

## **Minutes of the u3a Committee Meeting held on**

**11<sup>th</sup> September 2025 at Clitheroe Golf Club**

**Present:** Maureen Pickup (Chair), Jacquie Melia (Vice Chair), Roy Gonsalves (Programme secretary), David Grimes (Membership Secretary), Jeremy Lambert, Su Penson, Ann Ward, Robin Taylor (Newsflash Editor)

**In attendance:** Liz Wolstenholme

**1. Apologies for absence** Julie Whitehead (Secretary). Denise Hayton (Groups Co-ordinator), Christine Snape (Treasurer)

### **2. Minutes of the previous meeting**

The minutes of the meeting held on 10<sup>th</sup> July 2025 were accepted as an accurate record and duly signed by the Chair.

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

- *Monthly Committee update (August) for u3as – Iain Cassidy (24-08-25)*

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

#### **4.1 Use of The Old School Rooms and Assembly Hall for Main Meeting on 9<sup>th</sup> September**

Issues raised with the Manager following the Main Meeting on 12<sup>th</sup> August had been addressed.

A lady had experienced a medical emergency at the meeting before recovering sufficiently to be taken home. An Incident Form was to be completed and it was agreed that a review of how we respond to such incidents should be undertaken.

#### **4.2 Equipment and Asset Register**

The latest version of the Equipment Register had been circulated and the Committee was asked to inform Christine of any changes.

### **5. Governance/Administration**

#### **5.1 Dates for Meetings 2026.**

The dates for the Main Meetings were approved as follows:-

13<sup>th</sup> January; 10<sup>th</sup> February; 10<sup>th</sup> March; 14<sup>th</sup> April (AGM); 12<sup>th</sup> May; 9<sup>th</sup> June; 14<sup>th</sup> July; 11<sup>th</sup> August; 8<sup>th</sup> September; 13<sup>th</sup> October; 10<sup>th</sup> November and 8<sup>th</sup> December

The dates for the Committee Meetings were approved as follows:-

15<sup>th</sup> January; 12<sup>th</sup> March; 14<sup>th</sup> May; 16<sup>th</sup> July; 10<sup>th</sup> September and 12<sup>th</sup> November

## **5.2 Succession Planning**

The Third Age Trust had suggested setting up small teams to assist in recruiting volunteers who might then agree to step up into Committee roles. Maureen reported that a number of members had agreed to join a STAR Team where they could be called upon to assist with small tasks as and when required and it was proposed to continue to recruit more members.

Jacque reported that two members had agreed to join the Communication and Member Involvement Team.

It was agreed that further consideration be given to recruiting more support for the Publicity Team and the Special Events Team.

## **5.3 Contingency Planning**

Maureen reported that an issue regarding the authorisation of payments was being addressed and referred to the type of information to be included on the form. Two Committee members had already sent her their completed forms and she asked the remaining members to submit their forms. It was agreed that it would be helpful for Group Convenors to consider how information relating to their Group would be accessed in their absence.

## **5.4 Management System**

It was agreed that a team be established to look further into implementing a Management System, and, in the first instance to accept the offer of a Zoom call from Ian Homewood of Southport u3a to explain the benefits of Simple Membership. Paul Fisher, Jonathan Pickup and Brian Hudson had confirmed that they would join such a team and it was agreed that David, Robin, Christine and Maureen would join them.

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

Maureen reported verbally from the Chairs' Forum on 9<sup>th</sup> September when Sue Russell, the Chair of the Third Age Trust Council, had given an update on the current position of the Council. Sue explained there had been a number of teething problems not so much with the Board but the staff at TAT.

Sue emphasised that that any concerns of u3as should be communicated to the Council as its prime role was to try to resolve them.

The Council had also asked the Board to look at the election process for the remaining vacancy on the Board of Vice-Chair where two candidates remained but one had been referred to as "the preferred candidate".

## **7. Vice Chair's Report**

### **7.1 NW Region Summer School**

Jacquie reported that this year the event had been held at the Manchester Metropolitan University. Several members from Clitheroe u3a had attended and Meg Shaw had been one of the Course leaders. Unfortunately one of our members sustained a rather serious injury at the event. It was agreed to write to the member on behalf of the Committee sending her our best wishes for a speedy recovery.

