

## Minutes of the committee meeting held on 12<sup>th</sup> January 2026

### Present

Graham Smith - Chairman  
Gay Buckingham - Membership secretary  
Eileen Monds - Secretary  
Peter Stratford - Web Admin  
Michelle Smith – Groups co-ordinator  
Adrienne Evans – Venues-Secretary  
Debbie Milton- Treasurer

**Apologies** had been received from Diana Wilson-Speakers secretary and Tom Gardner- Beacon Admin

### 1) Constitution Update

Graham reported that the constitution on our Website should be updated to the u3a approved 2021 version. All will need to review the new constitution which then need approval from the u3a before adoption at the next AGM in August. Graham will send a copy to committee members for comments before the next meeting.

**ACTION All**

### 2) Governance

The third Age trust has some documents which we are required to have and others which are optional. Graham would like to reduce the number of documents (policies) we have. He has also sent each committee member a list of their trustee responsibilities. Members need to check these and send comments to Graham. He offered to meet with Eileen to review Secretary's responsibilities. There is a relationship between trustee responsibilities and committee roles.

**ACTION All**

### 3) Membership

Gay reported that there are 385 current members on Beacon. There were 51 new members this year of which 40 joined online.

Graham thinks there are many people who could join that we are not reaching. Other u3as report more younger people are joining. It is still difficult for anyone without internet to join and find out about u3a.

### 4) Website Admin

Graham has made some change to the Website. He suggest that all documents on the Website (previously PDFs which are difficult to manage on a mobile phone ) will now become Web Pages and be the responsibility of the relevant group leader or committee member. They will not need to be signed, as access will only be for the responsible person. Training may be required. Graham and Peter will review this at a later date.

Peter is concerned that checking what has been changed will involve more work but Graham insists we must trust the group leaders to do things correctly.

**ACTION Peter/Graham**

A discussion followed on how these new Pages will interact.

## 5) Equipment

Graham suggest a new role of Equipment Manager and has a volunteer. Peter has done this in the past including keeping an Asset Register, but is willing to hand this to someone else. Peter suggested he continues to look after AV equipment and the new volunteer keeps the Asset register of all other equipment. Agreed to keep two list one for AV one for everything else.

Replacement values should be part of the register.

**Action Peter**

A question was asked does equipment belong to Ash u3a or the individual group. All equipment belongs to Ash u3a.

Another question; Is everything PAT tested. Previously Derek has arranged for this to be done by his company. Ash Centre insists all equipment used on the premises is tested.

It was agreed not to replace the AV speakers as they are used very infrequently and at the AGM we can use the ones belonging to Ash Centre.

## 6) Venues

Adrienne confirmed that Victoria Hall booking session are 9- 1pm and 1- 6pm costing £18 per session.

If two groups meet during one session they both pay for the whole session

**NB Further conversation with Victoria hall confirms the following:**

**A session is 4 hours Anything more than 2 hours including setting up etc is charged as a full session.**

Normandy Hall is 1-5pm cost £30

Coop Funeral parlour is free The question was asked; should we be advertising Coop to other groups in Ash u3a. Agreed No

## 7) Beacon

It is not clear whether the Beacon Admin should be a trustee as Third Age Trust do not provide a definite answer. Graham will keep asking

Agreed previously for a backup of Beacon to be sent to Peter monthly or 3 monthly. Decide next meeting.

**ACTION Committee**

## 9) Monthly Meetings

The Christmas social had been a success.

## 10) Finance

Debbie asked for comments on her recent reports. There was one about the amount of money being spent on Monthly meetings. This will kept under review.

Debbie needs to contact the bank to add Graham as a signatory.

**"The committee gives authority to the mandate request adding Graham Smith as an authorised signatory and authorising the Treasurer and Secretary as Authorised Signatories to sign the mandate."**

**Sum up machine** was discussed again. Graham has asked other local groups for their experience.

One has a separate day for people to rejoin using only a sum up machine. Debbie would prefer this to be done at the AGM

The machine needs to be purchased and there is a fee for each use (less than Pay Pal)

It could be used by group leaders to collect subs.

Use of the sum up machine may create more work for Gay.

Agreed Graham will investigate .

**ACTION Graham**

## 11) Groups

Michelle is planning a Group leaders meeting. Adrienne offered to consult St Marys re availability.

**ACTION Adrienne**

Items she wants to discuss include risk assessments (some need once a year, others each meeting) and attendance records?

Are Incident Reports kept.

Are all attendees regular? Irregular or lapsed members could be preventing others joining.

Michelle had been checking Beacon and some group have lapsed members still on their membership list. Gay did not think this was possible She will check.

**ACTION Gay**

The Quiz team has no leader so Michelle will visit a quiz to discuss with those taking part, it cannot continue as a group without a co-ordinator.

**ACTION Michelle**

## 12) Publicity

Meg had sent an email to the committee expressing her wish to resign. Graham had removed her from the Website, but others felt the email could have been discussed and she may have agreed to stay until the Ash Fete. Graham will phone her

**ACTION Graham**

There has been no action on the Notice Board or Facebook. To be put on a future Agenda.

**ACTION Eileen**

## 13) AOB a) Should we be following the incident reporting procedures of the venues we use?

**ACTION Adrienne**

b) Has anything been done about the Group Codes which are needed for assigning payments?

**ACTION Debbie**

c) Does our insurance cover need to be put on the Group Leaders Page of the Website?

**ACTION Graham**

## Meeting finished at 16.15

### Dates of next meetings

2026 dates will probably be bi-monthly

Mar 9<sup>th</sup> at Owls Hoot

May 11<sup>th</sup>

July 13<sup>th</sup>

AGM August 27<sup>th</sup>