Petersfield
Charity No. 1060354

Minutes of Petersfield u3a Management Committee Meeting (Agreed)

Wednesday 8 July 2026 at 1400
at the United Reform Church Hall, Petersfield

Present: Bernice O'Reilly (Chair), Rose Noonan (Secretary), Patrick Rudden (Treasurer), Peter Lake, Titian Fleming, Sandy Stephens, Peter Clist, Doreen Challen, Tim Willans, Jenny Thwaites (by Zoom)

NOTE: * indicates pre-circulated paper

1. **Apologies:** Susie Reynolds

2. **Declarations of interest:** None.

3. **Minutes of the meeting held on 13 May***
   The Minutes were agreed and signed by the Chair.

4. **Matters Arising**
   (i) Item 7(v): PL reported on progress with the Convenor Handbook, following a meeting with Kate Napier, Tim Willans and Russ Stevens.
   (ii) Item 13(ii): PL will meet Paul Tracey next week to discuss progress towards resolving sound system issues, and is optimistic that a sound engineer will not be required.
   (iii) Item 7(ii): PR confirmed that a Siteworks licence is both required and purchased. He will check with Gary Butler regarding a new Independent Examiner; JT suggested obtaining references. Regarding the bank mandate change, RN confirmed that CP and GC have both formally resigned and removed as signatories, along with GB. The new signatories were confirmed as: PR (can initiate and approve payments); RN, JT, SS (can approve only). TW can also view payments. It was agreed that a deputy or 'alternate' Treasurer is highly desirable. PR offered to prepare handover notes to help any future Treasurer, or a deputy, understand how the role works in Petersfield u3a.
   (iv) RN reminded colleagues that all papers should be circulated in good time before MC meetings.

5. **Members' Reports**
   Items not covered elsewhere:

   (i) **IT * (TW)**: Convenors attending Hub meetings have requested Beacon training. PC explained his plans to offer one-to-one remote training on Beacon for MC members and convenors. PC described an issue, possibly specific to language groups, regarding waiting lists and Beacon, which led to a wider discussion. It was thought that a separate Beacon waiting list could be used for those who are not yet u3a members, and agreed that where group vacancies occur, existing Petersfield u3a members should be given precedence.

   (ii) **Treasurer*(PR)**
   The current account holds £551.56, and the deposit account £27,939.70.
   It was agreed that routine sharing of bank balance figures at MC meetings enables trustees to maintain a financial overview.

Proposal

PR's paper explained a small number of issues relating to group fund deficits as presented in the accounts, along with his proposed solutions. He asked the Committee to agree to the following:

- to clear opening deficits on four self-financing groups;
- to formally record the previously agreed funding of Make workshop's opening deficit;
- to agree a consistent classification and treatment for the three open access groups (A&H, S&T, HM) which do not hold a self-financing fund in the same sense as others.

All the above were **AGREED**.

PR offered to prepare a policy paper relating to start-up funding. DC suggested that such a paper could clarify how such funding is managed in the accounting system and how groups should apply for it (e.g. by application form); and possibly include reference to loans/subsidies to groups, as is possible according to the Byelaws[1]. Bo'R offered to discuss this with PR, and DC is prepared to work further on a policy if agreed. **ACTION: PR, Bo'R.**

PL and Bo'R agreed that support for convenors in managing their own groups' funds should be included in the revised Convenor Handbook.

(iii) **Groups* (BoR):** see report

(iv) **Membership* (SS):** Given the increasing membership, waiting list situation and difficulty in attracting new volunteers, JT proposed a drive to encourage new convenors. **ACTION Bo'R/RN:** add to next MC agenda.

6. **Interest Hubs Initiative (standing item)**
Bo'R reported that all planned Hub meetings have now taken place, and appear to have been generally well received. Recurring themes relate to Beacon training, suggestions regarding waiting lists and the AGM. It was agreed to keep Jenny Stevinson, other Hub coordinators and, through them, convenors well informed about developments on these fronts. Bo'R thanked those who attended on behalf of MC, and JT also proposed a vote of thanks to Jenny Stevinson for her hard work on the Hubs initiative.

