

**Minutes of the u3a Committee Meeting held on  
15<sup>th</sup> May 2025 at Clitheroe Golf Club**

**Present:** Maureen Pickup (Chair), Jacquie Melia (Vice Chair), Christine Snape (Treasurer), Roy Gonsalves (Programme secretary), David Grimes (Membership Secretary), Denise Hayton (Groups Co-ordinator), Su Penson, Robin Taylor (Newsflash Editor), Julie Whitehead (Secretary), Ann Ward

**In attendance:** Frank Taylor, Jonathan Pickup, Gill Kilbey

**1. Apologies for absence** Jeremy Lambert

**2. Minutes of the previous meeting**

The minutes of the meeting held on 13<sup>th</sup> March 2025 were accepted as an accurate record and duly signed by Jacquie Melia as Chair of that meeting.

**3. Correspondence** (*previously circulated*)

- Northwest Trustee Newsletter – David Blanchflower (18-04-25)
- Charity commission News April 2025 (18-04-25)
- email correspondence from Gillian Russell – re opportunities (18-05-25)
- Northwest Region Events & News – Gillian Russell (28-04-25)
- Northwest Region AGM notification – Gillian Russell (28-04-25)
- Northwest Region AGM Nomination Form – Gillian Russell (28-04-25)
- Northwest Region Conference and AGM – Gillian Russell (28-04-25)
- Northwest Region update on incorrect email address – Hilary Scarratt (07-05-25)

**4. Matters arising from the previous Minutes**

**Expenses Policy** – Maureen presented an amended copy of the expenses policy (previously circulated and copy in folder). It was proposed by Julie and seconded by Robin and duly approved by the committee.

**5. Chair's Report** (previously circulated, copy in folder)

5.1 Maureen raised the issue of succession planning with the need to replace key committee members at the next AGM. She reported that she is keen to focus on communication of information about u3a within our membership and beyond. Denise reported back on a meeting she had attended recently where it was highlighted that there is a need for key people to be involved in widening involvement in teams and that Group Convenors are in a good position to enhance communication between the committee and our membership. Roy suggested that Group Convenors should be invited to observe committee meetings.

- 5.2 Maureen reported back that some interest had been expressed in getting more involved by newer members at a recent coffee morning and Christine has been approached by a member who has volunteered to support Christine in her role as Treasurer.
- 5.3 A working group to address issues relating to communication and fostering wider membership involvement was proposed. It was agreed that this should not consist solely of committee members but should include a wider range of people such as Group Convenors and newer members. Julie agreed to represent the committee within such a group but would need help identifying people who may wish to take part. Following a wide-ranging discussion about the purpose of such a working group it was agreed that Maureen, Jacquie, Denise and Julie would meet informally to discuss how this could be taken forward.

## **6. Treasurer's Report**

The accounts for March and April were presented (previously circulated, copy in folder).

The balance in the bank on March 31<sup>st</sup> 2025 was £13,625.38

The balance in the bank on April 30<sup>th</sup> 2025 was £11,040.11

- 6.1 Christine highlighted the healthy balance of funds available for the benefit of members which could be used to support new groups, pay for good quality speakers and buy necessary equipment, such as a new projector. It was agreed that she could purchase a printer for use by the treasurer along with paper and ink cartridges as needed.
- 6.2 Christine also reported that there are problems with the existing card reader (issued by Lloyd's bank) which has been operated via the mobile phone of the previous treasurer. She suggested that changing to a Sum Up card reader would make the process of payments easier, more direct and with a lower commission charge. It was agreed that Christine should go ahead and purchase a Sum Up reader for use by u3a Clitheroe.
- 6.3 Ann pointed out errors she had found in the History of Food accounts and it was agreed that she would meet with Maureen and Christine to look at this outside the committee meeting.
- 6.4 Annual accounts are given to all group convenors and Denise will emphasise to convenors that they should check them and discuss any issues with the treasurer.

## **7. Special Events**

Gill Kilbey joined the meeting as a representative of the Special Events Team.

7.1. Clitheroe Golf Club has been booked for the summer lunch on the 8<sup>th</sup> July. The agreed menu is £19.50 per head and Gill suggested charging £20 per ticket to enable the purchase of raffle prizes. This was agreed by the committee and tickets will be made available at the next General Meeting and from members of the Special Events Team. Group convenors will be asked to promote this event via the interest groups and David will email all members to advertise it.

7.2. The New Members' coffee morning was raised and it was agreed that this needs more thought / planning regarding a way forward as last year's event was poorly attended.

7.3. Plans for u3a week in September were also raised by Gill. U3a Clitheroe have had a market stall in the last two years but this involves a lot of work and requires more people to support it. This also needs further consideration.

Gill then left the meeting.

