

## **U3A Meeting 6/2/23**

**Present; FG JCwn, CD,CC,JC,LL**

**Apologies received from;TS, FB SM**

### **1. Minutes from last meeting (January 23 )**

Minutes from the last meeting were agreed and signed.

#### **Matters Arising.**

- a) The website is still a work in progress. TS has suggested that it may be appropriate to set up a sub-group to develop this as necessary. It was suggested that this may be TS, JCwn and FB if she is willing to be a part of this. Proposed and seconded.
- b) The use of card readers has not progressed at all as it has not been possible to contact any other groups currently using them to ascertain whether the appropriate reports can be produced.
- c) AGM in April- Currently no entertainment is proposed .

### **3. Reports**

- a) Chair- JCwn Resources Love Downham- Christine Booth provided details of this initiative and JCwn invited her to speak at the monthly meeting next week. Currently awaiting an acceptance.
- b) Vice Chair LL.thanked everyone who supported the new member, Christine Grant. She enjoyed the monthly meeting and was made welcome.
- c) Treasurer - CD. The end of year report has been completed and will now be sent to the auditor. CD asked the committee whether it was agreed that a new line in the account should be opened for IT expenses- this was agreed. CD will also now shred documents pre2016.  
CD asked for clarification on the cover provided by U3A insurance regarding venues. JCwn checked with the guidelines and explained it was clear that public liability covered the venues being hired by groups as well as when group sessions were held in private homes. Group leaders are expected to carry out simple risk assessments where appropriate. Guidance available from Groups Coordinator.  
It is not necessary to have a trained First Aider at Monthly meetings or Group activities/meetings. The advice is always to call for medical assistance (Emergency Services), should that become necessary. However should First Aid be administered and be unsuccessful then the member is covered by the insurance.
- d) Membership secretary, Beacon Admin- TS. Currently there are 215 members. There have been several enquiries. New membership renewal forms , including the requirement for details of emergency contact, have been produced.  
It was clarified that non-members can attend up to 2 monthly meetings in the Town Hall paying £2.This fee would then be reimbursed if they subsequently join the U3A. (They

may attend up to 2 taster sessions with a group but Group leaders must monitor this to ensure it is not abused,). Group leaders to be reminded of this.

- e) FG The Rock Choir will not be able to attend the AGM as the leader is unavailable but they will now attend the Christmas event, providing a 45 minute slot instead.

The list of speakers arranged for the year are now listed on the website. Next week the Co-op are giving a free talk as part of their initiative to give back to the community. It was thought that it should be made clear that Co-op is not being endorsed or recommended by Downham U3A specifically.

FG expressed disappointment that there had been a lack of donations for the raffle prizes at the Christmas event- most came from committee members or were purchased by FG with funds from the U3A. It was agreed it may be helpful to encourage group leaders to encourage their group members to provide donations and then pass these on as a group or gather contributions towards raffle gifts.

- f) Group Coordinator- CC Group leaders had appreciated an opportunity to meet and welcomed a chance to receive some training at these meeting in the future. TS is happy to provide some training on the use of Beacon using the facilities at Discover Downham. As leaders had expressed concern about First Aid, it may also be appropriate to share a dvd of St Johns on basic First Aid.

The Ukulele group will start to meet at the Methodist Church.

SM is taking over responsibility for the tea rota from CC. Craft and sewing/quilting group will provide refreshments at the meeting next week.

**4. Feedback on January Meeting-** The speaker was very well received.

**5 Preparation for the AGM April 17th -**

The papers need to be sent out 3 weeks beforehand.

- 1 Audit and financial statement
- 2 Letter from the Chair
- 3 Membership forms- stamps and envelopes
- 4 Minutes from AGM 2022
- 5 Nominations forms for committee members

It was agreed that the preparation of envelopes would be undertaken at the next meeting. 6/3/23 . The envelopes need to be available for the meeting on **March 13th** for people to take away thus reducing the need for posting , where possible.

JCwn to coordinate and arrange bulk printing in time for March 13th.

Committee members- no comments.

**6 AOB.** Ken Baker will produce the final Bulletin in March. The committee would like to thank him for the tremendous work he has put in to produce the Bulletin for the past 5 years. It has always been of high quality and has kept the membership well informed.

JC has offered to produce a simplified monthly news sheet . She will produce an example to share with members for suggestions/comments.

CC said she felt that it would be good to have a social meal out as a committee before the AGM . Members were asked to consider possible venues.

CD expressed concern as she had not yet received an invoice from the town hall for the hire of the hall. JCwn will remind them to send the invoice.

**Next meeting 6/3/23 @10am 6 Beech Road Downham Market PE38 9PH**

**Meeting closed at 12.10**



