

## Preston and District u3a Committee Meeting

**Minutes of the meeting held at 10am on 27<sup>th</sup> March 2026 at  
St Cuthbert's Church, Lytham Road, Fulwood, PRESTON**

Agenda Item		Actions
<b>1. In Attendance</b>	<p>JN welcomed the committee and then pointed out the fire exits etc.</p> <p>Janet Nixon (JN) - Chair Kay Harrison (KH) – Vice Chair Sue Holder (SJH) – Secretary Cathy Widdows (CW) – Membership Secretary</p>	<b>As per signed sheet</b>
<b>2. Apologies</b>	Sheena Clowes (SC), David Parker (DP), Paul Westwood (PW), Mark Buckley (MB)	
	<b>OFFICERS' REPORTS circulated – Membership Secretary, Treasurer</b>	
<b>3. Matters arising from the minutes</b>	<p>Re. poor completion of Group Attendance forms - J Franklin has passed a list of names to JN.</p> <p>Re. Assistant Treasurer vacancy – this post has been advertised in the Newsletter but no one has come forward. Until a replacement is found KH will collect group attendance slips, CW will collect cheques and JN will add the attendance numbers to the spreadsheet. CW and P Kitchen will collect money from Interest Groups at the Monthly Social.</p> <p>Re. Roles and record keeping – SJH has contacted TAT and sent their response to all committee members. Financial records in the form of a paper trail must be kept for 6 years. Other items such as minutes must be kept for the lifetime of the u3a but electronic records are acceptable.</p> <p>Re. the operation of Trips – the Group Leader will issue the Treasurer with a list of participants followed by email (s) indicating who has paid.</p>	
<b>4. Communications and Publicity Representative and facebook</b>	<p>The committee thought that facebook might be popular with younger members and discussed whether it was necessary to have both a public and a private facebook profile concluding that only a private one was necessary.</p> <p>Whoever takes on this role does not have to be a member of the committee. L McNulty (LM) is interested but feels that some technical support is required possibly from a member of the website team.</p> <p>JN will tell LM to go ahead and will contact the website team to see if anyone can help.</p>	<b>JN</b>
<b>5. Confidentiality</b>	JN made the point that committee meeting discussions are confidential. This will be put on the agenda for the next meeting.	<b>SH</b>

<b>6. Coffee Afternoon</b>	Group Leaders would be asked to arrive early so that training for filling in the Group Attendance sheet could be given. Group Leaders would then be available to discuss their group's activities with (new) members. The usual charge of £3 would cover tea/coffee and biscuits. SC would be best placed to suggest a suitable date and could then book the room. This will be put on the agenda for the next meeting.	<b>SH</b>
<b>7. Updating of website</b>	The website needs to be updated post AGM and B Long made aware of the changes.	<b>SH</b>
<b>8. Membership Secretary Report</b>	<p>There are currently 638 fully paid up members, with an additional 174 not yet renewed, making a total of 812.</p> <p>110 new members have joined since 1st April 2025.</p> <p>Members have until the end of May to renew their subscription.</p>	
<b>9. Treasurer's Report</b>	<p>JN presented up to date accounts and explained how the current account is used to pay invoices. There are also accounts for membership fees and for interest group income.</p> <p>The Auditor's report highlighted that there needed to be a more robust reconciliation on file for the bank accounts. The Main Account (payments) bank statements checked with the source documents. However, the Interest Group account had £769.94 more in the account than on the spreadsheet. Similarly, the Membership account had £129.11 more in the account than was reflected on Beacon.</p> <p>As a consequence the Treasurer, Assistant Treasurer and Membership Secretary met to set up more robust reconciliation procedures.</p> <p>Last year Preston &amp; District claimed £1314.87 in Gift Aid. The Third Age Trust are advising all u3as to review their website and associated literature and ensure there is no mention of "teaching" in relation to interest groups.</p> <p>JN expressed some concern that the Spanish Improvers Group might be seen as providing teaching to members as the tutor is paid. If the tutor was a member of the u3a there would not be a problem obtaining Gift Aid but, as a member, the tutor could not be paid. SH will speak to the tutor to see if some accommodation can be found.</p>	<b>SH</b>
<b>10. Committee roles</b>	<p>CW volunteered to take on the role of Data Protection Officer in addition to Membership Secretary.</p> <p>JN suggested that there should be more than one Safeguarding Officer. This was discussed further but without resolution. SH will put this on the agenda for the next meeting.</p>	<b>SH</b>
<b>11. AOB</b>	CW proposed a vote of thanks to former committee members (J	

	Franklin and L Perry) and to those who have changed roles (JN, KH) seconded by SH. JN expressed concern that the committee was losing experienced members.	
<b>Date/Time/Location of next meeting</b>	<p>The next meeting will be held at:  <b>10am on Friday 29th May 2026 in the Melrose Room, St Cuthbert's Church, Fulwood</b></p> <p>The Chair thanked the committee for their support and closed the meeting.</p>	

SIGNED AS A TRUE RECORD.....

DATE.....