# Minutes of Petersfield u3a Management Committee Meeting (Agreed)

**Wednesday 2 September 202 6 at 1400**
**at the United Reform Church Hall, Petersfield**

**Present:** Jenny Thwaites (Chair), Bernice O'Reilly, Patrick Rudden (Treasurer), Titian Fleming, Sandy Stephens, Peter Clist, Doreen Challen, Tim Willans, Susie Reynolds

**Guests:** Jenny Stevinson, Luc Blais

NOTE: * indicates pre-circulated paper

1. **Apologies:** Rose Noonan (Secretary), Peter Lake

2. **Welcome**

   JT welcomed Jenny Stevinson and Luc Blais to the meeting, JS in her capacity as Interest Hub Coordinator and LB as second Treasurer, who will at first shadow PR. During the meeting, both were co-opted as Trustees:

   - **Luc Blais**: proposed by DC, seconded by JT.
   - **Jenny Stevinson**: proposed by TF, seconded by JT.

   Agreement was unanimous. They will now be put up for election at the AGM.
   LB complimented the IT team on their excellent work digitising data, which will prove very helpful when preparing the annual accounts.

3. **Declarations of interest:** None.

4. **Minutes of the meeting held on 8 July 2026***
   The Minutes were agreed and signed by the Chair.

5. **Matters Arising**
   - Item 4 (ii): JT thanked Paul Tracey, our AV Manager, for taking ownership of the AV systems so effectively. SR will email PT to convey the Committee's appreciation, and check whether any more AV volunteers are needed. **ACTION: SR**
   - Items 5(ii), 9: DC noted that current policy work (relating to start-up funding and Speakers & Advertising) remains ongoing.
   - Item 5 (iv): SR clarified that a reference to 'volunteers' should read 'convenors'.

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

   (i) **IT* (TW)**
   - **Faculties**: TW plans to change the Beacon term 'Faculties' to 'Interest Hubs'.
   - **Beacon/website integration**: TW explained that Beacon will become the authoritative repository for data relating to members, groups, volunteers etc. It can feed information to the website, and accept data transferred directly from the website. When potential group

members express their interest on a website form, their details will be saved to Beacon. If used consistently, this should create an accurate record of waiting lists as well as group vacancies, and so will be useful for both MC and those wishing to join groups.

- **Non-member waiting lists:** TW is able to set up a Non-Member category on Beacon, to enable those who are currently not members of Petersfield u3a to express their interest in joining a group and go on a waiting list in the same way. However, to comply with GDPR requirements, they would need to give written permission for their data to be stored. JT emphasised that convenors, when contacting them, must ask their permission for this.
- **Member access to personal data:** Also in relation to GDPR, TW noted that members have a right to see what data is held about them, and proposed to turn on the Beacon facility to enable them to do so. They could then update contact details, etc. without contacting the Membership Secretary. TW suggested that members of MC might trial this, by accessing and editing their own details.
- **GDPR and use of AI:** TW explained that there are GDPR issues if any kind of AI is used for u3a business, and emphasised that any confidential data entered using AI must be assumed to be in the public domain. He sees a need to update our GDPR policy and ensure that all (including convenors) understand the risks. JT stressed that this needs to be publicised widely. **ACTION: TW to discuss with PL.**

(ii) **Treasurer*(PR)**

PR thanked SR for recruiting LB, and stated that as of today, the current account holds £8,737.45, and the deposit account £30,321.56 (showing the impact of membership fees coming in).

(iii) **Membership* (SS):**

SS noted we now have 842 members, including 121 new this year, and about 70 Interest Groups. By the end of the week, half the members will have paid their subscriptions.

(iv) **Learning Grants* (DC)**

PC complimented DC and PL on the Learning Grants documentation, and asked to share the circulated Report document with Hub members and their groups. Following discussion, it was agreed to share this via the Interest Hubs. DC will forward the report to JS to share with Hub coordinators, to circulate to convenors and group members; she will also send direct to PC. An article is planned for Connect later this month, linked to a web report (probably the same document). DC/PL will talk about the scheme to members attending the AGM, and will invite participating groups to contribute if they are willing. 5 groups to date have submitted their Acceptance forms, with thanks to MC for providing the grants. JT thanked DC and PL for their work on the scheme. **ACTION: DC, JS, PC**

(v) **Information Management* (PL)**

PL circulated a paper outlining his current work in this area. Anyone who wishes to comment, or offer to work with PL on this documentation, should contact PL direct.

