



MINUTES OF COMMITTEE MEETING
5 May 2026

PRESENT: Ian Crookall (IC)	Chair
Barbara Lashmar (BL)	Vice-Chair
Richard Brown (RB)	Treasurer
Francis Templeton (FT)	Data Manager
Hilary Tomlinson (HT)	Secretary
Rose Robinson (RR)	Membership Secretary
Alison Payne (AP)	Speaker Secretary

1. APOLOGIES FOR ABSENCE

Wendy Shute (WS)
Melanie Evans (ME)
Bob Read (BR)

2. MINUTES OF THE LAST MEETING

The minutes of the Committee Meeting on 11 March 2026 were agreed and signed by the Chair.

3. MATTERS ARISING

- Beacon
 - a. *Associate members* FT has received notification of 18 associate members so far and is expecting more to be sent to him. **FT**
 - b. *Website integration* (See Item 8)
 - c. *Finance module* Work is ongoing by RB. **RB**
 - d. *Convenor's induction/training 17/19/31 March (+ non attendees)* The Committee thanked FT for all the hard work he has put into this. So far 50 convenors have received the training. The importance of up-to-date data on Beacon, including Group information, was noted. To address the missing Groups, IC will email the convenors who had not attended the training , with a 2 week deadline, asking for a list of members (including Associate members). IC/FT will then input this data into Beacon. If there is no reply in the 2 weeks time frame IC will follow up with a phone call. **IC/FT**
 - e. *Joint membership* The Data Manager has the capability to link together two identical addresses on Beacon. The advantage of doing this is that one payment is received from the joint members avoiding 2 Paypal charges. There is also the capability of asking members to opt in to receiving the u3a magazine when renewal is completed online via Beacon, recognising that there is a cost to Wendover u3a if members do not read the magazine or there is duplication in households. The Committee does not want to discourage members from reading the contents of the publication about wider u3a matters and if the "opt in/opt out" choice is offered the renewal letter would recommend "opting in." It was decided to review the situation regarding joint membership and magazine receipt in August prior to the renewal process. RC will also examine tax status of joint membership at renewal time. **All/RC**



- Results of members' consultation
 - a. *Concert* St Anne's Hall is booked for 3 Oct, 1 to 5pm. The concert will consist entirely of music. Members will be able to make a charitable donation at the end. The charity will be determined by the music groups performing in the concert. Ticketing and publicity will be discussed at the June Committee meeting. **IC**
 - b. *Facilitation of new group members* See Item 10
 - c. *Quiz* St Anne's Hall is booked for 29 Oct. Nick Sturley has kindly agreed to be Quiz Master and AP has approached Avis Furnace, who has expertise in this area, for suitable questions. **AP**
- *Spring Celebration* There are still tickets available and the event will be publicised at the u3a main meeting on Wed (6 May). If numbers do reach maximum (more than 150) then members are free to attend and bring their own picnic. Volunteers will be sought to help with serving food as this was a pinch point in last year's event. Help at about 1130 is also needed to fetch and set up tables and other furniture in the church/grounds. **IC**
- *Communication Group & TOR* Another article on u3a will be published in the Wendover News following the Thames Valley Police presentation and u3a events will be included in the "Dates for your Diary" section. It was noted that the Wendover News has one summer edition over June/July and information for anything that requires publicity at the end of summer eg the Open Day in Sept should be sent to the editor by early June. **IC/BL**
BR has compiled Wendover u3a publicity which now features on the Clocktower notice board and rolling digital screen. IC will discuss with BR further communication initiatives. **IC/BR**
- *Dinner Dance* Unfortunately the current caterer has not had their contract renewed although catering will still be available at Chiltern Forest Golf Club. ME has ascertained that Weston Turville Golf Club can accommodate the Dinner Dance on the date in November. The Committee thanked ME for the work that she is putting into organising this function and are happy for her to explore the options and report back. IC to liaise with ME. **IC/ME**
- *TVP alerts & Event* 76 members attended. The Committee thanked BR for the hard work he put into organising this successful event.
- *Finance & Data Protection Policies*. See Item 8
- *Assessment of statistic requirement* Data concerning members who do not attend the main Wendover u3a meeting and/or are not members of groups is not available on Beacon. This data was previously collected and presented to the Committee regularly. IC was of the opinion that the numbers involved in these categories remained fairly static, The important information to remember from past data was that (a) about 60 members (12% of membership) were not in any groups nor did they attend the main meeting, (b) that over 100 members (about 22% of membership) were not in any groups and that (c) about 250 members (about half the membership) had not attended a main meeting in the last year. However the data would not be collected regularly and the subject revisited later in the the year to see whether any action is needed to make members more aware of the membership opportunities.
- *Beacon permissions* FT outlined that there are 4/5 sets of Beacon permissions with the Data Manager having overall control. Currently the lack of a Group



Coordinator does cause some issues so that permissions are granted to other members to cover this gap. Beacon is able to identify who has which permission. It was noted that any activity on Beacon leaves an audit trail and would identify any unacceptable behaviour.

