

## Minutes of the committee meeting held on 9<sup>th</sup> March 2026

### Present

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

**Apologies** had been received from Diana Wilson-Speakers secretary

### 1) Matters Arising

#### a) Beacon backup

Back up is done monthly at present, Tom suggested this continues as a “read only” document. Deleting lapsed members is not possible until 7 years have elapsed due to Gift Aid restrictions. Emergency contacts are hidden by default on Beacon. Tom has stressed that health and safety means they should be visible . He suggests Group leaders download a list. Tom reported that he is not made aware of changes to Beacon until the month following the change.

#### b) Sum Up machine

Graham said this is on hold as we do not need the machine at the moment. More group leaders are asking for subs to be paid online.

#### c) Incident Reporting of the venues.

Venues have not responded.

#### d) Group Codes for assigning payments.

This has now been completed

#### e) Insurance Cover on Website

This is now on Website.

### 2) Comments on the Monthly Reports

The monthly reports are attached.

A question about the Pétanque group leader was asked. Michelle explained that the security arrangements at Normandy had changed for access to the building, and the leader found this stressful. Michelle will follow up.

Debbie asked for her comments to be discussed under Finance.

### 3) Constitution Review

The new constitution is very similar to the current one.

Discussion was held on the comments received from those members who were present, and changes made in a copy of the constitution where applicable. This will be circulated to the committee, with changes highlighted. ACTION GRAHAM

Comments from members not present will be discussed at the next meeting.

The requirement for appointing trustees was discussed as the process for doing so was not being followed. Written nominations are required 28 days before AGM so that the notice to members can contain these nominations. ACTION EILEEN

It was agreed we need an “On boarding” process for trustees

#### 4) Finance

Debbie asked for comments on her recent reports in respect of what she presents at the AGM. Some suggestions were more description and more columns. It is clear the some like charts and some like explanatory comments. A cash flow forecast was also suggested. She will send full reports next month as well as completing the monthly reports.

#### 5) AOB

- a) Group Leaders Party. Michelle is thinking of an afternoon tea to say thank you to Group leaders. This could be in May, possibly after a group leaders meeting.
- b) The giving of leaving gifts was discussed.
- c) Someone asked about a "Code of Conduct". This refers to u3a not Ash u3a.
- d) The survey showed that 50% of the returns said "Yes" to a dinner together. Possible in 2027spring time when the weather is warmer and daylight lasts longer. A small organising team would be needed.
- e) Graham reported that Policies do not need signing
- f) Next meeting we will discuss the Safeguarding Policy which has 3 parts. Copies to be sent to committee members. ACTION GRAHAM
- g) A comment had been made about the "letter box photos" on the Webpages which are generic, not specific to groups.
- h) Michelle reported that Peter Barker is resigning as leader of garden visits due to ill health.

**Meeting finished at 16.15**

#### Dates of next meetings

April 13<sup>th</sup> Graham offered to send out agendas as Eileen on holiday.

May 11<sup>th</sup>

June 8<sup>th</sup>

July 13<sup>th</sup>

AGM August 27<sup>th</sup>