Minutes of the committee meeting held on 11th May 2026

Present

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

Apologies had been received from Gay Buckingham - Membership secretary

1) Actions from previous meeting

a) Incident Reporting of the venues.
Adrienne is still waiting for replies from Tongham and Normandy Halls

b) **Appointing Trustees**
A request for new trustees was in the last newsletter and a letter to be sent to all members is ready to send.

c) On boarding process for Trustees
There is a guide for trustees on the Charity Commission site. Also information is available on Ash u3a Website. There is no training available from the national u3a.
Tom is not happy with the training available for Beacon, National Office states that each u3a is free to act as they wish.

d) Code of contact EDI (Equality Diversity and Inclusion) Online training
This was found to be a discussion, not training so the session was cancelled.

e) PA Equipment
Peter produced a revised comprehensive proposal. It was agreed to purchase a PSU replacement for the current model Costing £17 and a 4 socket blue cable reel Costing £35.Debbie suggested that we do not commit to any other expenditure until after the AGM when we will have a new committee. AGREED

2) ASH Summer Fayre

Meg had contacted Groups leaders and members for offers of help, but had received little response. Some groups do not want any more members as they are full, but Graham said this is the wrong picture to project. He asked why we have a stall at the Fayre and Diana suggested it was to showcase us a local group.
Grahan will talk to Meg about this.

3) Draft Constitution

Ther had been a comment about the use of the word should/shall. The committee agreed to use should after discussion about the meaning. The constitution will now be sent to Trust and the Charity Commission for approval. It was suggested we should delay renewing membership until after the AGM. This will be in the letter sent to all members about the AGM. AGREED

ACTION GRAHAM /EILEEN

4) **Comments on the Monthly Reports**
Eileen asked for an explanation of the figures in brackets on the Website report. Graham explained they were last month's figures.
Debbie asked if the reports she sent were suitable for what is wanted. Answer YES

5) **Equality, Diversity and Inclusion Document.**
The review has been completed.

6) **Privacy and Data Protection Policy**
Graham will send this policy for comments to the committee, for discussion and agreement next month. There was a discussion on control of data after Tom suggested we do not have control. The Trust states that all trustees are data controllers.
It was agreed to continue the regular back up of Beacon.

7) **Nominations Process**
The letter explaining this to the members has been agreed after comments were received.
Graham will send to members. ACTION GRAHAM

8) **Third Age Matters – costs and payments.**
The recent survey showed that 203 members receive this magazine but only 60 read all of it.
The Trust invoices us for the postage, which is approx. £800. Tom felt this could be reduced by using bulk mail, but we have no control over choice of postage.
It was suggested that members be asked to pay for the postage if they receive the magazine. It was agreed this was not an urgent decision and to leave for next year.

9) **Photographs -opt in or out?**
There have been a few comments about photos of members on the website. Some members do not want their photos taken, most are happy.
The privacy policy states
"2.8 Photographs are classified as personal data. Where group photographs are being taken members will be asked to step out of shot if they don't wish to be in the photograph. Otherwise consent will be obtained from members in order for photographs to be taken and members will be informed as to where photographs will be displayed. Should a member wish at any time to remove their consent and to have their photograph removed then they should contact the membership secretary to advise that they no longer wish their photograph to be displayed."
This is difficult in practice. Agreed to discuss when reviewing the Policy

10) **AOB**

a) Following Tom's resignation we need to appoint someone to replace him who will be given all permissions on Beacon.
b) Michell would like to organise a thank you cream tea (weather permitting)2.30pm on 3rd July at 8a Eggars Hill. She will send invite to committee members, group leaders and helpers.
ACTION MICHELLE
c) The proposed coffee morning will be delayed until after the AGM.
d) Meg has asked if an email advertising member's fashion show in aid of charity could be sent to all members .Agreed ACTION EILEEN
e) Debbie has realised as part of her report to the AGM she should publish information about Ash u3a's assets. She will also increase the reserves to £200 and will allow for this in her budget.
ACTION DEBBIE

Meeting finished at 16.00

Dates of next meetings
June 8th, July 13th AGM August 27th