## **8. Publicity /Website/ Newsflash**

**8.1. Publicity** - Nothing to report

**8.2 Website** - Frank reported that the new website is up and running and is progressing well

**8.3 Newsflash** – Robin made his usual request that articles / information are passed to him as soon as possible to enable him to meet our deadlines. Also that articles are sent to him as WORD attachments rather than in an email to enable ease of publication.

## **9. Membership Secretary's Report** (copy in folder)

David presented the update for March and April. We currently have 421 members with 59 people not renewing (including 19 who have not responded to any correspondence). He reported that it is difficult for him to keep track of renewals where a card reader has been used as they do not show up on the bank account, therefore it is important that the treasurer keeps David up to date with the names of those renewing via this payment method.

## **10. Programme Secretary's Report** -

Roy expressed some reservations about whether Scott Robinson would be willing to provide background music at the Christmas event but he will contact Scott to discuss this and report back to the committee.

## **11. Groups Co-ordinator's Report** (copy in folder)

11.1. Denise thanked David and Jenny Grimes for all their help in preparing her to take over the role of groups co-ordinator.

11.2. Denise reported on changes to group convenors over the last few months including Harold Foster agreeing to lead the walking group for 12 months and Susan Duckworth taking over the Discussion Group (who are also currently also seeking a new meeting venue). Numbers attending the Quiz Group and Craft Group are running low. Christine has placed an advert in Newsflash for the Quiz Group but the Craft Group is in danger of closing.

11.3. The annual Group's Co-ordinator meeting was held on 9<sup>th</sup> May and Denise handed out a new Convenor's handbook containing up to date information including finance, insurance and data protection issues as a reference point for each group. There are also plans to undertake a review / risk assessment of the venues used for meetings.

11.4. Discussion also took place at the Co-ordinator's meeting around how the profile of u3a could be raised and how new members could be made to feel welcome. Denise is also planning to visit the groups to learn more about them in the coming months.

## **12. Reports from other meetings**

***Venues for General meeting*** - Maureen and Julie reported back on visits made to St Mary's Hall and Trinity Hub using a spreadsheet devised by Maureen to enable a comparison between venues.

The visit to St Mary's Hall threw up a concerns regarding the safety of our members in the event of a fire. Although the room is set up for us, there is no on-site support and we had complaints about the temperature of the room during the winter months.

Trinity Hub would be a safer option for members in case of fire and has on-site support. Parking is very limited and the new regulations on Booths car park could be an issue. Although no-one is available to set up the room, there are sufficient large tables and chairs that can be wheeled into place for ease of set up. They offered a free trial of the room for one month.

Further visits to other venues are planned but in view of the concerns around members' safety a decision was taken to go ahead with a trial of Trinity Hub for the June meeting. As the summer lunch has taken the place of the July meeting there will be time to decide about the venue for our General Meetings in the longer term and notice has been given to St Mary's that this venue will no longer be used by u3a Clitheroe.

**13. Reports from sub committees / other meetings** - nothing to report

**14. Any Other Business**

**14.1. Equipment** - A list of equipment held by u3a Clitheroe was circulated prior to the meeting (copy in folder). Jonathan reported that the majority of this is stored at his home and he transports it to meetings. Although we have a PA system it is old and only used as a back-up and Jonathan's suggestion that we should consider selling it was agreed. We need a new microphone and Robin reported that he had recently used a very good one at Preston. He will investigate this further and report back to the committee

Jonathan also suggested new equipment that we should consider include an Apple to HDMI convertor and a lectern, preferably a folding, tabletop version with an inbuilt LED light. The need for a new projector, at around a cost of £450, was also discussed as there is an issue with the quality of the images projected by our existing equipment. This was put on hold until the final venue for the general meeting has been decided.

Discussion then took place around difficulties experienced by those using the AV equipment at WBVH. Frank, who set up the system, has offered to give a demonstration / help those having problems.

**14.2. Paper from Marjorie Taylor** (previously circulated, copy in folder) Marjorie has raised an issue about the presentation of a gift to two of the retiring committee members at the AGM. It was agreed that no gifts would be given in future.

**14.3. Report on the role of General Meeting Co-ordinator** (previously circulated, copy in folder)– Marjorie reported back on the role undertaken by herself and Gill Cameron and it was agreed that this role should be continued, although it may need to be reviewed/ developed once the new venue for the meeting has been decided.

**14.4. Expenses Request** (previously circulated, copy in folder) - Marjorie has put in a request for travel expenses for attendance at the AGM. Ann Ward stated that she would not be claiming expenses, as our nominated representative, for attendance at the meeting. However, as Robin, Marjorie and Ann will be travelling together by car it was agreed that this expense will be reimbursed.

**15. Date of next meeting – Thursday 10<sup>th</sup> July 2025, 10am at Clitheroe Golf Club**

..... **Chairman's signature**

..... **Date**

