

Wednesday 14th January 2026

Present: - Mike Kirkham (MK) Chair, Peter Corbett (PC) Treasurer, Lloyd Hughes (LHu), Nigel Bond (NB), Paul Foreman (PF), Martina McGovern (MM), Linda Harper (LH) Secretary

1. Welcome and apologies

MK welcomed all to meeting, apologies noted from Lillas Haye

2. Previous Minutes

Agreed as accurate account, can be posted to website.

3. Actions

- MK to engage with members re their expectations of what equipment club should have. MK has prepared survey to be circulated to members via 'whats app' to gauge levels of equipment owned by members. Complete
- New Purchasing process – MK/PC, not sure that this is needed, agreed keep process as at present. Complete
- MK Ickworth visit, previous contact has left Ickworth, MK has been in contact with her replacement and is waiting on confirmation of dates, facilities available etc. Complete
- LH send contact details of GoStargazing to PF, need to set up password for secretary e-mail for PF or LH to update website. Waiting until new e-mail addresses are in use. Ongoing.
- Review process for members to borrow equipment, MM is currently working on this. Ongoing.
- MK to discuss with Ian P if possible for minutes/members programme to be uploaded directly to website. Not possible as complicated due to website set up. Complete
- MK to provide Ian P's e-mail to NB. Complete
- LHu to update Policies and procedure documents to reflect club name change. Agreed not urgent as just around name change. Ongoing
- MK to seek advice from Community Action Suffolk re Safeguarding needs. No action so far. Ongoing.
- MK to look to purchase fold away display boards. Identified and ordered following committee agreement. Complete

- MK to reply to e-mails received regarding attendance of very young children at meeting. Done. Complete

4. Finance

PC had circulated latest financial summary to committee. Good financial position currently £2975 in account. Biggest outgoing recently cost of hire of hall. Income received from membership renewals – 52 members including 8 under 16s

There was discussion around members who have attended meetings but not paid subs, agreed that they must pay full amount for the year rather than pro-rata.

Bury St. Edmunds Astronomy Association

Financial Update 11th January 2026

General Account: £2,314.11

1. Balance Last Update (18/11/2025): £2,480.92
2. Outgoings
 1. Speaker (Andrew Green): £80.00-
 2. Beer / Card – Gift for Nigel Osborne / Mark Proctor (Mike Kirkham): £15.81-
 3. Hall Hire – Jan to Jun 2026 (Whepstead Community Association): £296.00-
3. Income
 1. Membership 2025/26 (5 members): £125.00
 2. Donation for Telescope (Stephen McClellan): £100.00

Cash: £673.40

1. Coffee Pot: £152.40 (see below)
2. BSEAA Polo Shirts (member payments @ £6 x 26): £156.00
3. Membership 2025/26 (16 members): £365.00

Liabilities: £11.91-

4. Solar System Crystal Ball – Gift for Nigel Osborne (Peter Corbett): £3.61-
5. Solar System Crystal Ball x 2 – Gift for Mark Proctor / Spare (Peter Corbett): £8.30-

Total: £2,975.60

Coffee Pot

1. Balance Last Update (18/11/2025): £90.25
2. Takings: £39.95
3. Re-stock: £7.80-
4. Donation for Telescope (David Finch): £30.00

5. Members Programme

a) Members programme full except couple of spaces during summer. As this year is 10th anniversary agreed that special effort needs to be put in place to celebrate this. MK has contacted Chris Lintoft and will contact Maggie Aderin Pocock in hope that may get response.

b) Cambridge visit Tuesday 18th February. 30 places available to members. 7.00pm start. No charge to members, car share where possible. Donation will be made for visit.

6. Events

a) Spring Fayre – need to start co-ordinating plans for this years fayre. LHe has previously worked on this with help from Nigel O but as he is unlikely to be able to help this year need to identify another person to help.

b) Ickworth – still waiting for confirmation of dates/alternate dates, what facilities ie toilets will be open to members.

c) Abbey Gardens – agreement in principle for members to have access to gardens for observing/photography. More details needed re entry, locking up, what they require from us.

7. Equipment

a) Equipment project update – MM has been working on this. She has produced copies of photographs of equipment detailing what they are, what they are useful for, which members they would suit. Will continue to do this for all equipment and then spreadsheet can be produced.

Need to review labelling so parts can be matched together.

Still work in progress, digital copy will be produced along with paper copy for display on new boards. 1st draft to be complete by end January.

Discussion around how long members can keep equipment for, agreed initial loan for 1 month with longer time available if no other member expresses interest.

(Noted that equipment is covered by insurance when at members property)

MM asked about asset list, PC will send to MM. (Action PC)

b) PAT testing – Chair of WCC happy for us to piggy back onto their testing however this may come with financial cost. Suggested that message be put out to members asking if anyone has necessary skill/qualification to carry this out for us.

8. Health and safety and Risk Assessment

Copy of Risk Assessment should be in 'drop box' but on PC tends to access this. He will supply details for 'drop box' access to committee. MK will then undertake to clear of unnecessary/old documents. (Action PC)

Suggested that we look at R/A for Whepstead and maybe use this to ensure ours is correct/appropriate. MK to approach Di (WCC Sec) for copy. (Action MK)

9. Celebrating 10th Anniversary

General discussion around what we should be doing for this, need to ask members what they would like. Other suggestions will be talking to media, advertising, seeking new speakers not previously booked. Need to seek ideas.

10. AOB

Feather flags to be purchased ready for Spring Fayre, need to agree what size needed.. Ian P has decided that he wishes to do more work on the website than originally planned, he will undertake this gradually. New Chair e-mail now working, need to role out for Treasurer and Secretary.

Agreed to purchase card and flowers for Joan B following her accident.

Committee meetings 2026

Wednesday 11th March

Wednesday 20th May

Wednesday 16th July

Wednesday 9th September

Wednesday 18th November

NB: committee meetings are 7-9pm.

Action Plan			
Page/Item	Action	Action by	Status
16/7/25 P2	MK to engage with members about their expectations of what equipment club should have	MK	Complete
16/7/25 P2	MK to speak with PC about putting new equipment purchasing process in place.	MK	Complete
16/7/25 P3	MK to liaise with Daisy Bodewes at Ickworth re Observation evening.	MK	Complete
16/7/25 P4	LH to send contact details for Go Stargazing to PF	LH	Ongoing
19/11/25 P1 and 4	Review process for members borrowing club equipment, update folder.	MM	Ongoing
19/11/25 P4	MK to e-mail Ian P as to whether it would be possible for minutes/member programme to be posted direct to website.	MK	Complete
19/11/25 P4	MK to provide NB with Ian P e-mail.	MK	Complete
19/11/25 P4	LHu to update policies/procedures documents to reflect new club name.	LHu	Ongoing
19/11/25 P4	MK to seek advice on safeguarding needs for the club.	MK	Ongoing
19/11/25 P4	MK to explore fold away display boards for posters etc	MK	Complete
19/11/25 P4	MK to reply to e-mails received regarding attendance at meetings of very young children.	MK	Complete
14/1/26 P4	PC to send Asset List to MM	PC	New
14/1/26 P4	PC to circulate drop box details to committee members	PC	New
14/1/26 P4	MK to contact Di (WCC) to request copy of their Risk Assessment document.	MK	New

