



MINUTES.

Committee Meeting: Monday 12th January 2026 at 10 am

Venue: St James with St Luke's Church Parish Room.

Present:

Trustees: Jane Winterbotham (JW), Imelda Gunn (IG), Chris Chesham (CC), Nusrat Shah (NS), Helen Simpson (HMS), Lorna Walsh (LW), Hazel Sugarman (HS), Joan Jones (JJ), Marion Newell (MN), Vipin Patel (VP), Christine Williams (CW)

Apologies:

1. Call to Order and Confirmation of Quorum. JW

2. Minutes of previous meeting and Matters arising: JW

- a) Minutes of previous meeting – approved.
- b) Matters Arising.
 1. Ref: item 6g in Minutes re non-members attending groups. Two members had been incorrectly removed Beacon. It was agreed that Facilitators needed to be the contact person to deal with this situation.

3. Committee Issues JW.

- a) Update of the contract with Harlow Library for the use of rooms for groups. **HS.**

JW took the 2026 Insurance document to the library, and this issue has now been resolved.
- b) Equipment for Card Group which has stopped. **HS**

Equipment will be donated to Groups/Charity.
- c) Hospice venue update. **HS**

There is an issue with the building. When this resolves the Hospice may again be used as a venue.

4. Financial Report HMS

- a) General Report, Groups Report and Trips Report for December 31st 2025 – approved.
- b) HMS said she was concerned that our accounts software is not compatible with HMRC's new requirements for uploading accounts, which needs to be done on request. It is hoped that Beacon will introduce a facility for financial reports to HMRC in the future.

5. Documents for discussion

- a) Response received from Iain Cassidy re our concern that there is no trained Safeguarding person in TAT.

There is a Named Safeguarding person in TAT, but the person who answers the phone may not be aware of their name.

b) AGM – January 26th, 2026

- a) Second Notice sent on 2nd January 2026 by email and letter.
- b) Resolutions need to be submitted by 16/01/2026.
- c) Date of AGM.

It was agreed to move the date of the AGM to February in the future.#
It was agreed that in the future we will use a commercial firm to print documents for members who do not have emails.

c) Procedural Handbooks for key roles – Chair, Finance, Secretary, Members.
IG to draw up template.

The template drawn up by **IG** was agreed to be helpful and could be adapted to suit the different roles.

Draft versions will be drawn up by May 2026.

Final versions will be drawn up by September 2026.

6. Reports:

a. Membership **CC**

Current membership is 618

b. Meetings. **CC**

150+ members attended the Social in December.

c. Group Co-ordinators **VP/JJ**

The Facilitators lunch is booked for after the AGM and meeting on 26th January 2026. Reminders will be sent around.

Denise Beard is now the Facilitator for the Sunday Socials.

d. Speakers **VP**

Speakers for 2026 are on attached sheet.

October 2026 speaker is Bradley Chapman – topic Canalability.

November 2026 speaker is Neil Hanson – topic Ghost Writers.

e. Visits and Outings **HS**

a) A trip to Brick Lane Theatre for a pantomime and afternoon tea is planned for 27th January 2026. Cost is £71.50. This was cancelled due to lack of numbers.

b) A visit to V&A in February 2026 to see the Marie Antoinette exhibition is planned.

This will take place on 17th February 2026. Although the Marie Antoinette exhibition is full, but there are plenty of other attractions.

f. Events **CW**

The next new Members meeting will be on May 15th 2026.

A discussion took place on ways to ensure new members are made welcome.

E.g. Committee members could phone new members after a couple of months to see if there are any issues.

g. Beacon Website **NS**

NS has attended recent training to keep up to date with issues and changes to Beacon.

7. Newsletter.

- a. The deadline for contributions for the next issue is 16th January 2026 for publication on 23rd January 2026.

8. AOB.

- 1) Issues for **JW** to bring to Facilitators notice at lunch following AGM in January 2026:
 1. Ensure present members of groups make new members welcome.
 2. Mingle with new members at New Members meeting.
 3. Remind facilitators about new policies,
 4. We want to review possibly updating the Facilitators Handbook with the help of Facilitators – any volunteers?
 5. Clarify how they would like to be contacted.
 6. Possibly have facilitator meetings after some Members meetings.

9. Next meetings

Committee Meeting – 9th February 2026. Venue. St James and St Luke’s Parish Room
AGM and General Meeting – 26th January 2026 Venue: The Link

.....