

Downham Market and District U3A

Minutes of Committee Monday 5th February 2024. 10a.m

Assembly Room, Downham Mkt Town Hall

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

Guests: Tony Moss, Sally Hunter

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

**Matters Arising:** There were no matters arising.

**Website Management:**

SF circulated a paper and led a discussion on the new web site and suggested a sub committee is set up to oversee the site. FB is happy to continue as web manager and SF will lead on setting it up. The sub-committee could look at other websites for ideas. In response to a question TS confirmed all the u3a branches operate their websites independently so will not be interfered with by Third Age Trust. There will be opportunity to merge Beacon in due course. SF suggested hiring Discover Downham to give a demonstration of the new website after the initial work has been done. Groups leaders will need to be shown how to use the site and encouraged to keep their Group information current or nominate one of their members to do it. It was agreed FB, Tony, JilC, SM and SF would form the sub-committee.

**Reports**

J.C Chairman. The main hall is now booked for monthly meetings to December 2024 (except August). Assembly room is booked for Committee meetings till July 2024. FB needs copies of confirmation for files. A member visited founding u3a Chair Mary Painter in Ashville House and JC will visit and confirm she can continue as Honorary President for life. Discussion on whether she will be able to attend AGM but not logistically practical.

LL. Vice Chair. Nothing to report.

CD Treasurer. Audit booked for 20th Feb. Balance is £1000 less than last year due to the one off compensation then received from HSBC. FB queried about Gift Aid which CD will be actioning now new bank account operational. CD proposed keeping CAF account open till the end of June

in case some membership payments still made to it.  
JC to note will have to sign to close the CAF account.  
Discussion followed on breakdown of Xmas Party expenses. All invoices have been paid to date.

JC proposed a thankyou to CD for her sterling efforts in organising the bank changeover which was agreed.

FB Business Secretary. Distributed new Trustee packs for committee members. Please return old packs. Circulated current list of committee members. Reminded everyone of the need for copies of any correspondence for files.

TS Membership Secretary. We have three more members. Total now 249. This will change as there is normally a small percentage of members that fail to renew. Discussion on the wisdom of feedback forms to determine why but no great enthusiasm. Any new people wishing to join now should come as guests for the present and pay/join in April at the start of our year. All renewal forms will be processed after April 1st.

FG Speakers Secretary. The next speaker is Charles Garland. Speakers booked up to end of year including Xmas. A speaker has been booked for September which is traditionally a Refresher's event so could be re-arranged if necessary.

JiIC. Newsletter Editor. Next group in the spotlight will be FB's cards. Other items and photographs will be welcome. Some groups have never been in the spotlight and should be reminded. CC will chase up. JC again thanked JiIC for producing a really good attractive newsletter.

CC. Groups Coordinator.  
Crime Fiction group leadership and location changes have been resolved.

Committee members SM and SF.  
SM confirmed teas will be done by Patchwork, Quilting and Craft in Feb. March will be the Ukelele Group. A list of refreshment duties has been distributed.  
SF requested any members of the new committee stay back for a very brief meeting at the end of this one.

#### **Feedback on Jan 8th meeting.**

Speaker was well received. £70 fee.

#### **Committee recruitment**

Thanks to SM for generating interest in the Committee. It is hoped the

Coffee morning on Feb 14th will encourage people to join. It will be promoted at monthly meeting on 12th. CC requests we have material available showing posts available and role descriptions.

**Paperwork requirements for April AGM and critical dates.**

Packs have to go out at least 3 weeks before the AGM on 8th April. We will assemble packs at our 4<sup>th</sup> March committee meeting so that they can be available for collection at March 11<sup>th</sup> Town Hall meeting. JC will collate material from LE and CD and place order with printers including envelopes. TA will prepare Membership Renewal forms and address labels. JC will provide boxes for 11<sup>th</sup> March and arrange postage afterwards of items not collected.

**A.O.B**

Thanks to CC for providing refreshments at this meeting.

There being no further business the meeting closed at 12.00

Next meeting will be on Monday 4th March, at 10.00 a.m. at the Assembly Room.

