

Preston and District u3a Committee Meeting
Minutes of the meeting held at 10am on 25th July 2025 at
St Cuthbert's Church, Lytham Road, Fulwood, PRESTON

| Agenda Item | | Actions |
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| | KH welcomed the committee and then pointed out the fire exits etc. | |
| 1. In Attendance | Kay Harrison (KH) –Chair Sue Holder (SJH) – Secretary Janet Nixon (JN) - Treasurer Sheena Clowes (SC) – Interest Groups Coordinator Eric Haworth (EH) – Members' Representative Stuart Mason (SM) – Vice Chair (co-opted) Lyn Perry (LP) – Speaker Organiser (co-opted) David Parker (DP) – Beacon Administrator | As per signed sheet |
| 2. Apologies | Cathy Widdows (CW) – Membership Secretary Tony Cheetham (AJC) – Assistant Treasurer | |
| | OFFICERS' REPORTS circulated - Membership Secretary, Treasurer, Members' Representative, Secretary, Speaker Organiser | |
| 3. Matters arising from the minutes | <p>The minutes of the last meeting held on 29th May 2025 were accepted and signed as a true record.</p> <p>Re: Galloway Hall invoices – JN has received one invoice but awaits another.</p> <p>Outstanding actions:</p> <ol style="list-style-type: none"> Events Coordinator – All references to this post should be removed from the website. EH will notify the Website Admin Team. JN and CW are yet to meet to discuss subscription renewal via Beacon. JN, CW and EH want to learn how to use SumUp 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. | EH JN, CW JN, CW, EH CW, EH |
| 4. Monthly Social in September | C. Kitchen will not be available for this event on 17 th September and it will not be possible to use the area where tea and coffee is normally served due to a blood donation session. Fortunately there will be a person present with the necessary Health and Safety training who can step in. However volunteers will be required to set up tables in the main hall; KH requested that as many committee members as possible try to attend. | ALL |
| 5. Assistant Treasurer post | There have been no further expressions of interest in this post which the committee consider to be essential. KH will email individual members to stress the importance of the post and the urgent need for a replacement. | KH |
| 6. Music Group expenditure | KH approved the repair of 2 music systems at a cost of £90. Apparently these systems only play CDs and several groups use them. The committee believe that we should be looking to the future and considering the purchase of a Bluetooth speaker. JN will discuss this with the Sound and Vision team via B Stevens. | JN |
| 7. Drama Group production | The recent production made a small profit. | |
| 8. Website alterations | KH has emailed A Stone (Website Team) about these. EH will follow this up. | EH |

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| 9. Frequency of Committee meetings | Financial matters often arise at short notice so it was deemed advisable to retain the current frequency of committee meetings. | |
| 10. Policy and Procedure Reviews etc | <p><u>Expenses Claim Form</u> This requires some improvement and clarification re. claim limits. JN undertook to do this. The modified version will be considered by committee members before being put on the website.</p> <p>JN pointed out that, as Treasurer, she has to print and keep many documents requiring substantial printing and paper. The committee approved her request to claim for paper and toner.</p> <p><u>Grievance Procedure</u> TAT has decided that this is no longer required.</p> <p><u>Disciplinary and Complaints Procedures</u> The committee approved the drafts with the following provisos:</p> <ul style="list-style-type: none"> - that the page numbers are corrected in both documents, - in the Disciplinary Procedure the wording of the paragraph at the top of page 3 (The Hearing Committee) should be changed so that 'the Hearing Committee will agree whether any disciplinary action has taken place' is replaced by 'the Hearing Committee will agree whether any disciplinary offence has taken place'. <p><u>Standing Orders</u> SH presented the draft document to the committee and the committee confirmed by vote that it is fit for purpose.</p> <p>SH will look at using BOX to archive committee papers other than the minutes. SH will also inform M Jones of the committee's decisions.</p> | JN |
| 11. Treasurer's Report | There has been a significant drop in the income from Interest Groups of late. Member events continue to provide a useful income stream. Gift Aid can only be claimed on Membership Fees so it is important to maintain the separation of Designated and General funds. The current deficit of -£2390 from Interest Groups is already over the expected deficit for the whole year (-£2333) and so this must be addressed. DP pointed out that small groups could be closed or moved to cheaper venues. | SH |
| 12. Members' Representative Report | <p>The attendance numbers spread sheet is now up to date. SH requested that a copy be sent to the committee for future meetings.</p> <p>EH added that meetings of Photography B Group in August and September at St Martin's have been cancelled.</p> | EH |
| 13. Interest Groups Coordinator | <p>Following on from the discussion of a potential deficit in Interest Group income SC indicated that there are a number of small groups that could move to alternative venues where smaller and therefore cheaper rooms are available.</p> <p>The committee agreed that small groups could no longer be supported at inappropriate, costly venues.</p> <p>SC will email Group Leaders of small groups to inform them of the committee's decision, ask them to read the email to the group and discuss alternative accommodation.</p> <p>EH will continue to look at the viability of groups using the spreadsheet. The Drama Group may be able to use Grimsargh Village Hall for their Xmas</p> | SC |

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| | production. | |
| 14. Beacon Administrator's report | The number of members currently stands at 742 which is to be expected at this point in the year. | |
| 15. Speakers update | Speakers are booked for the next 18 months with just a few omissions. LP sought committee approval to re-book the Silhouette Band, which was very well received earlier in the year, for the Xmas slot in December 2026 at a cost of £160. The committee agreed to this. JN needs to know how speakers wish to be paid e.g. BACS details. | LP |
| 16. AOB | EH mentioned that the Website Team receives a lot of messages for Group Leaders and wondered if there was a better way of contacting them. It was pointed out that some Group Leaders emailed their groups with details of forthcoming meetings making it easier for group members to contact them. KH requested that committee members check the meeting minutes to make sure that they address the actions arising from the meeting. | ALL |
| Date/Time/ Location of next meeting | <p>The next meeting will be held at: 10am on Friday 26th September 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.....