

Downham Market and District U3A Committee

Monday 4th March, 2024, 10a.m

Assembly Room, Downham Mkt Town Hall

**Present:** LA, LL, SM, FG, SH, SF, CD, TM , CC, LE, TS, JC, FB

**Apologies:** JilC

**Minutes of Previous Meeting** Amendment to Minutes.  
Sub-Committee altered to 'Website Management Group to Develop and Administer New Website'. Minutes then circulated and approved by the Committee. JC signed copy.

**Matters Arising:** The Website Management Group will get the views of Committee Members and will consist of SM, TS and JilC.

**Card Reader:** Thanks to Stuart for researching. Decided on Zettle as this best suits our needs based on analysis of three Readers used by Charities. CD has done brilliant job registering Pay Pal. There is a one off payment of £30 for the Card Reader then a fee of 1.2% off deposits (ie paying in a £15 subscription will cost 18p) Discussion on how to get money from Pay Pal to Beacon. 50% of membership use BACS. Committee agreed to go forward with card reader. Treasurer will hold the machine. All normal security restrictions. We need a second person with access in the absence of CD. Possibly Membership Secretary. SF explained use of bar codes for membership in detail. Vote to proceed passed.

**Reports**

J.C Chairman. We have the AGM minutes, CD has the financial Report. The Printer's bill is £170. 250 copies have been printed.

LL. Vice Chair. Queried who is to take on the role of safeguarding and deputy.

CD Treasurer. Co Op bank going well. JC signing all invoices at present. Will arrange further signatories when new committee formed. The Audit has been done and £25 donation will be sent to auditor with a letter of thanks. A legacy of £94.10 has been received. We need to trace source and acknowledge.

FB Business Secretary. Discussion on whether a current committee member can stay on in a different capacity. JC and SF will check the rules. We are obliged to adhere to the Constitution. FB willing to stay on the committee.

TS Membership Secretary. No change in membership numbers. Company who send out Third Age Matters magazine have gone out of business. Hopefully distribution will be sorted by the time of the next magazine. List of members who pay by BACS will be passed to SM.

FG Speakers Secretary. Next speaker is Stephen Poulter. 'To the Hammer Born' – A history of Auctioneering. Invoice for fee is with CD

JilC. Newsletter Editor. JC congratulated Jill on another good Newsletter. Discussion on alternative software for magazine as current one very slow, Jill is having problems with software and internet connection. SF able to recommend a suitable software.

CC. Groups Coordinator. All group leaders have had letter asking them to encourage their Group members to consider becoming committee members. SF will advise all group leaders on new website in April. Probably in 2 sessions which CC will arrange at Discover Downham Centre. A member has offered to start a Croquet Group. CC will be setting up a new Current Affairs group in the near future. TS mentioned Line Dancing possibilities which seemed popular. Suggest article included in Newsletter.

Committee member SM. The Ukelele group will be doing teas in March and Books 1 and 2 in April. SM thanked TS for help with Membership handover.

Committee member SF. Website Management Group. So far Tony and Jill have copies of other groups. Several U3As on the new platform and some look very good. Discussion.

### **Feedback on last meeting.**

The February meeting had the largest attendance ever. The speaker was very good. Thanks to FG. The 'Love Your U3a' coffee morning was not well attended and did not attract new committee members but SF was able to demonstrate the new website so the event was not wasted. Compliments to CC for the cakes.

At the next meeting SM and LL will supervise the handing out of envelopes for the AGM. Those not collected will be posted. Probably more than 50% will need to be posted. JC and CC will deal. An announcement about the card

reader will be made next week.

**Action on Committee Recruitment**

SF as potential Chair would like to have a one to one meeting with new committee members. Also would like to meet individual group leaders to get to know them. If there are still Committee vacancies at the AGM we can ask if any one is willing to take on committee roles. Sally is willing to take on safeguarding and Tony is interested in the website. Linda A is interested in membership matters. SF would like to invite a few U3A members at a time to observe committee meetings, being careful to avoid sensitive issues. Committee numbers are minimum 5 and maximum of 13. There is the potential for sharing roles.

**Collating AGM material into envelopes was completed. Thanks to all for participating**

**A.O.B**

Thanks to CC for providing refreshments at this meeting.

The meeting closed at 12.00

**NOTE** Next meeting will be on **Tuesday 2nd April**, at 10.00 a.m. at the Town Hall Assembly Room.

Signed

Date

