<u>Downham Market and District U3A Committee</u>

Minutes of Meeting Tuesday 2nd January, 2024, 10 a.m.

Assembly Room, Downham Mkt Town Hall

Present: CC, CD, SF, TS, JilC, JC, LL, FG, LE

Apologies FB, SM, Linda Ambrose

<u>Minutes of Previous Meeting</u> Add new bank account details: The Co-Operative Bank. Community Directplus Account. Sort code 089299. Account No. 67321382. Minutes circulated and approved by the Committee. JC signed copy.

<u>Matters Arising:</u> _Policy Renewals - existing policies still relevant and to be rolled forward with new date.

Reports

- A. <u>J.C Chairman.</u> Congratulations to all for the Xmas party. Well done Fay for making it all work. There were several congratulatory messages and one complaint about food. Someone reported a raffle prize was three months out of date. The Rock Choir was very good and the whole event was successful.
- B. LL. Vice Chair. Nothing to report.
- C. <u>CD Treasurer.</u> Everything has been paid for except the Lime Tree invoice for the December newsletter. Capitation fee moved as requested. Assembly Room fee paid in advance. Suggest it is booked till July to make it easier for the new committee. Expenditure for the year does not fluctuate very much. We hold a sizeable balance including amounts held for some groups which vary by the end of the year. Discussion on a forecast budget and whether membership fees should be increased and whether they could be raised before April 2025. Potential for a further donation as a deceased member has requested money to be given to U3A instead of flowers at funeral. There will be an item in the Newsletter confirming the bank changes and the need to change standing orders. Financial balance remains similar to previous year with a buffer in place for any future necessities.

- D. FB Business Secretary No Report
- E. <u>TS Membership Secretary</u> Membership has increased by 3. The renewal form has been revised. Bank details to be amended. Discussion on the form and affiliated membership. Arrangements have been made for members who do not want to receive emails. Members can opt out of getting New Age Magazine if desired. SM to be kept informed with a view to taking over new role.
- F. FG Speakers Secretary Have had a thankyou from the Rock Choir who were delighted with the £192.43 collected in their bucket at the party for their chosen charity. Raffle prizes were very successful. Majority of groups gave at least one. Party went really well. Apologies to Ukelele group for having to be cut short because of time. Total time allotted was satisfactory. Speakers have been booked to December when the party date will be 9th. Cats Music Group has already been booked. Discussion on fees and the next two speakers. There will be a speaker from RNIB at the AGM in April where there may be a charity collection.
- G. <u>JCnf. Newsletter Editor</u> Asked CC who is the Group of the month. JC congratulated Jill on a very good newsletter. A lot of photographs from Photography group. Most groups are good at submissions. There was a slight hiccup getting copies to the post.
- H. <u>CC. Groups Coordinator.</u> Groups are ticking over nicely. The non-fiction book group has had its first meeting. There are no further new group suggestions as yet. CD queried whether we should have quarterly returns from the groups. CC confirmed information is in the pack but not all comply. Because of the Tax Commission all groups should send a return and submit invoices for expenditure. Even send in a nil return if applicable. All groups will be sent a copy of the form to be collected at the end of March.

Feedback on Special Xmas Meeting on 11th December 2023. All went well. Any expenditure must be claimed in next few days as 31st Jan is the end of our financial year. Committee approved gift of £25 to hall caretaker as he was very helpful. Discussion on how to improve the Registration and Drinks tables at next party. Discussion on food and leftovers which people were encouraged to take home. Can a different group be allocated to do teas this year as it has been the same one for the last 2 years.

<u>Action on Committee Recruitment</u> There is to be a coffee morning at the Heritage Centre on 14th February. This will be mentioned in the January

Newsletter stressing the benefits to the Community of U3A and inviting members to join the Committee. We hope current Committee members will attend.

<u>A.O.B.</u> Changes to Meet and Greet. Maggie Pogmore retired from Meet and Greet in December after many years service. She has been ably assisted by Rita Deighton who will continue, now assisted by Ann French. Our thanks to Maggie Podmore for doing it for so long. CC agreed to do a note for the February Newsletter.

Discussion on preparation for the AGM in April and requirements. All necessary forms (membership renewal forms, nomination forms, financial report, chairs report, 2023 AGM Minutes and an Agenda) needed by the March Committee meeting. Will be packed up there. Members can collect them at March meeting and rest will be posted. Must be sent out at least 3 weeks before the AGM.

We are not in the current Downham Resident's Handbook. Our next Chairman should raise this with whoever is responsible.

We need to find out how to adjust heating in the meeting room. JC will ask caretaker.

U3A poster should be displayed in Discover Downham.

SF mentioned the U3A Festival taking place in York 18th -20th July '24.

The Patchwork and Quilting Group will do refreshments at the February meeting.

The meeting closed at 11.55 am.

Next meeting will be on Monday 5th February, at 10.00 a.m. at the Town Hall Assembly Room.

Signed Date