

## Preston and District u3a Committee Meeting

## **Minutes of the meeting held at 10am on 21st November 2025 at St Cuthbert's Church, Lytham Road, Fulwood, PRESTON**

Agenda Item		Actions
KH welcomed the committee and then pointed out the fire exits etc.		
<b>1. In Attendance</b>	<p>Kay Harrison (KH) –Chair          Sue Holder (SJH) – Secretary          Janet Nixon (JN) - Treasurer          Sheena Clowes (SC) – Interest Groups Coordinator          Stuart Mason (SM) – Vice Chair (co-opted)          Lyn Perry (LP) – Speaker Organiser (co-opted)          Julie Franklin (JF)- Assistant Treasurer (co-opted)          Cathy Widdows (CW) – Membership Secretary          David Parker (DP) – Beacon Administrator          John Parkinson (JP) - Observer</p>	As per signed sheet
<b>2. Apologies</b>	D Flannigan - Observer	
	<b>OFFICERS' REPORTS circulated - Treasurer, Speaker Organiser, Letter from M Jones</b>	
<b>3. Welcome to observer(s)</b>	<p>KH welcomed John Parkinson to the meeting.</p>	
<b>4. Matters arising from the minutes</b>	<p>The minutes of the last meeting held on <b>26<sup>th</sup> September 2025</b> were accepted and signed as a true record.          Re outstanding actions:</p> <p>a. JN and CW have met to discuss subscription renewal via Beacon but were unsuccessful in their endeavours. CW will contact the TAT Beacon management to try to resolve this issue.</p> <p>b. Re. SumUp machines: The second machine can be linked to the one used by P Kitchen so that both machines can be used at Monthly Socials and for collecting membership fees.</p> <p>c. CW has added the new committee member nomination form to the website.</p> <p>d. JF has updated the attendance file. SC will check that venues etc are correct. T. Cheetham is still collecting some attendance slips. JF will visit St Cuthbert's every Tuesday around midday to collect attendance sheets and payments to be banked</p> <p>so she can collect them monthly and is setting up a system to ensure that those from St Martin's are collected. JF will put a sheet in the green file to</p>	<p>CW</p> <p>SC</p> <p>JF</p> <p>SC</p> <p>JN</p>

	<p>explain to group leaders the importance of filling in each part of the group attendance form: SC will send a reminder to group leaders about this.</p> <p>e. Expenses Claim Form changes – not yet completed.</p> <p>f. SH reported that all committee papers are now on Box.</p>	
<b>5. Should all groups be open to all?</b>	A robust discussion took place concerning the membership of groups such as MOTO. JN pointed out that one of the conditions for claiming Gift Aid from HMRC is that <b>all</b> groups are open to <b>all</b> members. The MOTO Group Leader has been made aware of this.	
<b>6. Good Times magazine</b>	It costs £695 for 500 copies twice a year. The magazine was considered useful for advertising u3a activities and attracting new members. The current publisher is Creative at Lane Ends. It may be possible to find a cheaper printer. KH will speak to B Long to discuss costs and how many magazines, if any, are left over.	<b>KH</b>
<b>7. Attendance at Monthly Socials</b>	Attendance is not high enough to cover costs. This year there is a deficit of £831. The committee voted to increase the attendance fee to £3 from January 2026. SC suggested that members be encouraged to bring a friend for free and SM will draft a note for the Newsletter about this. LP will try to supply members with as much information as possible about topics/speakers to encourage attendance.	<b>SM</b> <b>LP</b>
<b>8. Venues in south Preston</b>	Many members live in south Preston but Preston and District u3a has no venues there. This is because venues are not available for <b>regular</b> bookings. SC will continue to look for venues which might be suitable.	
<b>9. Nature walks</b>	A former colleague of SH and JN, a botanist with a keen interest in nature, is prepared to take small groups of 10 or less on nature spotting walks in locations like Avenham Park/Brockholes in the spring. There would be no charge for these. SC will email members to determine the level of interest.	<b>SC</b>
<b>10. Treasurer's Report</b>	<p>As of the 13<sup>th</sup> November the u3a accounts are deemed Charity accounts and are liable to charges which JN detailed. Consequently <b>all Group Leaders need to be encouraged to submit interest group fees via BACS to reduce the impact of the charges.</b></p> <p>There are now 4 trustees (JN, KH, CW and JF) as signatories to the accounts. T Cheetham, who monitors payments for the Meet and eat Group and Trips, and DP have read-only access.</p> <p>Group expenditure still exceeds group income. Moving groups to cheaper venues has not resulted in major savings. Gift Aid cannot be used to cover the deficit which is currently £210.</p> <p>JN will need to speak with CW and P. Kitchen about SumUp costs.</p> <p>Our branch is obliged to have 6 months running costs in reserve. In the unlikely event that the branch ceased to operate this would be spent winding down the operation.</p>	<b>JN/CW</b>
<b>11. Assistant Treasurer</b>	JF expressed her thanks to JN, SC and T Cheetham for their input in resolving IT and banking issues.	
<b>12. Secretary</b>	M Jones will no longer be undertaking policy reviews.	

	Re: Organising an Event: the committee will look over this policy to ensure that it is fit for purpose. SH will thank M Jones for her efforts on behalf of the committee.	ALL
<b>13. Interest Groups Coordinator</b>	SC has spoken to the group leaders of most loss-making groups. Responses have not been very positive; it seems there are many reasons why groups 'don't work' including clashes and topic choices made. It was agreed that Group Leaders needed to encourage members to attend although most are already advertising their group in the Newsletter. SC will email members to discover whether there are any new groups that they would like to see in operation.	SC
<b>14. Speakers update</b>	Speakers are booked up to April 2027. Projected costs are well within budget. LP would appreciate any suggestions for musical topics.	
<b>15. Beacon Administrator</b>	DP queried the status of the IT Group. It was agreed to make this group 'inactive'.	
<b>16. Membership Secretary</b>	There are currently 773 members. Only 59 have joined since April which is lower than normal.	
<b>17. AOB</b>		
<b>Date/Time/ Location of next meeting</b>	The next meeting will be held at: <b>10am on Friday 30th January 2026 in the Melrose Room, St Cuthbert's Church, Fulwood</b>  The Chair thanked the committee for their support and closed the meeting.	

SIGNED AS A TRUE RECORD.....

DATE.....