

Preston & District U3A Committee Meeting

Minutes of the meeting held at 10am on 31st July 2026 at St Cuthbert's Church, Lytham Road, Fulwood, Preston

In attendance:

Janet Nixon (JN) - Chair, Sue Holder (SH) - Secretary, Cathy Widdows (CW) - Membership Secretary, Paul Westwood (PW) - Treasurer, Mark Buckley (MB) - Speaker Organiser, Lorna McInuity (LM) - Vice Chair, Barbara Long (BL) - Assistant Treasurer, Sheena Clowes (SC) - Groups Coordinator, David Parker (DP) - Beacon Administrator

JN welcomed the committee and pointed out fire exits etc.

Matters arising from the minutes of the preview meeting

JN stressed the need to maintain the confidentiality of committee meeting discussions.

Safeguarding/GDPR training

CW has 3 forms. The first allows a member's data to be used in the Good Times magazine. As members supply the information on joining the U3A this form is not needed. The second one is completed by all group leaders when doing the GDPR training and the third is a 'resolving concerns' form which group leaders also complete. Some members do not appear to have completed these forms and so this needs to be rectified.

JN expressed concern that not all committee members' job descriptions included data protection issues and that perhaps there should be more than one safeguarding officer.

CW expressed a desire for some safeguarding training. There is nothing on the Third Age Trust website and private providers will charge a fee.

Action: SH to investigate availability of safeguarding information/training with the Charity Commission and Age Concern, the latter suggested by SC.

Action: JN to alter committee members' job descriptions to reflect data protection issues.

Action: JN will check what the constitution says about the number of safeguarding officers.

Action: JN and LM to consider the situation re. safeguarding/ GDPR.

New group: disco

Approximately 30 people have expressed interest thus making the group viable. The Douglas Hall is free at certain times and would be a suitable venue. If the group proves popular it might be possible to run a second session on the morning of the Monthly Social. The committee thought that alternating the DJ would be best. LM pointed out that as the U3A is a charity it would be OK to use a Spotify personal account. There is no group leader as yet; JN wondered if it would be better to have 2 group leaders. SC pointed out that St Martin's might be available but after discussion it was decided to go ahead using the Douglas hall. The committee approved unanimously the creation of the group beginning in September.

Anniversary celebrations

Our U3A branch will be celebrating its 20th anniversary next year. The committee thought it would be nice to contrast 'then and now'. To this end we need to know the date and month in which it began. It would also be nice to obtain some first hand anecdotes from founding members who are still active such as J Cornwell. Old photos would be useful too possibly obtained via a general

email. to members. A celebratory event could be held at St Cuthbert's possibly with a local celebrity eg F Flintoff, N Parkes as the 'headline act'.

Action: SH to look at old sets of minutes and BL to look back at early copies of the Good Times magazine for useful information.

Coffee Morning

JN can get costings for the hotpot lunch from The Pantry, Fulwood. SH confirmed that the large hall at St Cuthbert's had been booked for 1100-1500 on Friday 25th September. Care must be taken to ensure that if any cakes contain nuts that this is made clear.

Action: SC will contact the three music groups to see if they can perform in the foyer for 10 minutes each.

Action: SC to email group leaders to request a simple list of ingredients for any cakes they provide.

Officers' Reports

Vice Chair's Report

Re: Facebook

The Preston and District Facebook page currently has 29 members. Some members have received invitations but have been unable to find it probably as they've not appreciated that you must be on Facebook to begin with. The page is visible to the public but you have to join in order to see the contents. The Facebook page will be advertised in a Newsletter.

Action: LM to advertise Facebook page to members via the Newsletter.

Re: Website

LM has agreed with the Website Administrator that she will look at the addition of imagery to make the site more appealing. She displayed some interest group images generated by AI. She will also request pictures from members.

Action: LM to request pictures from members via the Newsletter.

Other issues arose during the above discussions:

1. There is no clear mechanism for informing members of deaths.
2. The website team needs more members.

Action: SH to add the above to the agenda for the next committee meeting.

Treasurer's Report

PW supplied a brief report but stressed that some information was missing.

Action: PW, JN and DP to discuss this.

Membership Secretary's Report

There are currently 737 members; 22 have joined since April.

G Keys has not renewed his membership so the Chess Group will be made 'inactive'. Similarly it was unclear what the current status of the Photography Group is.

Action: SC will contact E Haworth to ascertain whether the Photography Group is running.

Secretary's Report

SH has received a reminder from the Charity Commission that the Annual Return has to be completed. JN commented that a Trustees' Report will also be needed if annual income exceeds £20k.

Action: PW, JN and SH to meet on Monday 10th August at JN's house to complete the Annual Return.

Assistant Treasurer

BL is having difficulty identifying which Interest Group money is coming from.

Action: SC to email Group Leaders to stress that no money should be left in the box in St Cuthbert's office.

Action: BL to add a note to the Newsletter stressing the importance of completing the group attendance sheets correctly and of banking money collected monthly.

Speaker Organiser

MB will start to book speakers for May 2027 onwards. He will try to improve numbers by analysis of the attendance sheets and by obtaining feedback from regular attendees. SH wondered whether a coffee morning with activities similar to the one currently run by St Cuthbert's which is well attended would be more popular than a Monthly Social. MB suggested a raffle to allow 3 members say, to suggest topics for socials.

Action: MB to add a note to the Newsletter asking for suggestions for topics for the Monthly Socials.

Action: MB to email a list of speakers to LM and BL.

AOB

PW needs a printer for use with U3A business.

Action: PW to advertise for an unwanted printer in the Newsletter.

Date and time of next meeting

The next meeting will be held at 10am on Saturday 26th September in the Melrose Room, St Cuthbert's Church, Fulwood (room booked).

The Chair thanked the committee for their support and closed the meeting.

SIGNED AS A TRUE RECORD.....

DATE.....