



MINUTES

Committee Meeting: Monday 13th July 2026 at 10 am

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

Present:

Trustees: Jane Winterbotham (JW), Nusrat Shah (NS), Helen Simpson (HMS), Vipin Patel (VP) Peter Houghton (PH) Christine Chesham (CC) Hazel Sugarman (HS), Christine Williams (CW) Imelda Gunn (IG),

Apologies: Marion Newell (MN), Joan Jones (JJ)

Also Present: Julie Jenkins from 11:30am.

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 not covered in Agenda.

3. Committee Issues JW.

- a) Succession planning for key posts – Chair, Secretary, Finance.
 - New Trustee to shadow the retiring Trustee to become familiar with the job, CC and HMS terms end at 2027 AGM

4. Financial Report HMS

- a) General Report, Groups Report and Trips Report for June 30th, 2026 - approved.
- b) A potential Independent Assessor will be interviewed by HMS and PH.

5. Items for discussion

- a) Follow up on emails.

Once all Trustees have official working emails these will be given to the secretary for filing. IG.
- b) First Draft of Protocol Handbook for Committee Posts.

The completed Protocols are expected to be ready for the September meeting.
- c) Follow up on survey of membership – Julie Jenkins.
 - The information asked for must be quantifiable, relevant and short.
 - Answers will be sent to a spreadsheet for compilation.
 - The survey will be anonymous, but there will be an opportunity for members to add their contact information if they wish.
 - The survey will be sent to the committee first for them to complete and feedback any concerns at the next meeting.
 - The main focus of this survey is to find out what interests there are in new groups, which members are interested in leadership of groups and also in involvement in the committee.
 - Surveys with other focuses may be carried out at other times.
- d) CC as non-voting member to be approved. Deferred for further information.

- e) Committee Planning Chart. This will be updated to include comments. It was noted that this was a yearly planning chart as times and events can change.

6. Reports:

a. Membership CC

- a) Current membership is 649. 89 members have not yet renewed.
- b) There were 90 members at the last General meeting.

b. Group Co-ordinators VP/JJ

- a) The Board Games group is still looking for a suitable venue/ VP to contact potential members.
- b) Update on MIOLI circuit training and Line Dancing group is deferred until (MN) would be able to give an update.
- c) It was agreed that financial support for setting up new groups will be considered when requested. Maximum amount to be £100. Items essential to the work of the group above £100 may also be considered.

c. Speakers VP

Speakers for 2027 are being booked.

d. Visits and Outings HS

- a) A visit to the Bedford River Festival on 18th July is planned. Cost £15 pp
- b) A visit to Regents Park to see an outdoor performance of CATS will take place on 5th August 2026.
- c) A visit to see Oliver, the Musical is planned for 20th August. Cost is £14 travel and £57.50 for tickets. Overall cost is £71.50
- d) A visit to Knebworth House including a tour of the house is planned for 27th August. Cost is £33.50 pp.
- e) A trip to Southwold on 3rd September is planned. Cost expected to be £15pp.
- f) A trip to Woodbridge on 24th September is planned. Expected cost £15 pp.

e. Events CW

- a) National u3a Week 2026: 19-27 September.
 - It was agreed to organise multi events on a two-year basis.
 - This year the opportunity to 'drop in' to groups during the month of September will be available
- b) Follow up on Museum Event on August 15th.
 - Volunteer rota completed.
 - 100 flyers will be printed.

f. Beacon Website NS

- No update

7. Newsletter.

- a) The deadline for contributions for the next issue 17th July 2026 for publication on 24th July 2026.

8. AOB.

9. Next meetings

Committee Meeting – 10th August 2026. Venue. St James and St Luke's Parish Room
General Meeting – 27th July 2026. Venue: The Link

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