

Downham Market and District Committee Meeting Minutes

Tuesday 3rd May 2022 10am.

'Redcroft,' Snape Lane, Downham Market.

1. **Those Present:** JC, TS, RM, FB, CD, CC, FG.
2. **Apologies:** LL, New Committee members Barrie Gordon and Carol Jones.
3. **Minutes of the previous meeting 4/4/2022** - Approved – signed copy passed to FB for records.
4. **Matters Arising:** JC confirmed the suggestion of Town Hall having a defibrillator had been passed on to Town Council.

FB holds copies of all U3A Insurances for 2022 with Gallaghers and Public Liability cover note will be emailed to current Trustees and also Group Leaders. **FB. CC.**

Reminders will be emailed to current members about next weeks monthly members meeting at Town Hall **JC**

Letter to be sent to Group Leaders encouraging use of Beacon system for communicating and keeping members lists. Also requesting Leaders check each member's U3A status is current. Help available via TS or FB with IT if necessary. **CC.**

5. Reports:

- a. **Chair JC** - Thanked Committee for help with successful AGM and return to Town Hall. Informed all present of decision by Kenneth Baker to withdraw as Editor of monthly Bulletin after 4 years. Will continue until a replacement is found or the end of the year. Ken will be greatly missed. A new Editor must be found urgently.
- b. **Vice Chair/New Members Support LL – (Email).** With 15 recent new members Linden proposed a New Members Coffee morning in June on either Thursday 9th or 16th. Venue Discover Downham. Offers of help from Committee. **LL.**
- c. **Treasurers report. RM and CD** – Ruth handing over to Christine and sharing responsibilities whilst formalities are completed with bank. £345 income from membership fees to be paid into current account

this month and more in June. CD circulated bank forms for new mandate authorisation and updating of signatories. Speaker for May meeting still needs to email RM with details of fees. **FG**. RM currently our recorder for the Charity Commission. Needs correct personal details for new Committee members for this purpose. **TS. RM**. Business Secretary also needs this information re Charity Commission. **FB**

d. Membership Secretary TS: Currently 212 Members – 5 more than last month. 50 have not yet renewed and have 3 months to do so. Some challenges with Membership list as a result of latest Beacon update. TS thanked CD for her help with Membership renewals at AGM.

e. Business Secretary FB: - Fiona has all info ready to update Trustee Packs & will send via email. **FB** Also keen to publicise Downham U3A locally and will once more contact her list of local organisations to promote Downham U3A. General discussion followed.

f. Speaker Organiser FG: - Speakers booked for U3A monthly meetings for this year. Next Speaker will be travelling to Downham using public transport. Fay to organise lunch in Downham and fees should include cost of travel. **FB**

g. Groups Coordinator CC: - Play Reading Group meeting in May. 2nd Card Games Group is possible and IT Skills Group operating well. A check will be made on current Groups re possible vacancies for additional members and info updated for Beacon Magazine. **CC**

h. Minutes and Agenda Secretary: Post currently vacant. Replacement needed urgently. Approaches discussed. Our Constitution requires Committee to have 13 Members , Officers and General members. Two new volunteers recently joined, Barrie Gordon and Carol Jones. With the retiring Bulletin Editor, Ken Baker the situation is now critical and must be resolved.

6. AGM and Town Hall Feedback: - AGM successful and well attended. Town Hall seating and arrangements worked well. Some issues with parking for unloading and Mobility drivers, otherwise fine. Speaker well received and Jazz Appreciation Group performance excellent. Kitchen

facilities not as convenient as Denver VH but workable. JC to email FB a copy of AGM Minutes for record. **JC**

7. AOB: None received.

8. Date and Venue of Next Meeting: Monday 6th June 10am. 9 Lavender Drive Downham Market. PE38 9UA. **TS**

9. Meeting Closed: 11.55 am. Thanks to Fiona Bembridge for acting as host.