



Draft MINUTES OF COMMITTEE MEETING
17June 2026

PRESENT:	Ian Crookall (IC)	Chair
	Barbara Lashmar (BL)	Vice-Chair
	Francis Templeton (FT)	Data Manager
	Hilary Tomlinson (HT)	Secretary
	Rose Robinson (RR)	Membership Secretary
	Alison Payne (AP)	Speaker Secretary
	Wendy Shute (WS)	
	Bob Read (BR)	

1. APOLOGIES FOR ABSENCE

Melanie Evans (ME)
Richard Brown (RB)

2. MINUTES OF THE LAST MEETING

The minutes of the Committee Meeting on 5 May 2026 were agreed and signed by the Chair.

3. MATTERS ARISING

- Beacon
 - a. *Associate members* So far 25 notifications of Associate members have been received. **FT**
 - b. *Website integration* Ongoing
 - c. *Finance module* Financial information for this year has been inputted into Beacon and reconciled with the current system. Group Travel and theatre records, as in many u3as, cause an issue and will remain on the current system only, until resolved by Beacon support. **RB**
 - d. *Convenor's induction/training.* In order to benefit from the capabilities of Beacon, membership details of each Wendover u3a Group must be up to date. All Group Convenors have been contacted and group membership is now up to date. There remain some who have not come forward for training. Support will be offered to those Convenors who are reluctant to use Beacon. **IC/FT**
 - e. *Joint membership* Joint membership will be addressed by the updated online renewal/joining process. **Closed**
 - f. *Relationship Beacon/Website* IC & FT will arrange to meet with Belinda (Website Manager) to discuss how to take forward the current Wendover u3a website so as to be compatible with Beacon. **IC/FT**
- Results of members' consultation
 - a. *Concert Plans* are moving forward despite health issues affecting some of the performers' coordinators. IC to contact Gerrard Hallows to discuss support for the concert. Ticketing and publicity will be discussed at the August Committee meeting. **IC**



- b. *Quiz* Unfortunately, Avis Furniss who has expertise in setting questions, has not responded to requests for help. The Committee agreed to follow up contacts who might be able to provide a quiz. **ALL**
- *Spring Celebration* Despite the weather, the event was a success and generated positive feedback especially about the catering and the ice cream van. Thanks to Melanie. **Closed**
 - *Communication* The Committee approved payment for the Open Day advert in the Wendover News.
The Committee discussed three different channels of communication:
 - Internal Communication The need for publishable feedback from groups was highlighted
 - External Communication. BR reported that the Public Notice at the Clock Tower and the 2 Notice Boards run by Halton Parish were available to post information about Wendover u3a. No response has been received from St Leonards & Cholesbury as yet.
 - New Technology It was suggested that Wendover u3a could piggyback onto the Wendover facebook site.
 - BR is going to look at our communications generally in the light of Beacon for the next Committee later in the year
 - *Dinner Dance* Deferred to next meeting when ME will be in attendance.
 - *Coffee morning* 9 new members have replied to the invitation to the welcome coffee morning on 22 June at the Red Lion
 - *Open Day* 18 Groups have replied to the invitation email, 11 of which have spaces. BL will send a reminder out to the remaining groups. **BL**
There has been no reply to the letter inviting a guest to open the morning. IC to write to alternative guest if no reply is received within 2 weeks. **IC**
Creative Textiles will judge the best table.
A Committee table where new members can join will be positioned at an accessible location and manned by a rota of Committee members.
There will be a facility to join online. To ensure the WFI is sufficient for the requirements of the day FT will investigate the use of a WFI router. **FT**
BL will compile the final plan allocating jobs for the day. **BL**
 - *Paypal requirements* The Committee thanked FT for all his hard work in getting the ability to use Paypal off the ground.
The draft joining page for the website has been circulated to Committee members and a number of comments have been received. The benefits of using Paypal will be included. **FT**
The Committee discussed the ability using Beacon/Paypal, to renew 3 weeks in advance and for membership to lapse if no subscription payment is received after 6 weeks. The Committee was unsure if these time frames complied with the Constitution and the u3a accounts could handle early renewals. IC to check. **IC**
 - *CLA & PVSL licences.* The Third Age Trust (TAT) has an Umbrella MPLC Licence which covers all u3as and allows them to show all MPLC films for educational and entertainment purposes. U3As can also purchase a CLA via TAT.



4. FINANCE REPORT

The Committee accepted and approved the Financial Risk Assessment circulated by the Treasurer.

5. SPEAKER PROTOCOL & EMAILS

Both the Speaker Protocol and the Speaker Booking Agreement were accepted and approved.

6. REPLACEMENT COMMITTEE MEMBERS

It was with great sadness that the Committee received RR's resignation due to ill health. The Committee thanked RR for all her hard work and outstanding performance as Membership Secretary. IC agreed to take on the role of Membership Secretary and would liaise with RR on practicalities. **IC/RR**

The following vacancies next year were noted: Membership, Social, Speakers & Chair. Work is ongoing to identify potential candidates and a request for volunteers at the next u3a monthly main meeting will be made. **IC**

The Committee discussed the potential of using sub-committees to organise big events rather than recruiting a replacement Social Secretary.

7. PREPARATIONS FOR RENEWAL LETTER

The Committee discussed possible incentives for members to use Beacon to renew their subscription, future subscription fees, and the potential introduction of a small charge for Associate members. IC & FT will discuss with RB, draft a letter, circulate and bring to the next meeting for approval. **IC/FT**

8. AOB

BR highlighted the updated Incident/Accident form recommended by TAT. The Committee agreed that Wendover u3a should use the form. BR to organise a link on the Wendover u3a website to the Incident form on the TAT website as well as a link to the "Why Incident reports matter" information. **BR**

9. DATES OF NEXT MEETINGS:

22 July 2026
23 September 2026
28 October 2026
25 November 2026

Venue: Red Lion Wendover.

SIGNED:

Chairman.....

Date.....