7. **Learning Grants Scheme* (DC)**
With the closing date looming (17th), DC reported receipt of 9 applications. Communications channels have worked efficiently, and the role of the Hub Coordinators has been particularly valuable in disseminating information and encouraging groups to apply. Following a team briefing on 23rd July, six evaluators will discuss the applications and reach decisions in early August. DC, PL and PR will meet shortly to finalise funding arrangements and documentation. DC noted that as some applications are for sums in excess of £500, it is clear that MC approval will also be needed for those (if accepted), and DC will liaise with the previously agreed subgroup to arrange a meeting date (JT, RN and Bo'R). **ACTION: DC**

8. **Volunteers' Event* (Bo'R)**
A lunchtime event at Petersfield Golf Club is planned for Friday 2nd October, to thank convenors and volunteer leaders; other MC members may be invited if numbers permit. It was **AGREED** to provide lunch (probably the Showcase Buffet at £20pp) and drinks for about 90 members at a cost of up to £2500. Bo'R clarified that such an event need not be an annual occurrence.

9. **Speakers and advertising * (PL)**
PL shared policy drafts relating to these areas, intended to resolve certain recurring issues; along with an amendment to address potential issues of data protection, should our u3a choose to communicate to

[1] Byelaws 2026-05, Financial Procedures and Authority for Expenditure, pp3-4

members any information not directly related to their membership. DC agreed to transfer these into policy format and circulate drafts for feedback before the next MC. This was **AGREED. ACTION: DC**

10. **Code of Conduct* (DC)**
    Following one adjustment to highlight the importance of u3a members volunteering their services, the final draft Member Code of Conduct was **AGREED** and signed by the Chair. **ACTION: DC** to post on Dropbox and update on website. SS noted that she would replace the earlier draft which she was preparing to incorporate within the membership process.
11. **AGM (RN)**
    RN reported that Interest Hub attendees favour a more social event attached to a short business meeting. Discussion raised the following suggestions: some input from groups about their activities (possibly using video); showing a TAT video; ensuring MC members are more visible; planning a more 'client focused' presentation with more Q&A (including previously submitted questions); an entertaining but short talk; booking the space for longer; booking an extra space for refreshments; and having a little more information in paper form. New MC badges have been purchased. The planning team continue to work on the event.

12. **Connect (standing item)**
    Nothing to report.

13. **Christmas celebration (RN)**
    RN confirmed that a planning team is working on the Christmas event, and that Archie Mac has agreed to perform again this year. It was noted that the Hearing Loop had not been part of the last review of AV services, and TW suggested following this up with Mike Bracey as relevant to all speaking events at PCC. **ACTION: TW**

14. **AOB**

(i) **PAT testing:** It was agreed that this should be organised. **ACTION: RN** to approach own contact, failing which to ask Mike Bracey for suggestions.

Associated points relating to audio-visual equipment etc:

- TW explained that the new projector and colour-coded cabling are housed in the PCC entrance cupboard; Paul Tracey can provide instructions and technical support.
- TW clarified that there should be no more charges for the use of the PCC projector. **ACTION PR:** inform both PCC and convenors.
- Questions were raised about the Asset List which should maintain an up-to-date list of all equipment, along with smaller items such as cabling. **ACTION: PR** to seek out.

(ii) **Draft Resolution* (RN):** RN pre-circulated a draft resolution from the SE Region calling for the Third Age Trust Board to consult u3as formally relating to Trust involvement in advocacy, campaigning and public policy. Following brief discussion it was **AGREED to SUPPORT** this draft resolution. **ACTION RN**: to vote in favour of the resolution at the TAT AGM in October.

(iii) **Proposal for First Aid Training for Convenors and Members* (Bo'R):** As detailed in her paper, Bo'R proposed organising First Aid training. The cost would fall below £500 and priority would be given to groups involved in higher-risk activities. Refreshments could be included, and the trainer asked to provide or recommend some form of aide-memoire. **AGREED**.

The meeting closed at 16.45.

Date and Time of Next Meeting: Wednesday 9 September 2026 at 1400[2].

Venue: United Reform Church

PC, PL and PR presented their apologies in advance. Bo'R asked them, along with all other committee members, to circulate any papers a week in advance.

DC 11/07/26

Chair's signature: **Date:**

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[2] Note brought forward to 2nd September