

Downham Market and District U3A Committee

Monday 3rd April, 2022 10a.m r

Red Croft, Snape Lane, Downham Mkt.

**1. Present:** JC, FB, JilC, CD, FG, SM, LE, TS, FG  
Apologies from CC, LL

**2. Minutes of Previous Meeting** Circulated and approved by the Committee. JC signed copy.

**3. Matters Arising**

- a) There has been no contact from the Swan Project to date.
- b) Discussion on status of Ukelele Group. CC will enquire how group is progressing.

**4. Reports**

- a. J.C Chairman. Attended via zoom meeting an attempt to set up grouping of Norfolk U3As to offer mutual support. Only 6 out of the 17 took part. There was discussion on banking. None used Beacon. A get together of Treasurers was suggested which CD was prepared to participate in. JC also attended an interesting Zoom presentation by Gallaghers, insurance brokers for U3A with explanation on the extent of insurance cover provided, discussion on various claims and the importance of doing at least basic risk assessments for our activities. Discussion on how non-members are covered when they attend meetings on trial basis. Suggested U3As had a category of temporary members ie tasters. Group leaders also need to keep a record of taster attendees at their groups.
- b. CD Treasurer. Group accommodation payments in credit. There is now a small interest payment on bank account. All bills are paid up to date. Discussion on card machines. London regions suggest we use 'Square'. 'Sum up' machines not suitable. CD suggested we change bank accounts and recommended Community Plus at the Co-Op. There are no charges and we can pay in at Post Office. Advice is to discourage cash. JC advised committee look at link to be circulated by CD and decide at next meeting. Discussions on membership payments and the annual return to the Charity Commission. Need to do future planning re the Committee. Itemize this for May meeting agenda. We need to encourage new Committee members.
- c. FB, Business Secretary Risk assessment details will be

forwarded to CC to send to Group Leaders. Contact from Wisbech asked about role description of Business Sec. Suggest she is invited to attend a committee meeting. Any correspondence that needs to be recorded on Sec file needs to be sent to FB. Further progress has been made on updating website.

- d. TS. Membership Secretary reported a good proportion of members have already paid to renew membership. Some members pay but do not attend meetings or groups.
- e. FG. Speakers Secretary confirmed local GP will talk about the Repair Cafe at the AGM. There was discussion about whether we should have a normal monthly meeting or Refreshers day in September It was agreed to have a Refreshers day and to advertise in advance to attract new members and to encourage existing members to see what group activities are available.
- f. JCnf. Newsletter Editor. Confirmed she now has access to CANVA software which should make producing newsletter easier. Will deal with printer 'Limetree' in future. Printer will provide envelopes too. Can TS provide labels. Discussion on the need to encourage groups and members to contribute material. Discussion on future content, the inclusion of 'Discover Downham' material to be dropped for time being as JC willing to circulate their posters etc separately. JC to encourage submissions from individual members at monthly meetings. Cards will be featured group in May, Photography in June, and Walking Group in July. CC will email groups leaders to flag up information.
- g. CC. Groups Coordinator. Has sent to all group leaders the currently held contact details with request to confirm accuracy. Current Affairs group is now leaderless, but keen to continue. They will meet to discuss location and new leader. Members are keen to continue the Indoor Games Group. Singing for Pleasure group will do teas at the AGM.

5) **Feedback on last meeting** Sue Welfare's talk was very well received.

6 **Discussion on AGM preparations** No nominations for Committee. Adjustment to layout of tables at entrance to facilitate payment of subscriptions asked for. New members forms will also be available. Very few people ask for membership cards which are now option. Note that Membership lapses after June if not renewed. TS stressed importance of return of renewal forms.

**7. AOB**\_CD flagged up need for a further signatory.

The meeting closed at 11.55. Thank you to Fiona for hosting.

Next meeting will be hosted by TS at Lion House, 9 Lavender Drive, Downham Market on 2nd May at 10.00 am.

