

Preston and District u3a Committee Meeting
Minutes of the meeting held at 10am on 29th May 2025 at
St Cuthbert's Church, Lytham Road, Fulwood, PRESTON

Agenda Item		Actions
1. In Attendance	KH welcomed the committee and then pointed out the fire exits etc. Kay Harrison (KH) –Chair Tony Cheetham (AJC) – Assistant Treasurer Sue Holder (SJH) – Secretary Janet Nixon (JN) - Treasurer Cathy Widdows (CW) – Membership Secretary Sheena Clowes (SC) – Interest Groups Coordinator Eric Haworth (EH) – Members’ Representative Stuart Mason – Vice Chair (co-opted) Lyn Perry (LP) – Speaker Organiser (co-opted)	As per signed sheet
2. Apologies	David Parker (DP) – Beacon Administrator	
	OFFICERS’ REPORTS circulated - Membership Secretary, Treasurer, Members’ Representative	
3. Co-option of SM and LP	KH welcomed SM and LP who were formally co-opted to the committee. SM and LP would require formal nomination at the next AGM should they wish to continue to serve on the committee.	
4. Matters arising from the minutes	The minutes of the last meeting held on 28th March 2025 were accepted and signed as a true record. Re: succession planning – EH has written an amusing poem and accompanying graphics which will be published in the Newsletter both before and after summer to try to attract volunteers. Re: Galloway Hall invoices – JN is still unable to access these. Sc will pursue the matter. Re: Website Admin Team – CW has added EH to this. Re: Events Coordinator – All references to this post should be removed from the website. EH will notify the Website Admin Team.	EH SC EH
5. Coffee afternoon	Following further discussion of the pros and cons of this event it was agreed to pause the event for a year. SC will cancel the room booking.	SC
6. Name change for Monthly Meeting	With a view to attracting a wider audience the committee voted to replace the Monthly Meeting by a Monthly Social.	
7. Limit on payment to speakers	LP reported that speakers had been booked up to July 2026. LP expressed concern that having to seek authorization for payment to a speaker above £100 introduced a delay and sometimes made it difficult to make a booking thereby losing a potentially interesting speaker. The annual speaker budget is £925 and we need to attract people to these events so it was agreed that LP should keep a running total of payments to speakers. Provided payments overall are within the annual budget it would not be necessary to seek approval for payments above £100 unless the payment was significantly above this amount. Betty Stephens requires a list of speakers so that she can contact them re. audio–visual requirements.	LP
8. All member events	JN needs to be given an idea of the cost of these events. All events are described on the website. More often than not these events break even. The Wine and Cheese Evening typically makes £200-£250.	AJC
9. Policy and	There are a number of policies due for review in the next few months.	

Procedure Reviews	Margaret Jones will undertake the reviews on the committee's behalf. Recently when she approached the committee regarding reviewing the Car Sharing Procedure it transpired that there were two different rates per mile quoted on the website. After some deliberation the committee voted to recommend a charge of 30p per mile for car sharing purposes with the proviso that this figure is reviewed on an annual basis. SH will put a note in the Newsletter to this effect and also modify the Finance Policy and Car Sharing Procedure to ensure consistency before sending them to the web administration team for inclusion on the website.	SH
10. Renewing subscriptions via Beacon and PayPal	Subscription renewal may be done in various ways: via BACS, cheque or a monthly meeting. It is also possible to pay via Beacon. JN has attempted to do this but has encountered problems with PayPal. CW has recently done a training course and discovered that others are using Beacon successfully to do this. CW and JN will work together to investigate the use of Beacon with a view to reducing the workload for DP.	CW, JN
11. Re-design of Committee Nomination Form	CW proposed a simpler nomination form to reduce paperwork and bureaucracy. The committee approved the form. SH pointed out that the secretary's generic email address should appear on the form as it does on the website. CW will send the electronic version of the form to EH to be modified before adding to the website.	CW, EH
12. Treasurer's Report	Three people are needed to authorise payments not just JN and TC. CW would be the right person. JN will facilitate this.	JN
13. Members' Representative Report	EH sought some clarification re. handling groups that have changed venues. Sheila Finch/Laura Mole might be able to provide assistance with the spreadsheet and CW suggested using a line per venue. TC undertook to go through the financial spreadsheet with EH to rationalise this. SH will forward some past reports. There is an attendee at Photography B Group who is facilitating sessions but who has not paid the attendance fee. KH emphasised that all members must pay the attendance fee of £3 to attend a group. KH will deal with this matter.	AJC SH KH
14. Membership Secretary's Report	No further matters were raised.	
15. Interest Groups Coordinator	Neither the Chair Dance Group nor the British Sign Language 6 week course has been set up yet. The beginners German Group will be run by SC and H Chaloner and will move to St Martin's. Intermediate German may also move there. AJC expressed some concerns about the paperwork system at St Martin's. SC will speak to the coordinator to ensure that finance and attendance data is filed appropriately.	SC
16. Assistant Treasurer	Recording of group finance etc is now under control. Most payments for May have been made. Some people are making payments by BACS. JN, CW and EH want to learn how to use SumUp.	JN,CW, EH
17. Secretary	SH has been contacted by researchers at UCLan who are looking for volunteers to assist them. This information will be put in the Newsletter.	SH
18. Date/Time/ Location of next meeting	The next meeting will be held at: 10am on Friday 25th July 2025 in the Melrose Room, St Cuthbert's Church, Fulwood The Chair thanked the committee for their support and closed the meeting.	

Full

SIGNED AS A TRUE RECORD.....

DATE.....