

## Minutes of the committee meeting held on 13<sup>th</sup> October 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  
Diana Wilson – Speakers Secretary  
Michelle Smith- Co-opted Groups co-ordinator

1) **Apologies** had been received from Tom Gardner – Beacon Admin

2) **Minutes of the meeting on held on 8<sup>th</sup> September**

There were no corrections and the minutes were agreed.

### Matters arising

- a) A copy of the letter from the police re Cyber Resilience was sent to Graham but he was unable to log in. Agreed not to follow up.
- b) The AGM Minutes were agreed.
- c) A card had been sent to Sally thanking her for all her work.
- d) Tom had deleted Ms System Tester from Beacon.
- e) Michelle Smith has shown interest in becoming Groups Co-ordinator. The committee welcomed her and invited her to join the meeting.

3) **Document Control**

I had been suggested that a list of all documents on the Website and who has ownership of them is needed. Peter believed all the documents are already on the Website . Agreed this needed checking and ownership clarified. Graham and Peter to check the documents on the Website, including previous minutes  
**Action Peter /Graham**

4) **Remembrance Service**

Diana outlined what had taken place in previous years on Remembrance Sunday and hoped that Ashu3a would resume its place in the Parade to the Memorial. She will attend the Ash Parish Team Meeting on Thursday, 23 October and advise the Chair accordingly.

5) **Groups**

Graham gave a brief report on the Group Leaders meeting. He felt some Leaders were not very supportive. He had encouraged all groups to publicise their activities on the Website He had sent a report to the group leaders which will be sent to the committee with the minutes. **Action Eileen**

A group leader has asked for clarification of the booking times for Victoria Hall. Is it times or session?  
Adrienne to check these and all other halls. **Action Adrienne**

## 6) Publicity

Meg has confirmed prices for Postcard/A6 size cards from u3a National Office. £28-£52 for 200  
Also for a 3-fold leaflet £36 for 100 Agreed to buy both. **Action Meg**  
She needs approval on u3a National Site. **Action Eileen**

The Ash Centre have asked if Ash u3a purchased the Notice Board at the Centre. It is not on the Asset Register and it was too long ago to find an invoice. We had recently repaired it. Suggested Meg tells them we thought it was ours but cannot prove it. **Action Meg**

Meg is still having problems with the Ash u3a Facebook page. Some suggestions were made, those who understand Facebook to investigate.. **Action Graham**

## 7) Membership

Gay reported there were 402, which included 39 new members this year 36 of the members had not yet renewed their membership. Gay is sending reminders.

There was a discussion on new members joining without access to a form on the website. Graham repeated and that new members accessing the Website can join via Beacon. This was easy and ensured their details are recorded on Beacon. Other members of the committee believe that there are still people who do not have access to the internet and do not want to use an online method.

Graham suggested that the form could be put on the Group Leaders section of the Website so it could be made available to those joining groups with no internet access. Peter will also put it in the general forms sections. **Action Peter**

Graham had asked other u3a chairmen at a recent Network meeting and was told most insist on online payments.

He suggested considering a SUMUP machine for next AGM. But there were reservations as some members might prefer this method rather than renewing online.

## 8) Website Admin

Peter said there was nothing to report specifically.

He pointed out that he is also responsible for Audio Equipment and need to be made aware if it is needed .

## 9) Venues

Nothing to report.

## 10) Beacon

The two items from last month have not been resolved.

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 Graham**

There are 3 Healthy walking leaders listed in the Officers on Beacon and they all share one password. Is this correct? **Action Graham**

## 11) Monthly Meetings

Diana reported that there are two more monthly meetings booked for the year and next year is booked through to the summer.

She suggested we had a Christmas Social meeting similar to previous years.

Graham offered to organise a Quiz sheet. Diana will co-ordinate with others the rest of the afternoon.

**Action Diana/ Graham**

## 12) Finance

Debbie asked if anyone had any comments about the reports she had sent. There were none.

A second signatory for the bank will be needed next year when Eileen retires. Graham agreed to do this, and Debbie will start the process

## 13) AOB

A training session for group leaders on "Uploading to the Website" has 6 people booked and will be held on 20<sup>th</sup> October at 8a Eggars Hill.

Graham asked what outside advertising we already do? The Photographic group put their pictures in Ash Library.

### **Dates of next meetings**

Agreed November 10<sup>th</sup> at 13 Springfield Road GU12 5EN

No meeting in December

2026 dates will probably be bi-monthly

Jan 12<sup>th</sup>

Mar 9<sup>th</sup>

May 11<sup>th</sup>

July 13<sup>th</sup>

AGM August 27<sup>th</sup>