

Minutes – u3a Farnham committee meeting May 18th 2026

1	Apologies: Philip, Steve, Shree	
2	Previous Minutes were adapted then agreed Matters arising not covered elsewhere: It was clarified that any changes to bookings need to go via the venues@farnhamu3a.org.uk email address. Point 6 – Creating a list of members for Theme Meetings and Monthly Meetings was considered but as this would be stored outside Beacon this would fall outside data protection regulations.	
3	Fire Safety - Fire Marshals Proposal We have not had an update from The Maltings yet due to the size of the job that they are undertaking and use of specialists. Fire Marshal Training has been offered by The Maltings, and a proposal was raised to investigate our own, separate fire training with volunteers from the membership. Levels of responsibility need to be clarified as our membership would not want to evacuate people. It was suggested that we may be “jumping the gun” and it may be better for committee members to attend the initial fire training therefore gaining more insight into what is required of fire marshals Time limits were discussed so if we have not heard back from The Maltings by the next committee meeting we will escalate.	Lynda
4	Payment for Parking – Next Steps As this is a complex issue an advisory group was suggested to look at the options and create a proposal to be brought to the next committee meeting. Charlotte has done research on this and has been asked to lead this group. It was felt that Shree’s financial experience, along with Lynda’s HR experience would be beneficial within the group.	Charlotte
5	26/27 Budget It was asked if some of the headings could be updated or split, such as Groups Cost including both external venue hire and other group costs. Annette questioned why her initials are against the Groups line when she has only provided input for one group. The budget was agreed	Charlotte to check with Shree Shree
6	Data Protection Policy and impact on procedures and training This will be looked at by a working party consisting of Charlotte, Sally and Pam (from Groups team) and come back to the committee.	Sally

	Lynda has not heard back from TAT to say that they offer any GDPR training, and it is not thought that this is included in Beacon training so appropriate training should be investigated too. Communication with members outside Beacon should also be considered by this working party.	
7	Programme update About half the bookings have been added to the joint spreadsheet by The Maltings to date. Sarah (Maltings) will be reminded that the deadline is the end of May.	Annette
8	The Abbeyfield Wey Valley Scarecrow Competition and Good Oaks Home Care Abbeyfield's are a care home that is raising money to replace a minibus. Scarecrow entries are £10 and it was felt that members can be made aware through e-news in case they want to support this initiative. Good Oaks Home Care are wanting to make us aware of their services, but we decided it was not relevant to pass on to members as it was trying to sell a service.	Jane
9	Proposals relating to Groups Bridge: The group would like to continue through July and August and hold a social event, both of which incur venue costs. It was agreed to cover the venue costs. Bridge – amalgamation of groups. Beginners and Improvers Bridge want to merge and meet weekly. They would like to move to The Maltings and would need to be housed in The Barley Room. We are waiting to hear from The Maltings if there is space. Tennis – Costs are increasing from March, but this may be offset by not playing during the winter. It was felt that the group is popular and important however alternatives such as other venues or provision of balls by the venue are being considered by the Groups team and Group Leader. Table Tennis 2 to continue into June was agreed	Charlotte Annette to keep Charlotte updated Groups team Annette
10	Garden Party proposal An opportunity for members to socialise and also to meet Maltings Staff. In principle the end of July or August would be a good time to fit in with other events that are happening The Museum Garden was suggested as a venue, alongside using a marquee outside The Maltings.	

	It would make sense to ticket the event so that we have an idea of the attendance. An all members email to go out to gather an expression of interest.	Lynda
11	Upcoming events Monthly / Theme meeting Helpers are in place for the final 2 meetings of the term. The programmes are in place for both meetings next year. Disco 2nd June The DJ is the same as last year, and whilst the theme is loosely surfing / California/ Beach Boys the DJ is good at reading the room so will alter music accordingly. 6 opportunities are available for people to purchase a space, and names are taken rather than tickets being provided. It is being advertised on the website and was included in the last e-news. Open Morning 6th July New members will not be able to join at the event due to Beacon not clearing data at the end of a person joining. Information about how to join is on the website and could be provided on paper if necessary. Sally Charlotte and Pam to meet to discuss information to share with Group Leaders, including making sure that they know if they have spaces within their group. Website to have a banner advert re Open Morning and something on E-News Round and About and Vantage Point entries should also be made. Social Quiz 16th July Looking to do food included in the ticket prices, which will be higher than a standard quiz price. AGM – Talks were considered for the AGM and local history and local interest were considered. Renovation of the museum was suggested and Charlotte offered to find out if this was possible. No date has been booked as yet but the AGM is normally held around the end of September.	Charlotte, Sally and Pam Sally Sally Jane Charlotte
12	AOB Groups and Website Charlotte is looking at updating the Information for Group Leaders and Contacts and breaking it down into different documents.	Charlotte

She would also like to update the web site to make this easier for relevant people to access. A Tai Chi group leader wanted the web team to provide weekly updates for his groups, including embedded videos. The videos are against brand guidelines so he was made aware of this, and that he could use Beacon to communicate weekly updates. We have had an unwritten rule to say that you cannot attend 2 classes of the same type, such as not attending both Table Tennis 1 and 2. This will need clarifying and making people aware of it, as it will enable more spaces to become available. The Horticulture group are going to use a member that is a registered osteopath to talk about keeping your back safe while gardening. A disclaimer to be used to say that this is general hints and tips, but not professional advice. Insurance is not needed for members that run fitness sessions as they would be covered by the overarching u3a Insurance. It was noted that NatWest Bank had not effected changes to a mandate that was sent to them in May 2024, to remove Val Atkinson, Mike Love and Ian Papworth from the bank accounts and to add Sally Bowden and Philip Oliver to the bank accounts. This only came to light recently. A new mandate was submitted recently as the 2024 mandate was no longer valid. The new mandate was to remove the 3 existing names on the mandate and to add Sally Bowden and Lynda Robinson. The committee hereby approved the changes again.	Charlotte and Groups team Charlotte
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Lynda Robinson 15/6/2028