

Downham Market and District U3A Committee

Monday 4th December, 2023 10a.m

Assembly Room, Downham Mkt Town Hall

**Present:** CC, CD, SF, TS, JilC, JC, FB, LL, SM, FG, LE  
Guest: Linda Ambrose

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

**Matters Arising:** Linda Berkerey decided not to take up committee position due to volume of work with the Rock Choir. FG suggested she be invited to take a position without responsibilities. Repeated request for FB to circulate the U3A November zoom presentation attachment. Discussion on the value of assets held and depreciation. Conclusion that items do not have significant value but list of assets needs to be kept up to date and copies lodged with Treasurer and Business Secretary.

**Reports**

- A. J.C Chairman. The WAFF meeting was cancelled. Discussion on role descriptions and additional roles to be covered by new committee members. Job descriptions are available on u3a website Queried the number of Rock Choir members to be attending the Xmas party. FG confirmed 30 members with 25 staying for refreshments. They will bring a bucket for donations to their chosen charity. Further discussion on the party to be deferred till FG's report.
- B. LL. Vice Chair. Confirmed 110 members will be attending party, plus the 25 choir members. Drinks breakdown - 50 Alcoholic and 59 Non. Discussion on food requirements. Apologies from LL as she has to attend funeral and suspects other members may also decide to do this. TS will do raffle tickets.
- C. CD Treasurer. Pleased to report the Bank Account has been accepted and CD now has a debit card. Has to register for online banking and the app. The four signatories - SM, FB, JC and CD need access. Suggests the four meet to discuss. Suggest postponed use of the new account until 1st February, 2024 to coincide with new financial year. Committee

members agreed. £1000 will still be transferred to the new account as previously agreed. We have been welcomed to the Co-Op Bank. We have had finance news from U3A advising subscription and gift aid are being looked into. The price of the quarterly Magazine may be going up due to increased postal charges. We may have to review our membership charge. Discussion on possibly charging for refreshments. Possible increase in subs to be discussed at next meeting. No adjustment can be made without raising it at AGM so it would not be implemented until April 2025. FG pointed out that speaker fees are increasing. Further discussion on costs.

- D. FB Business Secretary Reminded members that copies of any documents or correspondence must be included in file.
- E. TS Membership Secretary We now have 244 members. We do need list for meet and greet at the party. Membership renewal forms to be revamped in preparation for SM to take over. Discussion on changes and the need for all members to complete forms. The new members form will not change. Email membership cards to all members who have email facilities.
- F. FG Speakers Secretary Would like as many people as possible to help set up for the Xmas party. Hall booked from 1.00 - 5.00. Stewart will do alcoholic drinks and Fiona the non- alcoholic. CC will bring spare crackers and food preparation has been sorted. Please submit any relevant invoices to CD.
- G. JCnf. Newsletter Editor Asked CC who is the Group of the month and can they be asked to make contact. It is Family History.
- H. CC. Groups Coordinator Mahjong group has folded for the time being. Challenge for new groups is premises for those who do not want meetings in their homes. Asked for suggestions on premises. Love Downham has rooms to hire. FB suggested having initial meeting in Whalebone or similar to assess numbers interested.
- I. Committee Members SM and SF. SM reported Table and Cycling groups will do teas at next meeting.

**Feedback on last meeting.** Attendance was good and it went well. TS feels some lapsed members are 'cherry picking' which meetings to attend. Discussion on how to monitor attendance. JC felt lapsed members should re-join if they want t CC suggested cards at the hall entrance reminding people of the need to renew if they wanted to continue to attend. It was agreed to do so in the New Year. Everything is covered for the Party. Musicians' areas

sorted. Biggest challenge will be table set out.

**A.O.B** FB raised issue of policy renewals. Not aware that existing policies need review so re dating for another 2 years approved by Committee. It was agreed a Succession Plan is required to aid Committee Recruitment. CC suggested a coffee morning is held in early February to encourage people to volunteer. 'Love your U3A'. Valentine Coffee morning. Booking needs to be done urgently. Can Jill put this in January bulletin. Discussion on role for Linda Ambrose as 'member support person'. Fiona has posters if anyone wishes to advertise U3A eg in parish/village magazines

The meeting closed at 12.10

Next meeting will be on TUESDAY 2<sup>nd</sup> January at 10.00 a.m. at the Assembly Room.

Apologies in advance from SM.

