

Minutes – u3a Farnham committee meeting May 19th 2025

1	Apologies: Vivienne Miller, Shree Merriman	
2	Previous Minutes	
3	Matters arising not covered elsewhere Categorising of Groups on Website - Clarification was given as to what we were asking and he will check whether the way groups are displayed on the website is correct. The webteam have made a number of changes that are not yet live, whilst they are being tested. The next step is for each of us to check the text on our allocated pages. Philip will distribute the style book that he has written to help us frame our text. A discussion was held around carers, and it was thought that they should pay a minimal amount (£1) to cover insurance if they attend a u3a meeting/event. If they attend anything by themselves they would need to be a full member. If a person is a member of another u3a (e.g. Haslemere) they can join our u3a for a slightly reduced fee because the Third Age Trust fee only needs to be paid once. External venues booking and liaison Andrew has been in touch with the person who takes bookings for The Daniel Hall and their prices are staying the same for the coming year. Spire Church is waiting to hear about Chair Yoga. Val is liaising with The Bourne Club and it is understood that their prices are increasing slightly next year. The Memorial Hall may be used for quizzes and other spill over activities.	Andrew Philip
4	Safety update The Maltings have now responded to our concerns. They believe that they are fire compliant however we are concerned that there is no fire call point anywhere near the Barley Room. We will ask members to complete a PEEP (Personal Emergency Evacuation Plan) and these are included in our contract with The Maltings. People with mobility issues should inform the Box Office when they arrive. Everyone with mobility issues should have a chaperone, and as the Group Leader should be taking a register on evacuation it is better if they are not the nominated Chaperone. The Maltings have rewritten the safety procedures and have tested the use of evacuation chairs. Philip to write to all members about their responsibilities around safety, focusing on the impact that their actions may have on others. We decided to go ahead with the proposal to put a fire call point in The Barley Room as long as the price is reasonable.	Philip/Andrew
5	Maltings contract	

	We are waiting for the contract from The Maltings	
6	25/26 Budget including Membership Fee increase Please could this be redone based on 1400 members rather than 1500 as at present.	Shree
7	Publicity and External Events Sustainability Fair had a steady stream of people yesterday, many of whom were on the verge of retirement. New banners, display board and leaflets make the stand look very good. Rowledge Fair and The Bourne Show are upcoming. We have an open invitation to go to Music in the Meadow when we want to. Library display boards are booked for 2 weeks prior to Open Day. Banners to go on the street barriers near Wagon Yard car park and the traffic lights have been arranged. Work is continuing with the Maltings for marketing opportunities. Maria Emmett will come into The Maltings to take some photos. A notice will go on walls of any location that she is taking photos in to make people aware. Her photos are creative, and she hopes to attend Open Morning.	
8	Events: AGM – 15th is preferred. Philip to confirm speaker and availability on that day. As there is a Committee Meeting on that day then we would like the AGM to start at 2:30 Social event -Tickets have been printed and are being sold at 3 events and on the door. Live DJ has been booked so requests can be taken. It is open to non-members and there are 120 tickets available. Crepe paper flowers are being made to decorate the room. Open Morning – Publicity in place. Group Leaders are responding to requests. Book swap will be in the Barley Room and would like a couple of round tables and chairs for people to peruse the books. New members will be able to join the u3a on the day by using their phones or by using the 3 laptops. Existing members will be able to renew their membership from the 1st July. Joining groups will be done by email to Group Leaders after the Open Morning. Group Leaders will be able to collect details of people that want to join their group or waiting list on Open Morning, although this can only be done on Beacon the next day. Printed Programmes will be available for sale on the day for £5 a copy. 250 copies will be printed and after the Open Morning we will ask The Maltings to sell the rest. Annette to sell Programmes on the day. Bags to be given out, and one put on each desk for the group leaders.	Philip

9	Policy around displaying Personal emails It was agreed that we would go ahead with changes to policies and Information to Group Leaders to incorporate guidance around using personal emails.	
10	Unsung Hero Award – Recipient agreed. The AGM could include an opportunity to launch the new website, and it would be nice for the Web Team to attend.	Philip
11	AOB Pickleball. It was agreed that this group should go ahead and a weekly contribution of £2 per head should be considered, however as this is proposed to be a weekly group the costs of running the group is higher than the subscription income from members. Further investigation needs to be carried out to ensure that all groups are treated equally. Microsoft Office license costs were discussed and it is essential for creating The Programme so we will subsidise the cost for our Programme manager. Could we use treasurer@ and secretary@ rather than individual email addresses so that emails go to the correct account.	Annette to liaise with Group Leader Andrew/Philip Annette All