

Ash U3A Committee Meeting

Minutes of the committee meeting held on 14th September 2026 in St Marys Church Hall, Ash Vale

Present:

Graham Smith – Chair (GS)

Michelle Smith – Secretary (MS)

Debbie Milton – Treasurer (DM)

Peter Stratford- Equipment Manager – Trustee (PS)

Gay Buckingham – Membership Secretary – Trustee (GB)

Shel Kidd – Beacon Administrator – Trustee (SK)

1. Actions from Previous Meeting

Minutes from AGM held on 27th August 2026 signed and copy given to DM to facilitate SK being added a Bank signatory.

Minutes from 13th July 2026 approved and Actions Carried forward shown below:

a) On boarding process for Trustees

Please see Item 6 below.

b) PA Equipment

Agreed to carry forward until membership income for 2026-27 is known. PS has confirmed he has identified appropriate equipment.

c) Tongham Hall Administration

MS confirmed that email as sent to Carol – Prev Tongham Parish Clerk and DM to double check invoice(s) have now been received. ACTION
DM

d) Health & Safety Policy

GS confirmed now on Website COMPLETE

e) AGM

COMPLETE

Note Signed Updated Constitution now held on file.

f) Finance

No comments received on the end of August finance information send out to committee members

COMPLETE

g) Membership Forms

Forms updated onto website, and emails sent to members.

COMPLETE

2 Gift Aid & Joint Membership

HMRC advise that the claiming of Gift Aid for 2 persons at the same address appears dependent on a discount or benefit being given for the 2nd subscription. Ash U3A currently do not offer this incentive. DM to find out the proportion of our membership this could apply to, and therefore the financial impact to the Gift Aid contribution. GS also to check how joint membership can be applied for on Beacon

DM & GS agreed to investigate further

ACTION DM & GS

SK also to investigate as member has bought up that their details do not appear on Beacon only the other member at the address when they login.

ACTION SK

3 Annual Return

DM raised as received email from Charities Commission. GS & MS checked Charities Commission Website and our is in date and not due for some 260 days. The secretary is responsible for submitting the annual update

COMPLETE

4 Reduction in Fees for members of other U3A's

This has been brought to our attention by one of our members requesting a reduction in their membership fee as they have paid their membership to another U3A and have historically received a reduction when renewing with the second U3A.

13% of Ash U3A members also belong to one or more other U3A's. GB has been aware of this but historically members have paid Ash U3A before others, so other U3A's have made a reduction in the fees payable to TAT and for Beacon access.

The breakdown of the membership fee:

Ash £ 6.00
TAT £ 4.00
Beacon £1.00

We currently have:

- no facility in Beacon to recognise this
- mechanism to confirm this
- and process to refund/ reduce the renewal value.

DM to contract Farnborough and Camberley U3A's Treasurers to see how they deal with this. ACTION DM

5 Publicity Equipment

SK has agreed to put boards and small equipment in Garage. Derek Monds has agreed to continue to store the Gazebo in his Garage.

ACTION SK/GS to arrange with Meg to move equipment

6 Trustee Code of Conduct

The Charities Commission recommend this is reviewed annually so we will now start to sign in October to confirm we have reviewed.

ACTION ALL to sign.

7 Trustee Declaration

SK has signed a Trustee Eligibility Declaration as a new Trustee.

COMPLETE

AOB

i) Monthly Meeting

Request was made to send out reminder to encourage attendance, and remind members who wished to pay cash/cheque to come along to the meeting where we would be supporting them.

The ongoing format of the monthly meeting was also discussed with suggestions requested for how we could change the emphasis away from a Speaker to listen to towards a more social event.

The following were suggested:

- Ask members at the Monthly meeting
- Add a poll to the Newsletter
- Look for speakers who bring along exhibits rather than rely on PowerPoint.
- Offer 'free Cake' and change the layout/ timing for tea & cake etc.

- Run events – such as puzzle/ quiz afternoon.
- Use 'Icebreakers' to get people talking on the tables

ii) Beacon

Remove the following from roles they no longer undertake:

Margaret Wilson – Publicity
 Diana Wilson – Speakers Secretary
 Eileen Monds – Secretary
 Michelle Smith – Groups
 Tom Gardner – Beacon Administrator

Add:

Shel Kidd – Beacon Administrator
 Michelle Smith – Secretary

ACTION SK

iii) Events

It is hoped that we maybe able to arrange a coach trip or two in the coming year and DM confirmed that Adrienne (AE) our Venues Co-Ordinator is happy to be involved in the planning of this.

ACTION GS to contact AE

iv) Photos

There are concerns raised by members over the taking of photos. After discussion GS is to review the GDPR and Information Commissioners Office website and revert with findings

ACTION GS

v) Groups

Theatre Group Leader Judy had a fall. Theatre Visits arrangements are still happening.

Looking to arrange another meeting in the Autumn, with website training and reminders about:

- Subscriptions – where there is a significant balance held to reduce it
- Attendance Records
- Vacancies
- Risk Assessments
- Petty Cash – this is not to be held. All monies paid by members must be paid into the bank account. Then claimed back as Expenses.
- Succession planning/ volunteer to help with Group co-ordinating.

ACTION GS to email

We have been approached with the offer of an additional venue – Scout Hut so will ask AE to add to list of available venues. This member has also said the Tennis Club usually has availability during the weekday and would be interested in running a Tennis Group if there is interest.

ACTION GS to pass on info and add details to Newsletter

vi) Membership

GS to forward onto GB any email in respect of any member not renewing.

ACTION GS

vii) AGM

PA System did not function at Ash Centre. DM to check if invoice included payment for use of PA System and then decide if we should seek refund.

ACTION DM

Meeting closed 3:55

Next meeting 12th October 2026 St Mary's Church Hall, Ash Vale at 2:15p.m.