

Preston and District u3a Committee Meeting
Minutes of the meeting held at 10am on 14th January 2025 at
St Cuthbert's Church, Lytham Road, Fulwood, PRESTON

		Actions
	KH welcomed the committee and then pointed out the fire exits etc.	
1. In Attendance	Kay Harrison (KH) – Acting Chair (Vice Chair) Tony Cheetham (AJC) – Assistant Treasurer Sue Holder (SJH) – Secretary J Nixon (JN) - Treasurer Peter Kitchen (PK) – Membership Secretary Sheena Clowes (SC) – Interest Groups Coordinator L Mole (LM) - Member's Representative (Co-opted) Cathy Widdows (CW) – Observer (Co-opted) Eric Haworth (EH) - Observer	As per signed sheet
2. Apologies	D Parker (DP) - Beacon Administrator	
	OFFICERS' REPORTS circulated (Membership Secretary, Members' Representative)	
3. Minutes of the last meeting	The minutes of the last meeting held on 29th November 2024 were accepted and signed as a true record.	
4. Matters arising from the minutes	The Chair welcomed E Haworth to the meeting. JN confirmed that bank account access for CW has not yet been provided by Lloyds. JN has still not received any invoices from Galloway Hall so SC undertook to contact the head office. SC reported that the group leader login issues had been largely resolved. Cancellation of subscriptions for u3a Matters is in hand. SC reported that St Martin's is available for Silver Swans and she will coordinate this with the instructors. The registration of a branch member delegated to vote in TAT elections needs to be changed. The Photography Group has already started having meetings.	SC SH
5. Succession	It was agreed to co-opt EH onto the committee with a view initially to taking on the role of Members' Representative after the next AGM and also to familiarise himself with the roles of other committee members. The Chair and Assistant Treasurer will sound out potential candidates for the roles of Chair and Speaker Organiser. The Speaker Organiser does not necessarily have to be a committee member.	KH/AJC
6. Treasurer's Report	The u3a financial year ends on 31 st December. At the end of 2024 the operational cash total had increased significantly from the previous year providing some justification for the increase in Group Attendance fees from £2.50 to £3.00. The accounts will be submitted this week and a full statement provided at the end of the month so that the committee has seen them before the AGM on 20th March. Re. the Interest Group account - JN and AJC have completed the input of data into the spreadsheet following the paper trail disruption. Gift Aid of £1295.71 was claimed. Re. venue hire –all smaller venues are increasing their fees which the branch will have to absorb. Cheaper venues should be used where possible. Re. Interest Group expenses – recent expense claims, where expenses have already been incurred prior to authorisation, have highlighted an inconsistency in policies. The information in the Group Leaders' handbook requires clarification. JN will email all members to ensure the policy is clear to all. There were no new applications for funding.	JN JN

7. Purchase of SumUp machines	Two SumUp machines are required: one for the Membership Secretary and one for Monthly Meetings. One tablet or cheap mobile is required to link to them. The lack of appropriate devices will at least allow time for the members who have volunteered to take over from P and M Jones to get used to managing the monthly meeting directly. EH volunteered to obtain a quote for a suitable device which is able to download the app and interface with a SumUp machine.	EH
8. Members' Representative Report	It was agreed that figures for all member events should be kept separate from those for interest groups due to the way in which the monies from these are treated. Similarly Monthly Meeting data must be kept separate due to the link to Gift Aid. Some groups, such as Flower Arranging are running at a considerable loss. SC will consider whether any of these groups can be combined or alternatively use a cheaper venue. LM will require notification of any room changes etc for the spreadsheet.	SC
9. Membership Secretary Report	The branch currently has 797 members. Quite a few have already renewed on-line. A couple have paid by cheque to CW and the rest via Sum-up at interest group meetings. PK stressed the urgency in obtaining a suitable device to enable Sumup machines to be used at Monthly Meetings etc. Two members have said they no longer wish to receive u3a Matters.	
10. Interest Groups Coordinator	All outstanding issues have already been addressed.	
14. AOB	<p>Re. the Photography Group – C Lamb and EH have been running this group jointly. Attendance has been good. EH proposed that there should be two groups: Group 1 would be more theoretical and run by C Lamb, Group 2 would be practical and run by EH. If the groups are run at different times then interested members could attend both. Clearly suitable venues with sockets, TV etc would be required for each. EH undertook to discuss this with C Lamb and to contact members via the Newsletter to assess interest.</p> <p>Re. the new website – SH expressed concerns about the problems encountered accessing email sent via the official email address on the website which were quite complicated to resolve and would have been even more difficult without input from M Simms. M Simms will be invited to the next committee meeting to discuss issues pertaining to the new website.</p> <p>Re GDPR issues -AJC will contact EH on this matter.</p>	<p>SC EH</p> <p>SH</p> <p>AJC</p>
15. Date/Time/ Location of next meeting	<p>The next meeting will be held at: 10am on Friday 28th March 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.....