

Minutes of the committee meeting held on 13th April 2026

Present

Graham Smith - Chairman
Gay Buckingham - Membership secretary
Eileen Monds - Secretary
Peter Stratford - Equipment Manager
Michelle Smith – Groups co-ordinator
Debbie Milton- Treasurer
Diana Wilson-Speakers secretary

Apologies had been received from Tom Gardner- Beacon Admin

1) Actions from previous meeting

a) Sum Up machine

No further action at present.

b) Incident Reporting of the venues.

Some venues have responded still waiting on others.

c) Appointing Trustees

A request will be added to the next newsletter and a letter to be sent to all members.

d) On boarding process for Trustees

This needs to be started soon.

e) Group leaders afternoon tea

No action yet

f) Leaving gifts

After some discussion agreed no further action.

g) Code of contact EDI (Equality Diversity and Inclusion)

This will be the document to be reviewed in April.

h) Annual Dinner

This is ongoing (53% of members were positive about this on the survey).
Possibly 2027 Spring.

2) Comments on the Monthly Reports

The monthly reports are attached.

There were no comments

3) Constitution Acceptance

The draft constitution has been accepted by the committee. It now needs to be sent to Members for acceptance at the AGM. Graham to upload and send to members.

ACTION GRAHAM

There are 40 pages in total to be sent and Graham suggested that a copy will made available at the monthly meeting to those without internet. He will phone those members to explain

ACTION GRAHAM

4) Safeguarding document review

No comments had been received so the document can be uploaded to Website, There have been some changes to legislation which has affected this document.

ACTION GRAHAM

5) Equality and Diversity

This document is to be reviewed in April. Copt to be sent to Committee members. The trust can run an online training session. Agreed we all would attend. Graham to organise.

ACTION GRAHAM and ALL COMMITTEE MEMBERS

6) Online forms

Forms for incident reporting, risk assessments, attendance, safeguarding and membership are now available online and are being used.

Debbie asked if copies of membership forms that apply to Gift Aid could be sent to her. AGREED

7) Nominations Process

The dates on the attached list were discussed and some changes suggested. ACTION GRAHAM

8) AOB

a) Michelle asked about the survey These had been sent out and Grahan explained a little more.

b) Debbie will change how she gives details of expenditure next month after some people questioned this. Peter asked for more notes to explain the graphs

Also Michelle asked for the groups finances.

ACTION DEBBIE

c) Diana said she plans to retire as Speakers secretary, and therefore the committee in December.

d) The PA equip has been checked again and is no longer able to be used. Peter will continue looking for a replacement.

ACTION PETER

e) Rod Dengate has offered to make a box/stand for the computer for monthly meetings.

Peter to send measurements.

ACTION PETER

f) Michelle has asked groups for risk assessments and attendance sheets for Jan -April. 12 groups have still not replied. She is concerned that some groups have large membership numbers but lower attendance figures. This may affect payment for hall hire, but the main groups affected are walking groups and do not pay hall hire.

Meeting finished at 16.00

Dates of next meetings

May 11th

June 8th

July 13th

AGM August 27th