MINUTES OF THE EXECUTIVE COMMITTEE MEETING

held at 10am on Thursday 28th May 2026.

3133	**Present:** Doreen Pascall DP (Chairman); Peter Bradnock PB (Treasurer); Paul Frost PF (Communications); Helen Wood HW (Secretary); Jenny Ruffles (Membership Secretary); also Marianne Bradnock (Groups Coordinator)
3134	**Apologies for absence: None**
3135	**Chairman's Introduction:** DP welcomed us all and noted it had been a good year for Sevenoaks u3a with new members joining. DP suggested we should have a moment to remember those members who had passed away in the last year at the AGM. EC agreed on the basis no names were mentioned. NB An obituary in the last newsletter was not in accordance with our policy. It was previously agreed that none would be included to avoid risk of omissions.
3136	**Minutes of the Meeting held on 5th March 2026** These have been agreed by email.
3137	**Chairman's Report:** DP noted that joining the Chair's Forum made her grateful for Sevenoaks EC and other supporting members.
3138	**Membership Secretary: JR's Report was noted** **New Members' Meeting** – Good meeting on 24th April. We hope one or two may volunteer to help run things. **On Line Joining and Renewals** – PB has opened a Su3a Paypal Account and asked David Lowe to raise a chit with Beacon to add the subscription payment facility. PB confirmed there is no additional Beacon charge made for this feature. However, PayPal makes a small charge per transaction included in 2026-27 budget. PB and JR think they will be able to process renewals this autumn. JR asked if Su3a wanted to send membership cards to members who had not renewed by mid-October (i.e. a card stating valid until 31.10.2026) as well as to those who had paid their subscription by mid-October. Discussion on the need for membership cards followed. Last year the members handbook was reduced to a summary leaflet as the new website had become a more up to date source of information. This leaflet was printed and posted together with the membership card at a cost of £1800. In future members renewing online will be able to download a membership card. The EC decided for this year to send full term cards and a leaflet to those who had renewed but nothing to members who had not until payment was received. A note should go in the September newsletter stating "you will not receive a leaflet and membership card if you have not paid". **Actions PB/JR/DL?** HW will ask members to bring their membership cards to the AGM for voting. **Action HW**
3139	**Finance: PBs report was noted** PB submitted Budget 2026/27 based on maintaining our membership numbers. He has assumed a realistic spend on known needs leaving some reserves which could be accessed if necessary. PB queried if Norton is good value and how many licences we needed? A review of the best protection software for our present needs would be worthwhile. The Social Committee account was closed with the balance of some £1,900 transferred to the General Account. This money will be ringfenced for the time being as we anticipate the launch of a new Social Events team. Must consider how much reserve is appropriate for social events with less coach hire included in trips. EC approved the budget.

