

Downham Market and District U3A Committee

Monday 6th November, 2023 10a.m

Assembly Room, Downham Mkt Town Hall

Present: SF, TS, JC, LL, SM, CD, JilC, FG, LE
Guest: Linda Berkerey

Apologies: FB, CC

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

JC asked the Committee for their views on using the Town Hall Assembly Room for future Committee meeting and this was agreed

Matters Arising

FG introduced Linda Berkerey with a view to her taking over the role of Speaker Secretary next April. Coach outings group - the cost of hiring coaches made this unappealing. JC said any special outings wanted by U3A members could be arranged if required. CD was concerned U3A may end up bearing costs but JC said any trip would have to cover its costs from participants as had been case in past. Guidance document on running u3a trips puts onus on Treasurer but it was agreed this additional responsibility would be too much of a burden on the treasurer and main responsibility would fall on trip organiser.

Reports

- A. **J.C Chairman.** JC went to Kings Lynn Refreshers Day which was similar to ours. They have 400 members and more groups. If we had a petaque/boules group they would be interested to play us. They have several language groups. Swaffham also has a French group. JC will mention language groups at the next meeting and asked for a mention in the next newsletter to see if there is any interest in either leading or attending such a group. Apologies for losing the U3A November zoom presentation attachment. Will ask FB to circulate if possible. Compliments to Jill for an excellent newsletter. The assets register has been updated. Most items held by JC, FG has the laptop which is still adequate for purpose. Camera is with SM. Discussion on monetary value of these assets which was considered to be low. Agreed CD should hold the list of assets as purchases go through treasurer. Meet and Greet: Ann French has agreed to take over this role when Maggie Podmore finishes at end of year. Ann will be invited to assist at November monthly meeting as

Maggie away. WAFF: Group of West Norfolk U3A Chairs. There has been an attempt to resurrect this by the Chair of Hunstanton u3a Branch. JC will follow up.

- B. LL. Vice Chair. LL will take over the running the Social Dining Group for time being as Mick cannot continue for health reasons. Will meet at Downham Cafe on 16th to discuss rebranding as present name not suitable.

- C. CD Treasurer. Comments invited on the Statement of Accounts. Membership level good. Everything up to date and paid for. Co-op Bank account application accepted in principle. Permission requested and agreed to transfer £1000 from CAF Bank account to new Co-op Bank account as soon as formalities completed. JC signed to agree and LL was second signature. Rest of the money will be transferred approximately 6 weeks later and CAF Bank account closed. Discussion on bookkeeping and Charity Commission requirements. HMRC form for Gift Aid also to be completed.

- D. TS Membership Secretary Good increase in membership numbers. Will advise SM on renewals and will draft a role description before the changeover. JC suggested all members leaving next year produce role descriptions for their successors. Jill willing to produce the labels for printed newsletters and will meet with TS to discuss.

- E. FG Speakers Secretary Xmas party arrangements ongoing. 72 signed up so far. Fairly even split between alcoholic and non-alcoholic drinks. Requested help on the day. Also asked if raffle prizes can be gift wrapped. Tickets to be given to members only as they come in. Will need bucket for Rock Choir collection. Will need list of choir members names on entry. Speakers for next year almost finalised. Discussion on whether speaker is needed for AGM.

- F. JCnf. Newsletter Editor Discussion on the paper copies. Cost of producing these has increased but we are obliged to send these out as an inclusive organisation as small number of members not online. Query about who will submit photos for the next edition. Discussion on

envelopes.

G. CC. Groups Coordinator. Leadership and location for the Mah-jong groups still undecided. There has been no response to request for leadership of Indoor Games group so this has lapsed. Will send out reminders to group leaders for raffle prizes.

H. SM. Catering Manager. Lunch Groups 1 and 2 will be doing teas at next meeting.

A.O.B Due to Bank Holidays there will be a change of some dates for next year. The January Committee meeting will be on Tues 2nd. The April meeting will be on Tuesday 2nd and the AGM on Monday 8th April. Apologies in advance from CD for the next monthly meeting.

The meeting closed at 11.50

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

