

## Preston and District u3a Committee Meeting

**Minutes of the meeting held at 10am on 30 January 2026 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>	Kay Harrison (KH) –Chair Sue Holder (SJH) – Secretary Janet Nixon (JN) - Treasurer Sheena Clowes (SC) – Interest Groups Coordinator Lyn Perry (LP) – Speaker Organiser (co-opted) Julie Franklin (JF)- Assistant Treasurer (co-opted) David Parker (DP) – Beacon Administrator Paul Westwood (PW) – Observer Dian Flannigan (DF) – Observer Lorna McInulty (LM) - Observer	<b>As per signed sheet</b>
<b>2. Apologies</b>	Cathy Widdows (CW) – Membership Secretary	
	<b>OFFICERS' REPORTS circulated - Treasurer, Speaker Organiser, Assistant Treasurer, Membership Secretary</b>	
<b>3.,4. Welcome to observer(s)</b>	KH welcomed PW, DF and LM to the meeting. The committee agreed to co-opt PW as a committee member.	
<b>5. Matters arising from the minutes</b>	The minutes of the last meeting held on <b>21<sup>st</sup> November 2025</b> were accepted and signed as a true record. Re outstanding actions:  a. Re. Renewal by Beacon: A Paypal account has been set up and membership payments via Beacon are taking place successfully. b. Re. SumUp machines: P Kitchen and CW can now use both machines for collecting membership fees. c. SC has checked that venues are correct. d. Expenses Claim Form changes – not yet completed. e. Re: Organising an Event: This is a very comprehensive document which appears fit for purpose. f. KH looked into obtaining cheaper prints for the Good Times Magazine at an alternative printer but they were no cheaper.	<b>JN</b>
<b>6. Recruitment of new committee members</b>	There are, as yet, no nominations for Vice-Chair. JN volunteered to remain on the committee as Vice Chair. SH pointed out that as she, KH and DP have all been on the committee for three years they will need to be re-elected to their current roles at the next AGM.	
<b>7.Reduced attendance at Monthly Social</b>	It was agreed to defer this discussion until after the Treasurer's Report.	

<p><b>8. Clarification re. members organising events</b></p>	<p>This item was deferred until the next Committee meeting.</p>	
<p><b>9. Nature Walks</b></p>	<p>Considerable interest has been shown by members so SC will contact H Bedford (botanist/biologist) to discuss the practicalities of organising these walks.</p>	
<p><b>10. Treasurer's Report</b></p>	<p>The main points are:</p> <ul style="list-style-type: none"> <li>a. Overall surplus income is <b>down</b> to £475</li> <li>b. Attendance is <b>down</b> at both Interest Groups and Monthly Socials.</li> <li>c. Income from events is up.</li> <li>d. Gift Aid is up.</li> </ul> <p>There are 2 income streams: General Funds (Membership Fees etc) and Designated Funds (Interest Groups). HMRC will <b>not</b> allow Gift Aid to be claimed if it is deemed that interest groups are being subsidised from general funds.</p> <p>Re: Monthly Social The following points were made:</p> <ul style="list-style-type: none"> <li>a. The current venue is expensive. Attendance fees do not cover the cost of the event.</li> <li>b. If the Monthly Social continues at its current venue it may be necessary to spend an additional £30 per session to pay for help with the technical facilities.</li> <li>c. Hold the Monthly Social in the Worship Area at St Cuthbert's. Tea and coffee could be served in the main hall. Parking was considered a potential downside at St Cuthbert's but given the lower numbers attending it may not be an issue.</li> <li>d. Have 2 Group Leaders stationed at the back of the hall during the refreshment period to highlight their group's activities.</li> </ul> <p>The committee agreed that it made financial sense to change the venue of the Monthly Social as soon as is practical subject to agreement from the Sound and Vision Team. JN will contact the Sound and Vision Team to ask if it would be feasible for them to operate at St Cuthbert's. SC checked that St Cuthbert's was available. Fulwood Free would require 2 months notice.</p> <p>Re: Interest Groups It was proposed that having 2 Group Leaders share an Interest Group might be a way of not just sharing the load but also injecting enthusiasm and life into a group. KH will mention this in a Newsletter.</p>	<p><b>JN</b></p>

	<p>JN emphasised that as bank charges are now applied to paying money in, members should be encouraged to use BACS at all times.</p> <p>Re: Applications for funding The Sound and Vision Team wishes to purchase a speaker that uses Bluetooth. The cost would be £100-150. The committee approved the application.</p> <p>The Group Leader of the Drama Group has queried whether members have to pay £3 when they have extra rehearsals. The committee agreed that members did not have to pay.</p>	
<b>11. Assistant Treasurer</b>	<p>JF has developed a system to facilitate the tracking of payments from Group Leaders.</p> <p>To increase awareness JF plans to inform Group Leaders whether their group is breaking even. She will also be changing the group Attendance Form to show the venue and cost of the session. The tear-off section will disappear. JF will send this to Group Leaders for comment.</p> <p>For Groups with tutors – tutors will need to supply a receipt to indicate that they have received payment. Again JF will notify Group Leaders of this.</p> <p>Carers attending groups do not have to pay the group fee but guests do.</p>	<b>JF</b>
<b>12. Secretary</b>	<p>SH reminded those applying for committee membership to let her have their nomination form, personal statement and photo if they had not already done so. She also reminded KH and JN that their reports were required as soon as possible.</p>	<b>LP,PW,JF KH, JN</b>
<b>13. Interest Groups Coordinator</b>	<p>Several groups have already been moved to cheaper venues. Finding a suitable venue for the Craft Group is the current priority.</p>	
<b>14. Speakers update</b>	<p>Speakers are booked up to April 2027. Projected costs are well within budget. The next speaker is a historian and a good speaker. LP will put a note in the newsletter to advertise this event.</p>	<b>LP</b>
<b>15. Beacon Administrator</b>	<p>DP will be away from mid-March to mid-April and will ask CW to deputise on Beacon matters. Membership fees are being paid faster this year than last now that there is a Paypal account.</p>	<b>DP</b>
<b>16. AOB</b>		
<b>Date/Time/ Location of next meeting</b>	<p>The next meeting will be held at: <b>10am on Friday 27th March 2026 in the Melrose Room, St Cuthbert's Church, Fulwood</b></p> <p>The Chair thanked the committee for their support and closed the meeting.</p>	

SIGNED AS A TRUE RECORD.....

DATE.....