4. FINANCE REPORT

The Committee received the Financial Position Statement.

The lack of a procedure for paying speakers was identified by RB. AP & IC to draft a procedure and send to RB. **AP/IC/RB**

The Committee noted that one of the features identified by RB was that there was no financial risk policy. RB offered to look at the question of risk and to see what action might be needed to identify any Wendover u3a risks **RB**

5. WENDOVER ARTS FESTIVAL

IC pointed out that publicity for this event was very evident around Wendover already. He will, however, mention it at the Main meeting on Wednesday. **IC**

6. BEACON EMAILS TO MEMBERS

No issues have been identified.

7. POSSIBLE CHURCH CLOSURE IN SPRING 2027

At the present time there are no firm details on timing and length of closure. No action is required until the plans have been finalised. However, the Committee will give thought to possible alternative venues for the Main meeting if the church is closed on the dates of the main meeting for any reason.

8. BEACON DEVELOPMENTS

- *Implementation of Members portal*
About 10% of the membership has signed onto the Members portal. FT encouraged Committee members to do so if they have not already.
- *Update policies to reflect changes in practice*
Policies will be reviewed as changes in practice occur and if necessary amended to reflect changes. **FT**
- *Relationship Beacon/Website*
Beacon has the capability to generate information, particularly in relation to diary events and how groups operate which could be incorporated by convenors directly into the Wendover u3a website. Although there is no ability to include photos, the information on Beacon about groups is automatically picked up and displayed; with further drilling down the diary is available. This is an easier process for the Group convenors of making their information accessible on the website. IC & FT will explore this opportunity with Belinda including if possible some convenors who can reflect current practice. **IC/FT**

9. MEETING WITH NEW MEMBERS/CONVENORS

The Committee thanked Stu (Robinson) & Linda (Whitbread) for their hard work in organising and running this meeting. The numbers attending were slightly disappointing but the outcomes were very encouraging. The feedback from BL



who was at the meeting, was extremely positive. BL will now investigate setting up a Genealogy group. In addition, the meeting supported the new convenor for the Wine Appreciation group and the two members planning a long distance walking group.

The Committee went on to discuss engaging with members new to u3a of which there have been an about a100 in Wendover since October, including the associate members. The pros and cons of a general get together compared to a focused meeting were explored. On balance it was decided that new members would be invited to a social event (coffee/tea morning/afternoon). IC to take this forward. **IC**

10. ANY ISSUES RELATING TO GROUPS & GROUP FORMATION

See Item 9.

11. OPEN DAY ARRANGEMENTS 2 SEPT

The Church has been booked. The Committee discussed:

- IC to write standard letter, with a reply by date, to Group co-ordinators asking for their commitment to the day & their requirements. **IC**
- Publicity: Clocktower, notice boards and rolling screen. Wendover News (remembering article will have to be in Summer edition so deadline for submission is early of June) **IC/BR**
- Personality to open event.. BL to write to possible opener. **BL**
- Teas and coffees will be required.
- Photography competition: IC to write to Paul Martini **IC**

12. NATIONAL & THAMES VALLEY (TV) U3A EVENTS GUIDANCE

IC highlighted the usefulness of attending these meetings in terms of networking and new ideas. IC to organise a group of Committee members to attend one of these meetings in the near future. **IC**

13. HP SERVER WRITE OFF

The Committee noted the write off of the obsolescent HP server.

14. PAYPAL REQUIREMENTS

In order for Paypal to set up a fully functional Paypal system for online renewals via Beacon, Paypal requires personal details of Committee members. FT to follow up with member(s) who have not submitted their details to date. **FT**

15. LOCAL ISSUES OF CONCERN & REQUESTS FOR PUBLICITY

Requests will be dealt with on a case-by-case basis taking into consideration the non-political nature of u3a and publicity already in the public domain.

16.AOB

- AP has received a comment that more information, about timings and venue, on emails reminding members about the main meeting is required. After discussion it was decided that as the venue and timings do not change the emails as currently sent out are sufficient.



- HT to confirm CLA & PVSL licences are held by TAT for all u3a organisations. **HT**
- FT discussed the emails sent from Beacon that are delivered to the recipient's spam email box. If this happens Beacon will not send further emails. To address this the recipient must add the Beacon address to their contact list and confirm with FT who will activate Beacon emails again. FT has identified members to whom this has happened and has contacted them with instructions on what to do. No further action is taken until FT receives a confirmatory email. Until that time that member will not receive Beacon emails.

17. DATES OF NEXT MEETINGS:

NB new dates:

17 June instead of 10 June 2026

22 July 2026

23 September 2026

28 October 2026

25 November 2026

Venue: Red Lion Wendover.

SIGNED:

Chairman.....

Date.....