6. **Interest Hubs (standing item)(JS)**

JS explained her rationale for joining MC. Although the Interest Hubs were designed to enable two-way communication between the Interest Groups and MC, she considers that her lack of direct involvement with MC has limited the impact of her Hub Coordinator role. JS hopes that her MC role will help her strengthen the communication network, and help groups to begin to use the Hubs routinely as a resource. She encouraged MC to communicate proactively with the Hubs; to maximise publicity for the Hubs, including through Connect and

the website, and during the Welcome process; to find ways to remind groups that they are part of a larger organisation. She suggested creating shorter, snappier names for the Hubs. JS is willing to write features about the Hubs for Connect, and will also encourage other coordinators to do so.

JS is aware of a wide range of views and practices relating to waiting lists. PC pointed out the risk of convenors and/or groups leaving u3a if required to follow a particular procedure. Although data from website applications could be transferred directly to Beacon, JS considers that a potential expression of interest in joining a group via the website should not serve as an application per se. It should trigger a personal response from the convenor, leading to a conversation and/or trial session with the group to ensure mutual suitability. **AGREED: JS/Bo'R/TW** to form a working party to explore this process further.

7. **Recruitment of Convenors (requested at last meeting)**
   JT and Bo'R will discuss this.

8. **Volunteers' Event* (Bo'R)**
   An invitation for a 'thank you' lunch at Petersfield Golf Club, on Friday 2 October 2026, has been sent to MC members as well as Group Convenors, Volunteer Co-ordinators and Key Volunteers. Bo'R encouraged MC members to attend. There is no need to arrive before 12.30.

9. **AGM on 9 November***
   RN has circulated the AGM timeline and will work on arrangements with JT and Bo'R. It was agreed that SR and RN will arrange for tea and cake; SR will inform the Welcome Team. Bo'R will try to obtain some video material from Interest Groups (TW confirmed that phone footage can be used); DC also agreed to approach grant recipients (as in Item 6 above). **ACTIONS: SR, Bo'R, DC. ACTION DC**: circulate 2025 AGM draft minutes.

10. **GDPR**
    The question has been raised as to whether all committee members should sign a document to acknowledge we understand the implications of GDPR. TW observed that we need to be aware of the risks, and be pragmatic in seeking to minimise these. Following wider discussion, TW offered to check the national u3a website for further guidance, and agreed to revisit this area with PL to consider both policy and data management implications. **ACTION: TW, PL**

11. **Christmas celebration***
    SR/RN/DC plan to discuss this in greater detail. Regarding budget, last year's u3a contribution was £5 p.p. and the member ticket cost £8. The budget has not yet been finalised. The Welcome team have offered to assist. **AGREED:** to increase the ticket cost to £9.

12. **Volunteer recruitment (SR)**
    SR noted several new volunteers: Claire Burns (Arts & Heritage Group); Jocelyn Prudence (Connect editorial team); Luc Blais (Second Treasurer). She remains keen to find volunteers to help with IT and to support RS and SS. JT suggested also looking out for someone with experience in media/publicity.

13. **Change of bank**
    PR explained some issues with CAF Bank, and suggested that in terms of risk management it might be useful to have a second bank as standby. New members would pay their fees into the new account, while standing orders created with CAF Bank would continue. This would

not increase banking fees. PR proposes to investigate this further, and will also look into higher interest-bearing deposit accounts. **ACTION: PR**

14. **Connect (standing item)**

    Nothing to report (but see item 12 above).

15. **AOB**

    (i) **PAT testing:** RN has found a knowledgeable person who could carry this out. However, TW considers PAT testing is not needed, as our electrical equipment is new and visual checks take place. DC cited gov.uk advice confirming that PAT testing is most relevant to employers and landlords, and even then not compulsory. JT asked RN to find out the cost, and organise any inspection within the next 6 months. **ACTION: RN**

    (ii) JT noted the death last week of a long-term Committee member, Esther Jones, until recently Speaker Secretary of the Arts and Heritage Group. This will be announced in Connect.

The meeting closed at 16.45.

**Date and Time of Next Meetin**g: This has been changed to **Wednesday 14 October 2026** at 1400.

**Venue**: United Reform Church

DC 07/09/26

**Chair's signature:** **Date:**