3140	**Group Development – MB's report was noted** **MOTO group** – June Hitchcock has taken on GO role. **Pickleball group** – Tim Carter is running this. MB will respond to a related email. **Action MB**
3141	**Communications – PF 's report was noted.** **Hospice of the Weald** has approached PF to ask if we could post an article about them on our website with no request for funding. Whilst acknowledging that the Hospice is a special local charity, EC policy is that we only promote other charities if offering something to members along the lines of u3a Charitable purposes. Very happy for them to bring leaflets for distribution to a monthly meeting if PF can relay this to them. **Action PF** **Sevenoaks Town Council Health and Fitness Event –** PF reported nine volunteers would man the Su3a stand at the Vine on May 30th 2026. PB and MB were providing the gazebo, publicity materials etc. In view of the likely temperatures, shifts will be kept short. **Action PF/MB/PB** **Newsletter –** An article included in the last edition was not the final version highlighting the need for a single editor. Jerry Gunnell has taken over this role. The newsletter is being reformatted from an attachment to an email. A print facility will be added for members to print off the main contents. The team is suggesting it trials a pilot of the new format this summer in parallel with the existing. The change in newsletter format requires a change in the software used to prepare and publish it, a process which David Taylor has kindly been managing for many years now, along with Sheila Golden who proof-reads. It needs to be confirmed if David wishes to continue being involved in the publishing, as it will require training in and familiarity with WordPress/Siteworks. Jerry can provide WordPress support for the trial. **Action PF**
3142	**AGM –** **Timetable and arrangements** – HW will be sending out AGM papers on Monday June 1st with MB's help. JR will provide a list of members who usually attend to help check eligibility to vote as well as signing in. A postal voting form will be included which can be returned electronically by email or on paper by post. HW will arrange for printed copies of the papers to be available at the AGM for c £20. MB subsequently agreed to do this using the u3a printer at less cost. **Action HW** **Trustee Roles** – Nominations have been received for roles of Communications and IT/Beacon Trustee roles, ie Marianne Bradnock and Paul Frost. No nominations have been received for the Vice Chair or Social Events roles. JR and MB will approach one or two people after the AGM. (NB. The EC are required by the constitution to appoint/coopt a VC if none is elected at the AGM.) **Tellers –** Nick White and David Wilson have agreed to act as Tellers. **Trustees Report and Accounts –** DP had circulated a draft in advance of the meeting. Rather than going through it at the meeting it was agreed HW would collate comments and edit the draft accordingly and circulate. **Action HW.** EC formally approved accounts 2025/26 as recommended by the Accounts Examiner. **Appointment of Accounts Examiner –** Michael Harwood is happy for EC to nominate him for 2026/27. **Any other motions –** None received**.**
3143	**Welfare and Wellbeing Guidelines from TAT –** To be discussed at next EC.
3144	**Review of Constitution –** HW had put on hold the application to the Charity Commission whilst we clarified the position of "Beacon Trustee" with TAT. It is now too late to complete this before the AGM so HW will start again with a minor change in the time after which membership lapses after nonpayment of subs from one month to two months as a more practical approach. **Actions HW**
3145	**Social Events (No Report)** **32nd Birthday Lunch –** After the last meeting it was decided that June was not the best time for a lunch and it would now be arranged, possibly at Westerham, for after the summer holiday period. **Action DP.**

	New Social Events Committee – EC will discuss the organisational model for this at the next meeting together with guidance for organising trips. **Action EC.**
3146	**Meetings and Talks: Barbara Coleyshaw's report.** **Bat & Ball Centre Booking for September 23rd 2026** – MB confirmed booked for 2026 GO's meeting. **Speaker for 2027 AGM –** EC agreed to ask Barbara to engage a good speaker to encourage attendance.
3147	**Smartphones Tablets Computers (STC) Group: Mike Davies' report.** NB Another meeting has been arranged with Sevenoaks School.
3148	**Science Open Group: Bob Ruffles' report was noted.** Currently about 100 people are signed up for the AI Science Day on June 4^{th} 2026. These include members of other u3as. There were issues with advertising via the Kent Network and contact had to be made with each group individually. JR asked if we could raise this with them. **Action HW**
3149	**Technical Support: Bob Ruffles' report was noted.**
3150	**Risk Management Policy** Review next EC meeting. **Action HW**
3151	**Any Other Business** **South East Region Network** – Officers had received an email from Sally Ingeldew to confirm the South East Region Network (SERN) is now affiliated to TAT and as such can use the Beacon system to communicate with u3as across the region if the officers of the individual u3as agree to be part of SERN. PB expressed concern a) that SERN would have access to the personal data we hold for all our members. b) SERN would communicate directly with our members or GOs. PB will respond to Sally requesting confirmation SERN will only be communicating with the officers of each u3a and not have visibility of our members' details. **Action PB**
	Date of next meeting **Thursday, September 3rd, 1.30 pm provisionally.** **Other 2026 dates: November 5th**

Distribution: Doreen Pascall, Jenny Ruffles, Paul Frost, Peter Bradnock, Marianne Bradnock