

Minutes of the Planning and Organisation meeting held on 16th February 2026

Present

Graham Smith - Chairman
Gay Buckingham - Membership secretary
Eileen Monds - Secretary
Peter Stratford - Web Admin
Michelle Smith – Groups co-ordinator
Debbie Milton- Treasurer
Diana Wilson-Speakers secretary
Tom Gardner- Beacon Admin

Beacon Update

Tom reported a problem with Beacon. Some u3a's had asked for members addresses to be removed from Beacon as they felt it breached their privacy. Tom can change this and return to addresses being visible. Agreed to ask Group Leaders to justify the need for the addresses so Tom can action this .

AGREED Michelle to contact Group leaders

Also there was a query about emergency contacts not being displayed. Graham was asked to discuss with other Chairs at a Network meeting. He said this has been discussed previously.

AGREED

Action Tom to investigate

1) Communication

It was discussed that committee meetings should return to monthly . AGREED **ACTION All**

Graham suggested that an email is sent to committee members before the meeting, to enable members to be aware of topics coming up. Particularly important when reviewing policies, which need doing each year.

Michelle suggested a small group could look at these reviews.

Agreed that Graham will send an email before the meeting giving details

ACTION Graham

2) Level of Communication

Do we need committee agreement for everything?

(e.g. Monthly meetings have an average charge set annually and Diana keeps within this.

AGREED a Committee decision is only for exceptions

ACTION All

3) Role Scope

Graham explained the officers roles are set down but others are a general guidance of what they do.

Some members said they were not aware of what was expected, especially as regards Trusteeship.

AGREED to leave the roles as they are on the Website for now.

Peter agreed to be Equipment Manager, but not Website Admin as Graham is now fulfilling that role.

Michelle asked if he might be willing to help in other ways if required.

4) Trustees

The role of Trustees is on the government Website.

AGREED that Adrienne and Meg will no longer be trustees, but would keep the responsibilities for Venues and Publicity

ACTION Eileen to remove them as Trustees on the Charity Commission

5) Reporting

Graham suggest that Reports from each committee member is given in advance on their monthly data. He will collate this and put on agenda. These reports will be attached to the minutes.

AGREED

ACTION All

6) 2026 Planning

Several suggestion were made

Aim for 400 members (Some felt the small size of Ash u3a was an advantage and 400 should be the maximum)

Attend the ASH fete in the summer (Meg is happy to organise)

AGM in August (make it a recruitment day)

Keep up to date with Risk assessments (need to be done every meeting and kept for 3 years)

Possibly have an Annual Dinner

Michelle wants to do a survey to know more about the members of Ash u3a. she will draft one and send to committee

7) Website

The purpose of the Website is to tell people what has happened and to attract new members.

The events page is now at the front.

A "Help page" has made it easier to find information,

Group leaders Handbook and relevant forms are all now on the Website.

2026 dates will be monthly

Mar 9th

April 13th

May 11th

June 8th

July 13th

AGM August 27th