Minutes of the committee meeting held on 8th June 2026

Present

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

Apologies had been received from Michelle Smith – Groups co-ordinator
and Tom Gardner- Beacon Admin

Before the meeting began Debbie asked if we could discuss Graham's resignation which he had given at the close of last month's meeting.

Graham said after a lot of thought he is willing to stay as chairman with a few provisos. We need to grow and change, as our membership is aging. We need to accept that some groups are full and we need to find other ways to grow our membership. A larger u3a would mean more activities could be planned and social activities such as holidays and outings could be offered.
Social media is a resource used by younger people and could be useful to us.
Some members have commented that the groups could continue without affiliation to u3a and most groups are happy.

On a positive note two members have offered to be trustees, but the need to fill the secretary office is still there.

1) Actions from previous meeting

a) **Incident Reporting of the venues.**
Agreed no more action apart from making it clear to groups that we do not have this information from some venues.

b) **Appointing Trustees**
A letter had been sent No more action is needed

c) **On boarding process for Trustees**
The trustees code of contact must be read and signed by the committee members. This should be minuted. Graham is asking about training by Third age Trust. Any training on Beacon is for Tom to chase up,.

d) **PA Equipment**
The agreed items had been purchased
The new PA system will be decided at the next meeting.

e) There were no comments on the Monthly Report

f) **Cream tea.** Graham said only 20 people had replied so far.

g) **Correction to last month's minutes**
Item 10e) should read "increase the reserves from £1000 to £2000"

h) **Draft Constitution**
The draft constitution had been approved by u3a and is now with the Charity Commission (they only look at Part 1)

2) **ASH Summer Fayre**

Meg has organised most things and has some volunteers to be there on the day.. The photographic groups will put up the gazebo. This is available from Derek on the day. Tai Chi will do a demonstration, the painting group will provide some art. Meg will send an email to members about the fete ACTION MEG

3) **Privacy and Data Protection**

Tom felt we needed training which is sadly not available**.** The policy is standard for all charities and all group leaders need to aware and following it.

Emergency contacts and keeping them protected was discussed. Graham stressed we have insurance cover as long as we take reasonable care.

4) **Health and Safety policy**

Graham will send links to this policy and
The Risk Assessment Policy and
the Trustees Code of contact
for review at the next meeting. ACTION GRAHAM

5) **Nominations Process for AGM**

Graham will send an email to all members listing who is willing to stand as a trustee/officer. This will be brought to the next monthly meeting for members to nominate/second. Opportunity will also be given for members to nominate at a later event. ACTION GRAHAM

6) **AOB**

a) **Funding of Third Age Matters**

All other u3a's ask members to pay the postage if they receive the magazine.
As it is also available online it was suggested that those members without internet should not be asked to pay
This will need to be a resolution at the AGM ACTION GRAHAM/EILEEN

b) Peter has purchased a stool for the projector so the box that was offered is not needed.

c) **Newsletter,** Some members of the committee questioned the popularity of the Newsletter but Graham said he had only received positive comments.

d) Diana asked about the format of committee meetings and wondered if separate meeting for trustees (who would deal with finance and governance) and those committee members who do not have this role (e.g. venues/publicity) would be a good idea.
Graham suggested "open meetings" followed by trustee meetings could be considered.

e) **Monthly meetings**

Diana asked to discuss the format of these. Graham suggested a variety of meetings with possible more involvement of members.

Meeting finished at 15.55

Dates of next meetings

July 13th
AGM August 27th