### ***7.2 Voting on behalf of Clitheroe for Vice Chair of Third Age Trust***

Jacquie was our appointed nominee to vote in the elections for Vice Chair of the Board. She had asked the views of each Committee member and expressed disappointment that only two had responded to her. As the deadline for voting was approaching Jackie had made the decision to vote for Sheila Crawley

### ***7.3 First Interactive small groups meeting***

Jacquie reported that this had been arranged for 25<sup>th</sup> September at 1.30pm at Whalley Methodist Church. The topic was "Travel for Life" which was an update on "Road Safety" for drivers and pedestrians over 60.

It was proposed to ask for suggestions at the meeting for a suitable name for these sessions.

## **8. Treasurer's Report**

The accounts for July and August were presented (previously circulated, copy in folder).

The balance in the bank on July 31<sup>st</sup>, 2025, was £8,380.87

The balance in the bank on August 31<sup>st</sup>, 2025, was £7442.60

Christine had met with the Finance Officers from West Bradford village Hall and Trinity and the discrepancies found in the invoices had now been resolved.

A query was raised about whether money held by a Group or short course was ringfenced for the benefit of that Group or short course at the end of the calendar year or whether it was absorbed into a General Fund.

## **9. Groups Co-ordinator's Report (previously circulated, copy in folder)**

Maureen reported that Margaret Cuncliffe had indicated that she wished to step down as Convenor of the Music Appreciation Group at the end of the calendar year. Margaret was a founder member of Clitheroe u3a and had chaired the German and French Groups as well as Music Appreciation. It was agreed to write to Margaret on behalf of the Committee expressing our thanks for all her hard work and service.

Maureen also reported that 200 copies of the Group Booklet (a draft of which had been previously seen by Committee Members) had been ordered at a cost of £210 and would be available for collection after 17<sup>th</sup> September. The prime purpose of this booklet was to inform new members of the different Groups and how to find out more information or join a Group.

## **10. Membership Secretary's Report**

Our numbers continue to grow and we currently have 444 members, including 76 who have joined this year. 98 people attended the general meeting in August and 104 members attended in September.

## **11. Newsletter Editor**

Robin reported that the September NewsFlash was 19 pages long and, although it had been well received, consideration should be given to possibly reducing the content in future.

Robin also indicated that he still needed assistance in preparing the NewsFlash with a view to someone taking over the role in future.

## **12. Website** Nothing to report

## **13. Programme Secretary's Report**

Roy reported he had identified several potential speakers for 2026 and that he would progress the programme for next year now the meeting dates had been fixed.

## **14. Publicity**

**14.1 Leaflet** The promotional leaflet has been produced with supplies left in Clitheroe and Whalley libraries and the Platform Gallery. Maureen had supplied leaflets to the "Men behaving Gladly Group" at Trinity and a member had taken some to a Cancer Survivors Group where they had been well received. Su was identifying other suitable places to leave supplies and community groups and other agencies to approach.

Ann suggested acquiring plastic leaflet holders to display the leaflets to better effect.

**14.2 Facebook** Robin was updating our poster following which Maureen will find out how to post it on the Whalley Billington Langho and Barrow Facebook page

**14.3 CAN meeting** (Community Action Network) Ann Ward had attended the meeting on 16<sup>th</sup> July with Lesley Taylor. Ann reported that there were fewer representatives from voluntary groups and that there had not been an opportunity for her to speak about the benefits u3a offers.

**15. Report from Communication and Member Involvement Team.** (previously circulated, copy in folder)

## **16. Special Events Team**

**16.1 Groups Fair 26<sup>th</sup> September United Reformed Church** Liz reported on progress and said that the venue had been booked from 8.00 am to 3.00 pm allowing 2 hours for setting up before opening at 10.00am and an hour after the event finished at 2.00 pm for clearing away. Assistance in setting up the Hall was required and it was proposed to meet with

Denise on her return from holiday as she had been liaising with the Convenors to find out their requirements.

**16.2 Ceilidh 18<sup>th</sup> October Pendleton Village Hall** Tickets were now available at £10 each to include a hot pot supper and it was hoped to sell 60. Members were to bring their own drinks. A quote of £10 per person had been received to supply the supper and efforts were being made to find a cheaper supplier. Christine had been made aware that it was likely that the event would need to be subsidised. Assistance in setting up the Hall was required from 6.00pm in advance of the event starting at 7.00pm

**16.3 Christmas Lunch 9<sup>th</sup> December Foxfields** Tickets were now being sold, priced at £26, to include the meal and welcome drink.

Date of next meeting – Thursday 13<sup>th</sup> November 2025, 10 am at Clitheroe Golf Club

..... Chairman's signature

..... Date