

Minutes – u3a Farnham committee meeting February 10th 2025

1	Apologies: None Observer: Margaret Popovic, Lynda Robinson	
2	Previous Minutes	
3	Matters arising not covered elsewhere Beacon access – As no one has contacted Annette it is believed that we are happy with our Beacon access. Philip is interested in gaining some stats from Beacon, and Annette will investigate this further. Difference between Committee Members and Trustees All committee members are trustees. The u3a trust website has a video about the role of volunteer trustees. https://www.youtube.com/watch?v=Wj9f4nBk6XY Social event Whilst the idea of a Sixties disco is a good one the time of the day was questioned, and it was suggested that members could be asked if they preferred an afternoon or early evening. Food was discussed and it was decided that it is nicer to have food.	Annette Jane
4	New committee members We can co-opt committee members during the year, and they can then be formally elected at the next AGM. A meeting had taken place between Lynda Robinson, Philip and Sally and a meeting is set to take place with Margaret Popovic. The committee agreed to go ahead with co-opting Lynda and Margaret. Bruce is keen to rejoin the committee and Philip, Steve and Lynda will meet to discuss how the marketing roles can be shared out.	Philip
5	Safety The fire and evacuation procedure, provided by The Maltings, is on our website under useful information for Group Leaders. There are some anomalies in this document with reference to people with disabilities. We would like Personal Emergency Evacuation Plans (PEEPs) to be in place for all people with disabilities, but the Maltings don't yet have these. Andrew has raised this issue with Group Leaders and some group leaders have contacted their members to see who has mobility issues. Beacon has a facility to hold data on things like this. We have little experience of fire drills having taken place in The Maltings.	

	There is also a concern that The Maltings will not allow people with mobility issues to use facilities that are upstairs. Training of Fire Stewards was agreed.	Andrew
6	Using venues outside The Maltings Currently we have capacity in The Maltings for most groups but at the margins we may need to look at other venues. We need to be careful that we stay close to our contracted number of groups to ensure that we are not paying twice for things. The issue of noise from adjoining rooms was raised and it was advised that if The Maltings Box Office staff are informed of noise issues, they will ask the group to reduce the noise. This is to be added to instructions for Group Leaders.	Andrew Andrew
7	Web review Philip and Sally to meet with Sue Watson to move this forward. Jane fed back from a potential member that is neurodiverse and says that she struggles to identify buttons on websites.	Sally and Philip
8	Events: Monthly / Theme meeting committee attendance Volunteers obtained New Members Meeting 89 members to be invited. All other preparations are underway. We currently have 1420 members Group Leaders meeting 2pm start. Val and Andrew to share agenda. Caroline and Sarah from The Maltings are attending to explain how rooms are allocated. Open Day – same format as last year. A Book swap to be run again. Donations box at the Book Swap. The date has been confirmed as Monday 7th July and we have The Great Hall and Barley Room are booked from 8am to 1pm. AGM – The UCA vice chancellor will be asked to speak at an AGM. If they are not available, we could ask Ian Lynch, the Town Clerk. If one of these is able to speak then the AGM will be separate from the first Monthly Meeting, and a room will need booking. Advisory committee to be set up and agenda to include safety.	Cynthia Andrew Sally Philip Philip and Andrew
9	Durham House Chiropractic Clinic Proposal Agreed to go forward Stephen has an agreement that he is using from all of these types of agreements.	Stephen

	The website will have a page of Members Benefits. We could consider a screen saver of member benefits to be used prior to Theme and Monthly meetings.	
10	Theme Meeting Budget An all-members email is to be sent out to ask members if they are willing to be a speaker for Theme meetings, ensuring that the quality of presentations is maintained. They will have a budget set aside but will be asked to look at other avenues for obtaining speakers before spending the budget.	Vivienne
11	Fees for next year It was agreed that mid-year fees should be increased to be brought in line with full year fees. There was a discussion whether all fees should be increased as it is thought that the Maltings could increase their contract costs. Budgets are needed in writing by 1st March to Treasurer@farnhamu3a.org.uk in order to help decide this.	All
12	Programme for next year – update Good meeting has happened between Annette, Val, Andrew Caroline and Sarah re bookings of rooms for next year. Joint spreadsheet is now in place. Most groups want to stay at the same time. There are a few groups that are looking for new leader/joint leader. 1st April is the date by which The Maltings should get first draft of dates to us. Programme The Maltings would like us to have a printed programme. Between 70 and 100 programmes have been bought from The Maltings for £5. The deadline for completion of the Programme is 1st July at the latest. There was a discussion as to what should be included in The Programme and Philip will propose what should go in the next programme. Due to timelines this proposal will be circulated prior to the next meeting. It was suggested that we would still print copies of the programme and could sell them at the Open Morning. It was agreed that the programme would continue as a PDF document so that it can be printed.	Philip
13	Policy for dealing with the death of a member Some small amendments were made and then the policy was ratified.	Sally
14	AOB Microphones We would like to add speakers to Courtyard Kiln and South West Kiln and hand mics for a cost of approx. £500 per room. There is sufficient left in the budget to purchase this and replacing laptops.	Sally to make Colin aware

Advert in Maltings Brochure We expressed our preferences of the two advert ideas. Farnham Residents Booklet – we would like to appear in this, and on the Farnham Town Council website Arts Society to put their flyers in one of our pockets on the notice board. Farnham Connect meeting – St Andrew’s Church need to raise money to rebuild their tower. Could we use their rooms to support them? A member is causing difficulties within one group. The Group leader has approached Andrew for support. Andrew will listen to the first level complaint. A member has offered to help the Theme Team arrange their programme of meetings and to shadow part of the Events role and Vivienne has met with her and discussed what is needed. Whenever the card reader is used it is imperative that Shree is informed, along with the event that it has been used for. Shree is mulling over how she can use the volunteer that has offered to help with Finance. Carnival is being organised by Paul and Carol Sacha and Paul would like a budget of £300. This was agreed.	Steven Sally to inform Judith
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17th March 2025.