

Minutes – u3a Farnham committee meeting July 14th 2025

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2	Previous Minutes - agreed	
3	Matters arising not covered elsewhere Brand book to be circulated The Farnham u3a Brand Book is a subset of the u3a Brand Book. Alongside brand information there is a style page that provides advice on how to word web content. This will be circulated to Committee and Group Leaders Lantern Festival Proposal – next meeting How to use PayPal video One has been created but includes personal information. Another attempt will be made, using the dummy u3a site.	Philip/Sally Sally
4	Succession planning Committee members were asked if they are thinking of standing down at the end of the 25/26 year and Jane, Andrew and Philip are likely to do so. Stephen would prefer not to continue with Marketing but is happy to stay on the committee. Lynda is happy to become Vice – Chair. A number of members have volunteered to help with the running of our u3a following an all-members email from Philip. The marketing group and web team are meeting with people that have expressed an interest in their particular area. Others will be contacted by appropriate committee members. An idea from the u3a Chair's forum is to set up a STAR (Small Tasks as Required) group of members/helpers that can be turned to for specific tasks and all volunteers that do not take other roles could be offered a place in the STAR group.	All
5	Programme update Close to 100 printed programmes were sold on Open Morning and the remaining ones have been given to The Maltings reception to sell. There have been odd changes made to the programme on the website.	
6	Website update The Website has been updated, and thanks are due to the Web Team, especially Sue. Group Leaders have been informed that the website currently says that groups have spaces and are asked to contact websupport to let them know if the group is now full. This	

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	information needs to be shared with Groups so they can follow up with the group leader. A manual alteration has had to be made for subgroups, e.g. Painting 2. The requirement for a search function by days of week and parts of the day would be a great improvement and it would be good to find out from KallKwik what they need from us in order to make this happen.	Annette/Andrew Sally to email Annette
7	Final accounts for 24/25 were approved and will be sent to the Independent Reviewer	Shree
8	Review of Renewals Process Many problems are created by the PayPal payment method. In particular the default settings being to use/create a PayPal account cause confusion for many members. When multiple people use the same laptop some details, such as email address on PayPal screens are not cleared between users. Philip to write to the trust about the legalities of how the PayPal collection works. Details have been added to the email that new members receive to advise them to log on to Beacon again (link provided in email) in order to add a password. This should make renewals easier. The process that we use is going to be looked at, in conjunction with how other u3a's operate and a proposal made for next meeting.	Philip Margaret / Annette
9	Review of Open Morning The Open Morning went well and thanks are due to the planning that Val put in in setting up last year's Open Morning, much of which was used by Sally this time. Suggested improvements / issues to be addressed are: Presence needed at Front Door T-Shirts worked well IT access problems meant that the SumUp Machine didn't work, despite being tested prior to the event. The set up of the machine will be looked at again. Fire Marshalls need to be nominated for next time Having laptops was helpful for new members to join but having a helper per laptop would be useful and having the laptops in a quieter area and all together would help. Philip will write to Clive to thank him for his support. Jane to thank Ester Van Royen for her help with the book swap. A jigsaw and boardgame swap and social will be considered for Jan/Feb	Stephen Philip Jane Jane

10	Group members that are no longer safe to attend group meetings Following concern raised by the MOTO group leaders about one or two members who are forgetting that arrangements have been made for someone to collect them, or forgetting to pay if the group meet in a café or restaurant it was discussed that we need to consider how we support carers as this may be an option for this type of member. Insurance and the need for any associated payments needs to be looked at further along with a policy to cover people that are no longer able to act independently	Andrew, Jane, Sally
11	Upcoming Events: AGM Mon 15th Sept at 2:30. Speaker organised. Invitations to be sent out. Tea / coffee and cake to be organised for 75 people Sept Social/Welcome back There is no need for a separate event as it can be tied in with the AGM	Sally Vim
12	Renewal of licences Ofcom Radio Licence – check with Clive Copyright License Contradicting information has come from Third Age Trust as to if we need to apply for our own Copyright Licence. This will be investigated further	Sally Andrew
13	Review content of Website pages – annual reminder Sally to distribute list of page ownership and Brand Book Style Page to committee members	Sally
14	AOB Leaflets to be taken to Reel Cinema, Dave Monk Catering requirements for upcoming year were checked Dec Committee Meeting to be a meal out Quizes – add them all, on the basis that they can be cancelled. Theme and Monthly meetings volunteers sought for September Can the photocopier print – A group leader does not have a printer and takes money for the attendance. An Audiological Scientist from Farnham Hearing Clinic is still interested in giving a talk on Hearing Health and follow up trial sessions.	Lynda Philip Sally

Philip Oliver

11/8/25.