Minutes – u3a Farnham committee meeting June 15th 2026

1	Apologies: Philip,	
2	Previous Minutes Matters arising not covered elsewhere: Fire Marshall update – The Maltings have let us know that this is taking much longer than expected but they are still working on this. Lynda to keep us updated. Budget queries – It is an anomaly that Annette's name is against Groups. Charlotte and Shree to meet so Charlotte has a better understanding of the headings used in the budget and to discuss any changes.	Lynda Shree / Charlotte
3	External Tutors Policy. Charlotte explained that having a policy on how External Tutors are used relates to tutors that are not u3a members and set up a financial arrangement between the members and the tutor. There is no contract between the u3a and tutor but u3a will pay the venue costs. There will always need to be a Group Leader/coordinator in these situations, and this person should ensure that appropriate safety precautions are in place. Annette asked that the Group Leader/Coordinator should use Beacon to register members. The tutor will not have access to Beacon. Sally asked that the need for Public Liability Insurance be explicitly included in the policy. The certificates are stored on the Drop Box and will be updated by the Groups Team. The policy was adopted, subject to the above changes being made. The style of policies and how long they stand before they are reviewed will be looked into further and Charlotte advised.	Charlotte Sally
4	Funding for Bridge Group As Anette is a member of the Bridge Group, she was able to explain to the group leaders the process involved in booking groups and venues. The Group Leaders said that their objective is to increase the participation of bridge in Farnham. Due to the increased administration to both the Bridge Group leaders and the committee in organising things the proposal is that they predominantly use The Maltings and use The Bourne Club when The Maltings isn't available. The additional cost of using the Bourne Club will be underwritten by u3a. This was approved and Annette will let the Group Leaders know.	Annette
5	Promoting groups run by other u3as Alton u3a have approached us to ask if our members want to participate in one of their groups, and also to participate in their Christmas Markets Trip. As u3a members all members are	

	covered by insurance even if not a member of Alton, but we were unclear if Alton would expect our members to join Alton u3a as an Associate member. Charlotte will check this. If they do not need membership, we will promote these activities via eNews.	Charlotte
6	Programme and web team update All Group Leaders have been sent a draft copy of the programme although there are still some outstanding issues. The Maltings have delayed the process this year and they are a month behind where they were last year. We are waiting for The Maltings to sort out the anomalies. Addition of new groups late in the process (Meditation) has made things more difficult. The Maltings have also said that it is not possible to make any bookings after the 9th July because of school holiday bookings. It was thought that there is a separate contract for Wine for Fun and that they should have access to rooms in July. Group Leaders have until 19th June to respond to changes. A copy of the programme will be passed to Lynda on Thursday 25th June. Lynda to liaise with Printers to ensure that this timeline works in order for programmes to be printed in time for Open Morning. The cover will change to yellow to differentiate from last year. If there is a new photo available that could be used on the front cover this would be useful, and it was thought it would be helpful for a picture to be taken at this year's Open Morning. The web team are working in parallel with the programme to ensure that the programme is updated on the website alongside a printed programme. A request was made for History of Science to be removed from History. Annette explained that this is a difficult process, and it could require further thought over the next year. In the mean time a separate entry has been created in the Index for History of Science and Technology.	Annette Lynda Marketing
7	Membership renewal process This was discussed and some changes suggested that Margaret will implement. A renewal email will be sent out to members on 2nd July. The use of cheques was discussed as around 300 people paid this way last year. The renewal messages will remove the option of paying by cheque.	Margaret
8	Card Reader storage – This will be stored in the cupboard opposite the Long Kiln Room that is labelled blue. The box containing it has a book to log who has the card reader and phone. Items will need charging before using. Shree requested that a reference is added as to what the payments relate to.	
9	Maltings request to have stand at Open Morning	

	The Maltings would like to increase their membership and would like a table during Open Morning. It was suggested that this should be allowed in the Barley Room.	
10	Upcoming events Open Morning Final details discussed. A slide show will be shown in The Barley Room using the photos that Maria has taken throughout the year. Groups Posters will be updated and The Maltings asked to provide a table in the Foyer for these to be displayed there. Fire Marshalls were considered and people volunteered to take on this role in the Great Hall and Barley Room. The Book Swap will continue to be in the Barley Room and a donations box will be available. U3a bags will also be available for people to take in the book swap area Sally will share further details and responsibilities with committee members. Entries have been requested in Round and About, Vantage Point and Farnham Town Council website. Open Morning was promoted in June's eNews and a further all members email will go out on 3rd July. The website will be updated and a poster put up on the u3a notice board. Quizzes 2 quizzes remaining this year. One later this week, following the standard format. At the Quiz on 16th July there will be individual cheese boxes costing us £7.50. Tickets will be sold for £10. Tea and coffee is also included in the ticket price. Bar will be available. AGM Charlotte is contacting the Museum to see if they can provide a speaker. Once this is confirmed we will book a room. The website has a date of 14th Sept for AGM, but this will be removed as it is incorrect. It was decided to remove details of the upcoming AGM from both the website and Programme as the details are not yet confirmed.	Sally
11	AOB Thanks were given by the people supporting the People's Emergency Briefing for support given by u3a. A follow up meeting will be held on 23rd June. We have not yet seen the Contract from The Maltings for this year. Lynda to contact the Maltings to chase this. The Parking Costs subgroup has met and following analysis and looking at various options feel that there is no need for a	Lynda

	separate expenses policy for car parking as there is already provision in place to support with finance.	

Lynda Robinson
20/7/2026