

## **Downham Market and District U3A Committee Meeting**

**Monday 5<sup>th</sup> December 2022 10 am**

**9 Lavender Drive, Downham Market**

**1.** Welcome and introduce Sue Mussell

**2. Present:** JC, CC, FB, JillC, CD, LL, TS, FG, SM, LE

**3. Minutes of Previous Meeting (November 2022)** Circulated and approved by the Committee. JC signed copy.

### **4. Matters arising**

- A) Representative from 'Stop a Crisis' attended November meeting. Committee discussed the pros and cons of a quiz for members at a future meeting. It was felt that an article in Bulletin would be more appropriate and FB will request this.
- B) All Committee members need to be on list of Trustees. Discussion about updating Charity Commission list of members. Refer to the U3A Website.
- C) There has been no further progress about card readers. There was a discussion about what is required for use of the machine.
- D) It was agreed an extra hour was needed for the Xmas party. 1.00-4.30 will cover it. FG will need to park outside door. Barriers will be needed to ensure people sign in. Tim will hand out raffle tickets.

### **5. Reports**

- A. **Chair JC** Reported there is a problem with the website. A large amount of material has been lost. JC suggested leaving the matter till the New Year to see if anything has been recovered. Update at the next meeting. JC has shredded a lot of items left over from

previous Chairman. CD asked about the policy on keeping financial reports. Will check with FB on what she has kept. JC felt paper copies should be kept.

- B. **CD Treasurer.** Reported the charge for the Town Hall is now £62 per month. All payments have been made. We are waiting for the bill from the Methodist church. CD needs payment details for the December guest speaker. CD now has Treasurer's email. JC asked if the monthly groups pay regularly. This was confirmed. As we are a charity, all invoices for hire or purchase of materials must be recorded. Groups should record NIL if nothing is spent.
- D. **TS. Membership Secretary and Beacon Admin.** 11 New members. Total now 214 We have taken more money than in previous year. Ken needs labels from data base for people without computers. Beacon produces labels. Volunteer needed to take on labels. Instructions have been sent out about accessing Beacon.
- E. **FB Business Secretary** Will bring Policy and Environment documents next time. There was a discussion on the Trustee agreement to be sent to SM, JC, LE.
- F. **FG. Speaker Secretary.** Xmas Party. Has volunteers required. Payment for baking, materials etc. to be claimed from Treasurer. Receipts needed if possible. 90 people expected. Discussion about tables required, food and crackers and a request that Committee members wear something festive! People to be offered left overs to take home to avoid waste. Can Committee arrive at 1.00. The raffle is free. Guests to be asked to pay £2.00. Costs to be entered as Festive Nibbles on accounts. Speakers have been booked for Jan, Feb and March. A rock choir have been booked for 30 minutes for the AGM in April.

G. **CC Groups Co-ordinator.**

Report attached.

It was suggested that Group Leaders would like to chat together. Discussion about Group Leader meetings. Jill C suggested this could include training. Suggestion that TS give Beacon demonstration at the same time.

Group leaders should have emergency contact details for members.

H. **A.O.B.**

FB confirmed any sensitive data is redacted from records.

I. **Date of next meeting.** Wednesday 4<sup>th</sup> January, 4.30.pm. To be hosted by FB at Red Croft, Snape Lane, Downham Market.

J. **Meeting closed 12.06.** Thanks to TS for hosting