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MINUTES

Committee Meeting: Monday 14th September 2026 at 10 am
Venue: St James with St Luke's Church Parish Room.

Present:

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

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

1. **Call to Order and Confirmation of Quorum**. **JW**.

2. **Minutes of previous meeting and Matters arising: JW**
   a) Minutes of previous meeting – with the addition of LW to Trustees the minutes were approved.
   b) Matters Arising not covered in Agenda.
   The Committee Planning Chart was amended to add the person responsible for action. It was agreed to circulate this every month and note planning actions two months before the event.

3. **Committee Issues HS**
   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 31st Aug. 2026 – approved.
   b) Financial Controls Checklist September 2026. Left for next meeting.
   c) Draft Annual Return with covering letter. Left for next meeting.

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) Completed Protocols for members positions to be emailed to LW and IG for filing.
   c) IT help for members. It was agreed use the newsletter and monthly meetings to ask how many members would need help and how many members would volunteer to offer help.
   d) Annual Review of Policies: Safeguarding, Data Protection, Privacy, Equality & Diversity and Health & Safety. Members' Code of Conduct. Following discussion and some agreed amendments all the policies were approved.

   e) u3a voting info. It was agreed to vote for Neil Stevenson for u3a Board Trustee.

f) Facilitator checking Beacon re membership of acrivities. If members have not renewed their membership, they may not take part in activities since this affects the insurance cover for all those present. This will be highlighted for Facilitators and also in the newsletter.
g) Follow up on events/drop ins for National u3a Week. Information has been circulated in the newsletter,
h) Update on Survey of members. 76 responses have been received so far. It was recommended that a reminder be sent. This was agreed.

6. .Reports:

Membership CC

a) Current membership is 594. 66 members have not yet renewed.
b) There were112 members at the last General meeting.
c) The New members meeting will be on Friday 20th November.
d) Deletion of members who had been non active for seven years has been completed.

Group Co-ordinators VP/JJ

a) Update on venue for the Board Games group. The Playhouse is happy to offer accommodation for 10 people. The facilitator will send information to interested members.
b) Update on MIOLI circuit training and Line Dancing group is deferred until (MN) would be able to give an update.
c) Group Facilitator visits to groups. It was agreed to contact facilitators to arrange a visit to their group to see if they need any assistance and if someone is able to stand in if the facilitator is absent. VP would need assistance with this.

Speakers VP

a) Speakers have been booked up to May 2027.

Visits and Outings HS

a) A visit to Meadowcroft Garden Center on 15th October is planned. Expected cost £16.
b) A trip to Woodbridge on 24th September is planned. Expected cost £15 pp.
c) A second trip to Woodbridge and Sutton Hoo is planned for 6th October. Expected cost is £15/£16.
d) Murder at the Museum, Brick Lane Theatre. 2nd October. Cost £56 inc. coach. This trip has been cancelled.
e) Tilbury Cruise Ship 10am to 3pm. Entertainment and 5 course Christmas Lunch £69 pp plus coach = £81pp.

Events CW

a) Some Trustees will attend the Dussehra event 20th October 2026 at 715pm.
b) Follow up on Museum Event on August 15th. Unfortunately no-one had booked a table space. CW will ensure this is done next year.
Follow up on quiz on August 24th This was a good event. It was agreed to begin earlier in future.

7. Beacon Website NS

No new information.

8. **Newsletter.**
    a) The deadline for contributions for the next issue 18th September 2026 for publication on 24th September 2026.

9. **AOB.**

10. **Next meetings**

Committee Meeting – 12th October 2026. Venue. St James and St Luke's Parish Room

General Meeting – 28th September 2026. Venue: The Link

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