

**Preston and District u3a Committee Meeting**  
**Minutes of the meeting held at 10am on 29<sup>th</sup> November 2024 at**  
**St Cuthbert's Church, Lytham Road, Fulwood, PRESTON**

|  |   | <b>Actions</b>             |
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|  | AJC welcomed the committee and then pointed out the fire exits etc.   |                            |
| <b>1. In Attendance</b>                    | Tony Cheetham (AJC) – Chair<br>Sue Holder (SJH) – Secretary<br>J Nixon (JN) - Treasurer<br>Peter Kitchen (PK) – Membership Secretary<br>Sheena Clowes (SC) –Groups Coordinator<br>L Mole (LM) - Member's Representative<br>D Parker (DP) - Beacon Administrator<br>Cathy Widdows (CW) – Observer<br>C Lamb (CM) – Observer<br>M Simms (SM) - Observer   | <b>As per signed sheet</b> |
| <b>2. Apologies</b>                        | Kay Harrison (Vice Chair), Eric Haworth (Observer)  |                            |
|  | <b>OFFICERS' REPORTS circulated (Chair, Treasurer, Membership Secretary, Members' Representative)</b>   |                            |
| <b>3. Minutes of the last meeting</b>      | The minutes of the last meeting held on <b>26<sup>th</sup> September 2024</b> were accepted and signed as a true record.  |                            |
| <b>4. Matters arising from the minutes</b> | The Chair welcomed C Lamb (replacement Chair) and M Simms (website developer) to the meeting.<br>The Treasurer confirmed that the rollover of the Investment Account at the marginally reduced rate of 4.86% had been completed. It was previously 5.01%.<br>CW requires read-only access to the bank account to see who has paid money online.   | <b>JN</b>                  |
| <b>5. New website</b>                      | <b>Matters arising from Chair's report</b><br><br>MS summarised progress. The new website is up and running. Group leaders will need to familiarise themselves with the new communication system which uses Google Forms. Group Leaders will need to take ownership of their own form and training for this will be provided. Each group will have a separate mini-website editable by the Group Leader.<br>AJC pointed out that a contact link to the website administration team with an email address was included in a recent newsletter.<br>MS confirmed that there is no limit to the number of photos which can be uploaded to the website although CL pointed out that videos were not reliable.<br>AJC confirmed that TAT will switch off Sitebuilder on 13 <sup>th</sup> December.<br><br><b><i>MS agreed to provide training for the committee on Monday 9<sup>th</sup> December at 10am provided a suitable room was available at St Cuthbert's. SC will confirm availability to the committee. Committee members will require access to a laptop for this.</i></b> | <b>SC</b>                  |
| <b>6. Recruitment of new Chair</b>         | AJC expressed his delight that CL had volunteered for this role and proposed that CL be co-opted as Chair immediately. He also proposed that CW be co-opted as Membership Secretary. CL and CW would then stand for formal election at the 2025 AGM. The proposals were accepted unanimously by the committee.  |                            |

