaders meeting"

5) **Groups**

No report but thanks to Sally for her years of hard work.

Action Eileen

A Group Leaders meeting will be held on Tuesday 7th October 2pm

Action Graham

6) **Publicity**

Meg had prices for some 3 fold leaflets which could be used for publicity.

£36 /100 £60/250 £110/ 1000

Graham suggested trying 100 and see what response we get.

Meg is planning a Newsletter and asked for suggestion, Graham has some and will let her know.

Regarding publicity he suggested we should encourage members to advertise on Facebook groups to which they already belong, we should try "Next Door" and update the Website more frequently using photos and reports of meetings. If group leaders update the Website it involves a long password which makes some leaders reluctant, so they would need to send all updates to Peter. Meg pointed out the necessity of getting permission for photos.

7) **Membership**

Gay reported there were 402, which included 30 new members this year. 85 of the members had not yet renewed their membership

There was a short discussion on the reasons people join, and being able to find out the answer.

The most frequent reason was hearing from friends

Tom will ask if it could be added as a question on the application form.

Action Tom

Membership online renewal had again caused problems for some, with Pay Pal being blamed. Tom reported that some members do not read the instructions or they forget their passwords. However if local u3a's jointly take a complaint to National Office something may be done. Graham will talk to other chairmen at the next Network meeting

Action Graham

The advantage of Pay Pal is that Beacon is automatically updated. If payment is made by direct transfer, cash or cheque Gay has to update Beacon manually.

Graham suggested using "Stripe"

The Membership Form which new members need to fill in has been removed from the Website, and therefore cannot be printed. Graham explained that on the Website new members can fill in a form which transfers the details to Beacon and they are marked as not paid. They can then choose how to pay. This need to be investigated.

A member called "Ms System Tester" has appeared on the membership List. Tom will delete.

Action Tom

8) **Website Admin**

Nothing to report.

9) **Venues**

Scrabble have relocated to the Committee room at Victoria Hall

Adrienne will book the group leaders meeting

Action Adrienne

She reported that the staff at the Ash Centre said some members had been rude to them when arriving for the AGM . Remind members next year.

10) Beacon

- Tom suggested the Beacon system should be backed up. Graham questioned the need for back up.
- Peter already holds a back up hard drive, along with the chairman and the Beacon back up could be added to that.
- After the problems of sending the AGM reports Tom suggested in future a link to the website would be a better way. Beacon are also trialling different way of sending emails.
- Tom has concerns about the members who have access to Beacon. When there is more than one group leader should they all have full access **Action Tom/Graham**
 - There are 3 Healthy walking leaders listed in the Officers on Beacon and they all share one password. Is this correct? **Action Tom/Graham**

11) Monthly Meetings

Diana had reported in her absence that Sept/ Oct and Nov meetings are all booked. She would like to discuss the Christmas Social.

12) AOB

The need to have a formal document control system needs discussing. **Next Agenda**

13) Dates of next meetings

Agreed October 13th at 8a Eggar Hill. GU11 3NQ

Agreed November 10th Venue to be decided

Agreed cancel December 8th

2026 dates to be agreed in October

Jan 12th

Feb 9th,

Mar 9th

April 13th

May 11th

June 8th

July 13th

AGM August 27th

The meeting closed at 15.38

Post Meeting notes from Treasurer not made during the meeting

I've excluded membership fees received from the transactions file as there is too many of them and the other information gets lost. £86.60 was paid out of the PayPal account but not received in the bank's current account before the cut-off of 31 August so there is a discrepancy of this amount between the total balances and the totals in the bank accounts + PayPal + Cash. I will talk you through it at the next meeting. Also for some unknown reason one payment of £9.66 goes out of PayPal but appears as £10 in the bank's current account.

I haven't updated the Central Forecast and if agreed at the next meeting I will only update the central forecast occasionally, perhaps in December and then as we get closer to the end of the financial year in May and June prior to the central budget breakdown for 2026-2027 in July which will be used to set the membership fees.