

Preston and District u3a Committee Meeting

**Minutes of the meeting held at 10am on 26th September 2025 at
St Cuthbert's Church, Lytham Road, Fulwood, PRESTON**

Agenda Item	Actions
1. In Attendance	<p>KH welcomed the committee and then pointed out the fire exits etc.</p> <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)- Observer</p>
2. Apologies	<p>Cathy Widdows (CW) – Membership Secretary Tony Cheetham (AJC) – Assistant Treasurer Eric Haworth (EH) – Members' Representative David Parker (DP) – Beacon Administrator</p>
	<p>OFFICERS' REPORTS circulated - Membership Secretary, Treasurer, Members' Representative, Speaker Organiser</p>
3. Assistant Treasurer Post	<p>KH welcomed Julie Franklin (JF) to the meeting. JF will take over from AJC as Assistant Treasurer. The committee agreed to co-opt JF to this role and KH expressed her thanks to the retiring Assistant Treasurer, AJC, for the contributions that he has made to the running of Preston and District u3a over the years. DP will need to include JF in the list of u3a Officers.</p>
4. Matters arising from the minutes	<p>The minutes of the last meeting held on 25th July 2025 were accepted and signed as a true record.</p> <p>Outstanding actions:</p> <p>a. JN and CW have not yet met to discuss subscription renewal via Beacon.</p> <p>b. JN reported that there are 2 SumUp machines and she has put together a list of instructions for their use with a tablet. However login details are required for the tablet she has been given before further progress can be made. EH may know this or it was suggested that Fone Planet in Preston may be able to help.</p> <p>c. CW to send electronic version of new nomination form to EH to put on the website. The secretary's generic email address should appear on the form.</p> <p>d. The last Monthly Social was fairly chaotic owing to other meetings ongoing at the same time. JN will email Fulwood Methodist Church to explain the problems this caused so that such issues can be avoided at future meetings. JN and SM pointed out that although AJC is no longer on the committee it would be sensible to make use of his knowledge and experience of u3a matters. JN will contact AJC to ask if he wishes to</p>

	reconsider giving up helping at Monthly Socials.	JN
	e. Expenses Claim Form changes – not yet done.	JN
	f. SH has started storing committee papers on Box.	SH
5. Encouraging new committee members	<p>Various ideas were suggested including:</p> <ul style="list-style-type: none"> - KH introducing committee members at Monthly Socials and committee members doing more socialising at these meetings - inviting Group Leaders to attend Committee Meetings. <p>SM will add this to a Newsletter and he suggested that Group Leaders can then be invited individually. KH will email individual Group Leaders about attending meetings. This could have the benefit that Group Leaders may be able to identify members of their groups who might be interested in attending/joining the committee.</p>	SM KH
6. Need for all committee roles	<p>Committee roles need to be performed as efficiently as possible so as not to overload individuals.</p> <p>Using PayPal to pay membership fees, when in operation, will reduce the workload of DP and CW significantly.</p> <p>The Assistant Treasurer role requires the same data that the Members' Representative is currently dealing with. To make the process more streamlined JF is prepared to take over the attendance spreadsheet as this should help to facilitate the Assistant Treasurer role. LP volunteered to help out with the data collection for the spreadsheet.</p> <p>KH will contact EH about these changes.</p> <p>In addition a more efficient way of dealing with the collection of group attendance data sheets is required which does not involve the Assistant Treasurer having to visit numerous sites to collect them. It would be of great help if Group Leaders could be persuaded to take a photo of the attendance sheet and send it to JF at the end of their meeting. KH will email all Group Leaders about this.</p>	JF, LP KH KH
7. Spam emails to committee members	KH warned the committee about an email she had received regarding an unpaid (non-existent) bill.	
8. Promoting non u3a organisations	Our constitution states that all non u3a requests for assistance from members should be disregarded. Similarly u3a meetings should not be used to support other charities. This would include the selling of raffle tickets to support another charity. KH will notify a u3a member who is known to sell raffle tickets on behalf of another charity.	KH
9. Treasurer's Report	More members are paying for trips by BACS. JN questioned who was responsible for monitoring payment for trips. AJC currently does it as he belongs to several groups that undertake trips such as MOTO, Eat and Meet etc. AJC has had access to the bank accounts by virtue of being Assistant Treasurer. JN suggested that AJC continues to have <i>read-only</i> access to the bank account so that he can carry on doing this. The committee agreed with this idea. SH will check that AJC is happy with this arrangement.	JN SH

	<p>From 13th November the Treasurer's Account will no longer benefit from free banking. In particular a charge will be made for paying in cash and for the payment of invoices. It is therefore important that members are encouraged to pay by BACS or PayPal.</p> <p>Re. the Reserve account: a bond rate of 4.21% has been offered.</p> <p>An application for funding for a Drama Group production has been received and approved.</p> <p>JN noticed that an invoice from St Cuthberts' included colour printing which is expensive. This may have been necessary for the quizzes but generally colour printing should be discouraged possibly by a note in the Newsletter.</p>	SH
10. Interest Groups Coordinator	<p>Loss-making groups: Tai Chi is said to be full but, looking at attendance figures, not all members are fully active and this is affecting the income generated. SC will contact the Group Leader about this.</p> <p>The groups making the worse losses are those with low membership who are using large rooms at St Cuthberts'. These include Craft, Flower Arranging, Creative Writing, Intermediate German, Whist and Discussion. The committee agreed at the last meeting that these should no longer be supported. KH will contact the Group Leader of the Flower Arranging Group and SC will contact the other Group Leaders to inform them of our decision and to try to find a solution in terms of alternative venues etc. It was suggested that the Group Leaders of these Group might try using the 'Group Leader' slot in the newsletter to attract more members.</p>	KH, SC
11. Speakers update	Speakers are booked for the next 18 months with just a few omissions. JN needs to know how speakers wish to be paid e.g. BACS details.	LP
12. AOB	SC wondered whether it would be a good idea to keep some coeliac-friendly biscuits at venues but this was decided against on the grounds that they might be mixed up with the usual varieties.	
Date/Time/ Location of next meeting	<p>The next meeting will be held at: 10am on Friday 21st November 2025 in the Melrose Room, St Cuthbert's Church, Fulwood</p> <p>The Chair thanked the committee for their support and closed the meeting.</p>	

SIGNED AS A TRUE RECORD.....

DATE.....