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| <p><b>7. Treasurer's Report (item 11)</b></p> <p><b>And</b></p> <p><b>Assistant Treasurer</b></p>  | <p>CL (as Chair) offered a vote of thanks to AJC on behalf of the committee for his running of Preston and District u3a. To allow members to become familiar with CL as Chair, CL proposed that he would open the monthly meetings and then hand over to KH to run the meeting. AJC will remain on the committee as Speaker Organiser and so ensure a smooth transition.</p> <p>AJC (as Chair) thanked CL for his kind words.</p> <p><b>Treasurer's Report</b></p> <p>Owing to the resignation of the Assistant Treasurer JN has not got a full picture of the finances this month. JN explained the current financial position for the benefit of the co-opted committee members. Income from Interest Groups and Events shows a surplus.</p> <p>The Assistant Treasurer is responsible for the monitoring of Interest Group and Event Income and normally provides a regular monthly report to the Treasurer. In the absence of an Assistant Treasurer AJC has paid in cheques etc.</p> <p>CL approved a proposal by AJC to find a replacement Assistant Treasurer ASAP.</p> <p>JN confirmed that she would be able to claim Gift Aid for the year ending 31<sup>st</sup> December 2024 as this is based on Membership Fees.</p> <p>M Jones, who audits the u3a finances, has confirmed that she can cite 'exceptional circumstances' and will still be able to perform the necessary audit.</p> <p>AJC pointed out that the accounts indicate that the committee was justified in its decision to increase Interest Group fees.</p> <p>JN has received no invoices from the Galloway Hall. SC will contact them to chase these.</p> | <p><b>SC</b></p>                                    |
| <p><b>8. Beacon Matters</b></p>  | <p>Anyone can be made Group Leader but they would not have full access with leader's rights so this would not constitute a security issue. Group leaders must not share login details as this would give rise to data protection issues. SC will check that this is not happening.</p> <p>AJC confirmed that he is happy to continue to ensure that members sign the data protection forms when required.</p>  | <p><b>SC</b></p>                                    |
| <p><b>9. Membership Secretary Report (Item 13)</b></p> <p><b>and</b></p> <p><b>u3a Matters</b></p> | <p>New members can join the u3a on-line. EH will attend monthly meetings and assist PK. DP will continue to update Beacon with people who pay online.</p> <p>CL now has the tablet and SumUp machine purchased by W Brown. The 4 digit code for the tablet is unknown so it may have to be put back to factory settings.</p> <p>CL will need to be given access to the bank account so that he can see transactions.</p> <p>It was agreed that another SumUp machine be purchased while prices are low.</p> <p>PK is happy to take on the task of managing the cancelling of subscriptions for u3a Matters by members who do not wish to receive it.</p> <p>AJC undertook to draft a note to members regarding this.</p>   | <p><b>JN</b></p> <p><b>CL</b></p> <p><b>AJC</b></p> |
| <p><b>10. Nominations for TAT Council and Board</b></p>  | <p>The resolution for a smaller TAT board and a 28 member council has been passed. Interested committee members can apply via AJC.</p>   |   |
| <p><b>12. Members' Representative Report</b></p>   | <p><b>Matters arising from Officer's reports</b></p> <p>AJC thanked LM for her report. SC confirmed that the cost of rooms for the beginners' language groups at Hargreaves Court was £10 per group or £20 per day. Quizzes, history talks and all-member events continue to be well attended so that even with the £428 deficit shown in the report funds are in surplus.</p>   |   |
| <p><b>12. Groups Coordinator</b></p>   | <p>There have been two changes of group leadership since the last meeting.</p> <p>There has been a request to have weekly meetings of the Tai Chi Group so it is planned to run the group on this basis for a 3 month trial period.</p> <p>J Bennett is interested in starting a Silver Swans ballet group. This would require a room and possibly some equipment. SC will look into this.</p>   | <p><b>SC</b></p>                                    |

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| <b>13. Secretary</b>                           | The Secretary will register CL as the branch member eligible to vote in TAT elections.  | <b>SJH</b> |
| <b>14. AOB</b>                                 | It was pointed out to the committee that the Treasurer's 3 year term comes to an end at the 2025 AGM so a new Treasurer might be required then if JN does not wish to continue in the role. AJC can continue to be a committee member for a further 2 years.<br>The Photography Group will hold its first meeting on 12 <sup>th</sup> December for which a large room is needed. The Douglas Hall, provided it is available, would be suitable. SC will book this venue if available. | <b>SC</b>  |
| <b>15. Date/Time/ Location of next meeting</b> | The next meeting will be held at:<br><b>10am on Friday 31st January 2025 in the Melrose Room, St Cuthbert's Church, Fulwood</b><br><br><b>The Chair</b> thanked the committee for their support and closed the meeting.   |            |

SIGNED AS A TRUE RECORD.....

DATE.....