

Preston and District u3a Committee Meeting
Minutes of the meeting held at 10am on 4th August 2023 at
St Cuthbert's Church, Lytham Road, Fulwood, PRESTON

	AJC welcomed the committee and then pointed out the fire exits etc.	
		Actions
1. In Attendance	Tony Cheetham (AJC) - Chair Kay Harrison (KH) - Vice Chair Janet Nixon (JN) - Treasurer Sue Holder (SJH) – Secretary Margaret Clark (MC) – Assistant Treasurer Sheila Finch (SF) – Members’ Representative Wendy Tyson (WT) - Speaker Organiser David Parker (DP) –Beacon Administrator Peter Kitchen (PK) - Membership Secretary Sheena Clowes (SC) –Groups Coordinator (co-opted)	As per signed sheet
2. Apologies		
3. Minutes of the last meeting	The minutes of the last meeting held on 31stMay were accepted and signed as a true record.	
4. Matters arising from the minutes	<p>Re. Pickle Ball: the Chairman confirmed that he planned to observe a Mawdesley u3a session at Chorley Leisure Centre with a view to determining practical operation and set-up costs of the session. If practicable, demand for such a group would then require assessment.</p> <p>Re. Proposed “Churches and Pubs” group – R Frost, a local historian, could deliver historical accounts of local churches. A sensible management approach would be to advertise a list of dates and venues. It would also be necessary to ensure that there was no clash with the activities of the Local History Groups.</p> <p>Re. Spanish Improvers: a u3a member has tentatively agreed to both manage the group and act as tutor.</p> <p>Re. Meet and Eat: There is a possible candidate to manage the group but only in a few months time. It was suggested that the group would be easier to administer if there was a list of six places, say, to visit each year. With an annual programme members would know which dates to keep free. The Vice Chair proposed that garden centres might be considered as venues.Re-launching the group in September should be the target.</p>	
	OFFICERS’ REPORTS	
5. Report of Chair and Vice Chair	<p>Chair</p> <p>i A written report was submitted.</p> <p>ii. The expected increase in venue costs from 1st September was noted.</p> <p>iii. There is a good events programme. The Groups Coordinator confirmed that dates and venues for forthcoming quizzes have already been agreed and booked.</p> <p>iv. With a view to fostering closer ties with Uclan the Chair recently met with the Head of Local and Regional Business Engagement at the university. Part of the latter’s brief is to engage with the community and so it may be possible to steer speakers towards the u3a and provide prior notification of events. The Chair and Vice-Chair agreed to look more closely at this.</p> <p>v. The Chair thanked the Speaker Organiser for the excellent programme of speakers she has provided.</p>	
6. Report of the Secretary	i. There was a minor accident at a meeting of the Keep Fit group for which an accident report was submitted.	

	<p>ii. A movement/meditation group (5Rhythms) was suggested and the Secretary agreed to look into the viability of this.</p>	
<p>7. Report of the Treasurer</p>	<p>A written report was submitted.</p> <p>Following a question the purpose of the Reserve Account was explained. The investment bond, currently with the United Trust Bank, requires renewal. A building society bond will be considered as a replacement as communication with the bank can be difficult.</p> <p>The u3a has a central copyright licence which means that group members can copy a small amount of material for personal use. This is important for some groups and should be communicated to group leaders.</p> <p>A claim for Gift Aid for 2022/23 has, at long last, been received from HMRC.</p> <p>Lloyds Bank still has a former treasurer's address registered to the account. The Chair pointed out that the registered addresses are historically those of the treasurer and business secretary.</p> <p>There is a minor error in the financial statement: the monthly meeting expenditure should be £1260 not £1477 as shown.</p> <p>Generally the bank account balance and surplus look reasonable.</p> <p>Lloyds Bank account access for the Beacon Administrator went smoothly.</p> <p>There has been an application for funding of £213.40 for yoga equipment. The committee agreed to support the application.</p> <p>Re. the NW u3a conference in Liverpool: The Treasurer gave a brief report of the proceedings of the conference. Our current chair has been elected as Vice Chair for the NW Region of u3as.</p> <p>The Treasurer undertook to summarise any useful ideas gleaned from the conference for discussion at the next committee meeting.</p>	
<p>8. Report of the Assistant Treasurer</p>		
<p>9. Report of the Membership Secretary</p>	<p>A written report was submitted.</p> <p>Whilst noting that it will be useful in January that the Beacon Administrator can now access the Lloyds Bank account, the Membership Secretary identified another issue which will arise in the near future when he steps down namely that SumUp is currently accessed from his personal telephone. It was agreed that it would be useful to have two dedicated devices (laptop/tablet); one to deal with membership fees and another to deal with meeting fees. Committee members offered unwanted devices (laptop/tablet) for this purpose which would be kept at St Cuthbert's.</p>	
<p>10. Report of the Groups Coordinator</p>	<p>Planned cancellation of meetings in August did not go as smoothly as hoped but issues are now resolved.</p> <p>Re. two groups sharing a venue: the Chair agreed to look at group membership to see if there is any overlap and whether this is feasible.</p> <p>A 'Bus Pass Adventures' group is being organised with a view to doing market day trips.</p>	
<p>11. Report of the Members Rep</p>	<p>The attendance figures indicate a loss of £1000 approximately over six months. Apparently some members only join one group.</p> <p>It was suggested and agreed that more detailed information should be put in newsletters to members (emphasising attendance) and to group leaders (emphasising group sizes and breakeven numbers) regarding the impact that an increase in venue costs will have. This will be discussed at the next meeting.</p> <p>Consideration could also be given to finding cheaper accommodation.</p>	

12. Report of Beacon Coordinator	Beacon is working well. Training has been provided for the Group Leaders of the Petanque and Canasta Groups.	
13. Report of Speaker Organiser		
14. Any other Business		
15. Date/Time/ Location of next meeting	<p style="text-align: center;">The next meeting will be held at: 10am on Friday 29th September in the Melrose Room, St Cuthbert's Church, Fulwood</p> <p style="text-align: center;">The Chair thanked the committee and closed the meeting.</p>	

SIGNED AS A TRUE RECORD.....

DATE.....