

Downham Market and District U3A Committee Meeting

Monday 5th September 2022 10 am

6 Beech Road Downham Market

1. Present: TS, FB, CD, JRC, CC.

2. Apologies: FG, CJ.

3. Minutes of Previous Meeting (July 2022) Circulated and approved by the Committee.

4. Matters Arising.

a) CD researching card reader for use at monthly members meetings. Focussing on what neighbouring U3A's are doing as cost of processing cheques is high.

b) The need to recruit new members/ committee members continues. Central U3A has workshops designed to help with this. FB willing to present power point in Town Hall at a members monthly meeting.

c) Correspondence including emails from U3A needs discussing at committee meetings. E.g., upcoming U3A AGM where each local Group has one vote. FB to circulate committee with correspondence re AGM.

d) Updating Trustee information for Charity Commission. Caroline Hansford needs to be removed and Carole Jones to be added. Mailing address to be updated to CD for Charity Commission enquiries.

5. Reports.

a. Chair JC Introduced topic of the amount of U3A information produced and the need to select the most significant and important items. There had been a good response from members to request for more items for the Bulletin. JC reminded committee that LL as Vice Chair would need to oversee next week's members

meeting as he would be absent. Discussion followed on practical issues of the session.

b. Vice Chair / New members Support. LL. Issues covered in previous discussions re forthcoming meeting. No new members sessions planned for present.

c. Treasurer CD Handover from RM – former Treasurer, mainly complete. Credit notes to be applied against this year's charges from Third Age Matters Magazine when it falls due. JC and FB both now recorded with CAF Bank as signatories for the U3A account. CD asked for clarification when guest speakers are paid. (This varies) She informed committee of notification from CAF Bank that charges for issuing cheques to increase to 75p per item. The cost of using the CAF account is going down. There is a small sum in the records to still be reconciled.

d. Membership Secretary TS. Current membership numbers 198 with non-renewing members now lapsed. There is a sum of £15 not attributable to any fee so it will be recorded as a donation for the record. FG has requested that the membership attenders list printed out for the next monthly meeting has a section for members to indicate their intention to come to the December Christmas meeting, so refreshments can be provided to specific numbers and not wasted.

e. Business Secretary FB. Requested copies of all U3A related correspondence including queries re operations and feedback about issues or complaints from members. Equality and Inclusion document to be circulated and included in all new packs.

f. Speaker Secretary FG. Not present, email circulated to committee. Proposals about December/Christmas Special meeting. See below.

g. Group Coordinator CC Table tennis increasing in popularity. Reading Group 2

leadership passed from Maggie Pogmore to Genoveva Martinez. Refreshers

Coffee morning Drop In in the autumn for Groups seeking to increase numbers or

possibly start overflows/ new Groups. New U3A members to be invited.

h. Minutes Secretary. Vacant Post.

i. **General Committee Members**. None Present.

6. **U3A Capitation Fee**. Motion at National AGM to increase in line with RPI.

Committee to decide whether to support or oppose this.

7. **Beacon Terms and Conditions**. TS monitoring information on Beacon Support Forum.

TS circulated item re Beacon Administration. Gill Trickett is down as Downham's

Assistant Beacon Administrator. Beacon rules advise Assistant Admins should also be

a Committee Member

8. **Preparations for Christmas Social Meeting**. Fay's proposals to create subcommittee,

FG, LL, CC + others required for event. Members to be asked to register attendance in

advance giving any special dietary requirements. To avoid congestion TS to provide

separate list to 'Meet and Greet' team to October and November members

meetings. Publicity e.g., JC to send email to all individual members about the Social

Meeting and announce in October and November's Town Hall meetings. Committee

in agreement with all Fay's suggestions.

9. **AOB** JC to order lanyards for all Committee Members. Thanks of the Committee to

CD for hosting.

10. **Date of Next Meeting**. Monday 3rd October 2022 – 10 am. 43 Westgate Street

Shouldham PE33 0BN.

11. **Meeting Closed**. 12.05 pm.

