

Wednesday 11th March 2026

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

1. Welcome and apologies

MK welcomed all to meeting, apologies noted from Lloyd Hughes

2. Previous Minutes

Agreed as accurate account, can be posted to website.

3. Actions

- LH send contact details of GoStargazing to PF, waiting until new e-mail addresses are in use. Ongoing.
- Review process for members to borrow equipment, a lot of work has been done by MM. Complete
- LHu to update Policies and procedure documents to reflect club name change. LHu has sent reviewed policies and procedure documents to MK and they have been added to dropbox. Complete

MK to seek advice from Community Action Suffolk re Safeguarding needs. MK still awaiting reply. Ongoing

- MK to message members re anyone qualified to do PAT testing. Done, no response but testing carried out along with Whepstead items. Complete
- PC to send asset list to MM. Has been done. Complete
- PC to circulate drop box details to committee, MK will carry out audit and remove items no longer relevant. MK has carried out audit. Details not circulated as problem with details of who is owner of db. May need new e-mail, if not set up new db. Ongoing.
- MK to request copy of Risk Assessment for Whepstead secretary. No response so far. Ongoing
- MK to approach members to gain ideas for celebrating 10th Anniversary. Not done so yet as further discussion needed as item on agenda. Ongoing.

4. Finance

PC had circulated latest financial summary to committee. Good financial position currently £2115 in account. Recent outgoings include PL insurance, change to domain name and new e-mail addresses. Also donation to Cambridge Astronomy.

Bury St. Edmunds Astronomy Association

Financial Update 8th March 2026

General Account: £2,093.17

1. Balance Last Update (11/01/2026): £2,314.11
2. Outgoings (922.94)
 1. Solar System Crystal Ball – Gift for Nigel Osborne (Peter Corbett): £3.61-
 2. Solar System Crystal Ball x 2 – Gift for Mark Proctor / Spare (Peter Corbett): £8.30-
 3. Panel Warehouse Display Boards (Peter Corbett): £383.16-
 4. Microsoft Office – BSEAA Laptop (Peter Corbett): £11.49-
 5. Tomost Cable – EQ3 Mount (Martina McGovern): £9.99-
 6. Gorilla Clear Tape (Martina): £7.18-
 7. BSEAA New Website Domains x 2 / Emails x 3 (Ian Pettitt): £136.73-
 8. Cambridge Institute of Astronomy Visit - Donation (Matt Bothwell): £50.00-
 9. AAA (3a.org.uk) Website Domain Renewal (Mark Proctor): £13.64-
 10. Public/Product Liability & All Risks Insurance 2026/27 (Unity Insurance): £298.84-
3. Income (702.00)
 1. Bank Cash – Coffee Pot: £141.00
 2. Bank Cash – BSEAA Polo Shirts (Member Payments @ £6 x 26): £156.00
 3. Bank Cash - Membership 2025/26 (15 members): £340.00
 4. Bank Cheque - Membership 2025/26 (1 members): £25.00
 5. Membership 2025/26 (2 members): £40.00

Cash: £22.27

1. Coffee Pot: £22.27 (see below)

Total: £2,115.44

Coffee Pot

1. Balance Last Update (11/01/2026): £152.40
2. Takings: £39.85
3. Re-stock: £10.48-
4. Bank Cash: £141.00-
5. Flowers for Joan Brame (Linda Harper): £12.50-
6. Refund for Polo Shirt not ordered (Liz Harlaar): £6.00-

5. Members Survey

MK led discussion around results of recent members survey to gauge levels of equipment owned by members. Good response from 29 members. Identified a lot of equipment held by members, especially around astro-photography.

A follow up survey will be considered to see what further learning/training members would like around a/p. PF and MM to supply appropriate questions to MK (PF/MM)

6. Members Programme

No further update since last meeting.

7. Events/Outreach

a) Spring Fayre – MM and Bob Scott have agreed to help LHe with planning for upcoming fayre end of May. Helpers for both days will be needed. Need to request power be provided. Risk Assessment needs to be provided to organisers. MK will check with his co-worker re previous R/A which can be updated. (MK)

b) Ickworth visit – no response so far received as to when club could visit for viewing evening.

Abbey Gardens – again no response so far

Lackford Lakes – keen to have joint event with us when weather conditions allow, ie October onwards. Will receive income from this.

Finborough School - 31st March agreed date. 6.30pm for set up, 7pm start and must finish by 8.30pm. If no observing possible MK will give presentation. Will take few scopes including GoTo. Will receive small payment for this evening.

Library – we have been approached to provide lunchtime talk and subsequent evening presentation to adult groups. MK has agreed to do this and PF has offered to help with lunchtime event.

8. Equipment

a) Project update – MM updated committee, she has carried out a lot of work on this but feels that there is still a lot to do, possibly taking another 8/9 months.

The log for borrowing of equipment is in place and being kept up to date.

Agreed that further red lights are needed to designate observing area outside when conditions allow also need to confirm R/A for Observing.

PAT testing has been carried out piggy backed onto Whepstead CC. All necessary items covered. (13/2/26). No charge has been made for this. MK to request that Whepstead Sec advise when this will be carried out in 2027. (MK)

9. Celebrating 10th Anniversary (standing item 2026)

MK previously sent out message on 'Whats app' to committee with possible ideas, these include item in media, (photographs taken for BFP who will run item around May time)

Other ideas include a specially requested cake for AGM, set up Instagram acc that public can view but not contribute to, new Speakers (possibly at higher cost). Also idea around a 1 night Star Party as used to run at Nowton Park.

A plaque to celebrate the club and acknowledge Richard Young as founder also suggested, this would not mention Whepstead in case a new venue is ever needed. Agreement would be needed from WCA.

General agreement not to approach members re ideas, once decisions on what we are doing are made then details can be given to members.

Idea for small gift which can be given to members to celebrate 10 years. PC to explore possible cheap gift ideas such as a mug or pen. (PC)

10. AOB

MM proposed the addition of new quarterly meetings for those members with an interest in AstroP. Agreed idea needs development and a structured format. Extra cost of room hire could be met from finances or those members interested contributing on a meeting to meeting basis.

Concern raised re the use of 'You Tube' videos during presentations and the constant advertisements which are not always appropriate when younger members present. MK to ask Ian P if there is anyway of getting around this. (Duck Duck go browser was mentioned as not having advertisements).

NB advised will not be present next meeting.

Committee meetings 2026

Wednesday 20th May

Wednesday 15th July

Wednesday 9th September

Wednesday 18th November

NB: committee meetings are 7-9pm.

Action Plan			
Page/Item	Action	Action by	Status
16/7/25 P4	LH to send contact details for Go Stargazing to PF	LH	Ongoing
19/11/25 P4	MK to seek advice on safeguarding needs for the club.	MK	Ongoing
14/1/26 P4	PC to circulate drop box details to committee members	PC	Ongoing
14/1/26 P4	MK to contact Di (WCC) to request copy of their Risk Assessment document.	MK	Ongoing
14/1/26 P4	MK to approach members re Ideas for how to celebrate 10 year anniversary	MK	Ongoing
11/3/26	PF/MM to provide questions to MK for further survey to members re Astro Photography	PF/MM	New
11/3/26	MK to check with co-worker if previous R/A available which can be updated for this year.	MK	New
11/3/26	MK to request that Whepstead Sec advise when PAT testing to be carried out in 2027	MK	New
11/3/26	PC to explore ideas for inexpensive gift for members to celebrate 10 th anniversary.	PC	New

