

Downham Market and District U3A Committee Meeting Minutes

Monday 4th April – 11am Zoom

1. **Those Present:** JC, RM, TS, FB, LL, CC, Christine Dawson - nominee for post of Treasurer. **Apologies:** CH, FG
2. **Minutes of previous meeting:**
3. **Matters arising:** JC confirmed Social Prescriber made contact to report she would be present at AGM with one colleague and would give short 15-minute talk at start of AGM before formal business. The Jazz Group to conclude afternoon with entertainment. JC and RM confirmed the money refunded to Downham U3A account is banked and recorded as a donation on the system. Gift Aid will continue to be publicized as an option for members to help Downham U3A funds at monthly members meetings and in the Bulletin. Downham Town Council Clerk has confirmed no additional deposit is required on top of hire fees for the Town Hall. JC to raise the possibility of Defibrillator at Town Hall as others in Downham are not close by. JC to organise thankyou gift for loan of public address equipment and pass to FB (rather than voucher as suggested earlier.) Public Liability Insurance cover note ; Committee agreed all Trustees should have a copy in their pack for reference, also Group Leaders and new Committee members.
4. **Reports:**
 - a. **Chair JC** – confirmed notification from three current Committee Members of their intention to stand down at the AGM. Steve Nunn – Downham U3A website coordinator, Ruth Mountain – Treasurer and Caroline Hansford – Minutes Secretary. A refamiliarization visit to Downham Town Hall is planned for Thursday 7th April pm prior to AGM. Items to check audio equipment and catering/kitchen facilities. Reminders of AGM and venue will go out this week to membership. Refreshments will be free. JC corrected information on planned Patchwork Quilting/Craft Groups show – it will be May 2023 (not 2022).
 - b. **Vice Chair /New Members Support LL** – No current updates. Anticipates several new members after AGM and start of new membership year. Possible New Members Coffee morning if numbers are sufficient.
 - c. **Treasurer RM** – Queried items for payment. McAfee charge for laptop anti-virus protection. FB to include with current cover for equipment she is running. Topic of charges levied on Downham U3A for use of banking account. 20 cheques per month are included in standard charge. Any additional number means **all** cheques incur a 50p admin charge. In April membership renewals generate lots of cheques. Increasing numbers of members use BACS system to pay. Cash payments do not incur a charge. **TS** said a one off ‘hit’ for processing lots of cheques was acceptable at renewal time. Otherwise, cheques can be banked to keep within the charge free limit. **FB** suggested membership needed to be made aware of banking costs and how they can help reduce them for DMKT U3A. Treasurer requested name of payee account be included on renewal/membership form for people paying

by BACS. **RM** confirmed Maureen Hibling had audited the annual accounts and was willing to do so next year. **RM** to provide some copies of audited accounts for AGM. New Treasurer will be given access to Beacon system once officially elected. **RM** will continue with support during handover. Subject to her agreement, **CH** to continue as signatory for authorisation of payments for the present.

- d. **Membership Secretary – TS - TS** asked procedures are carefully followed for accepting renewal forms and payment at monthly members meetings so they don't get separated. Members with renewals and payment should be directed to **TS** or told to post them into the Membership Secretary if he's not present. There was confusion over two applications handed in to February's meeting and only one cheque). **FB** to email these members to clarify. Membership numbers have gone down at end of year as some members not renewing and new joiners wait for new membership year to pay. **TS** proposed membership cards only be printed for those requesting them either via sae with renewal, or via a tick on the monthly members printout during sign in. Currently big waste of cards not collected. Member's status verifiable on Beacon for Group Leaders needing to do their regular checks.
 - e. **Business Secretary – FB –** Emphasised importance of Data Protection Policy and Code of Conduct being shown to all new members and included with their information. Copies to be displayed at monthly meeting on sign in tables and membership enquiries station. **FB** to email list of contents of new members pack to **LL**. New Committee members/Trustees to receive copies form **FB** also. **FB** and **JC** to liaise on interesting info on U3A National website of interest to Committee members and pass it on. **JC** to check what's going on with regional organisation so Downham Market U3A stay in loop and are involved.
 - f. **Speaker Organiser – FG -** Not present but programme organised to end of year.
 - g. **Groups Coordinator – CC .** No Groups to report. Not all Group Leaders use Beacon or have Downham U3A website page. Leaders to be encouraged once more to use these resources. Support offered by **FB** and **TS** to get going. Afternoon Tea Group being proposed by Stephanie Dent but so far no publicity. Group Leaders social event and Group Freshers Fair for September possibility.
 - h. **Minutes and Agenda Secretary – CH -** Not present.
5. **AGM:** AGM arrangements in place, all members have received Agenda, Minutes and Nomination Forms. Venue booked, speakers and entertainments also. Doors open 1.30 – Meeting starts 2pm. Christine Dawson to assist **TS**.
 6. **AOB:** Thanks, and appreciation for support and hard work for Downham U3A to **SN, RM** and **CH** on behalf of the Committee and the membership. **JC** also thanked Christine Dawson for joining the meeting today.
 7. **Meeting Closed : 12.20pm**

8. **Date of Next Meeting:** **Tuesday 3rd May** (NB Bank Holiday Monday) Venue 'Redcroft' Snape Lane, Downham Market PE38 9JQ. Host, Fiona Bembridge.