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

**12th March 2026 at Clitheroe Golf Club**

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

1. **Apologies for absence** Su Penson

2. **Minutes of the previous meeting**

   The minutes of the meeting held on 15th January 2026 were accepted as an accurate record and duly signed by the Chair.

3. **Correspondence** *(previously circulated and copy in folder)*

   Maureen will be attending the NW Region Workshop on 24th March along with Robin (in place of Christine). Marjorie will also be attending in her capacity as NW Region committee member.

4. **Governance / Administration**

   4.1. Julie reported that the closing date for nominations to the Committee had been 10th March and that only one nomination of Janet Rees for the position of Committee Secretary had been received. Ruth Mason and Lesley Charnley have expressed an interest in taking over as Membership Secretary on a job share basis when the Simple Membership System has been implemented and John Wilson has offered to take on the role of Programme Secretary. Neither Lesley nor John wished to join the Committee but Ruth had expressed an interest in joining the Committee as a co-opted member as had Jenny Banks

   4.2. Julie reported back on the **AGM Planning** meeting where the agenda and script were finalised. A copy of the 2025 AGM minutes and the agenda for the 2026 AGM will be forwarded after this meeting to Robin and Frank for publication in Newsflash and on the Website along with a summary of the accounts from Christine. Paper copies will not be provided and papers will be projected onto the screen at the meeting.

   4.3 ***Committee Meetings – the way forward.*** (Report previously circulated and copy in folder)

   It was agreed that this item should be deferred until after the AGM when the new committee will have been formed. Decisions need to be taken about use of committee meeting time and it was suggested that it might be more useful to set up workshops and subgroups that feed back to the committee. Such groups could include the wider membership although their remit would need to be very clear and any actions would need to be agreed by the committee.

4.4. ***Succession Planning*** (Report previously circulated and copy in folder)

The social event held to encourage more membership engagement was generally held to be successful although only two people expressed an interest in becoming more involved. It was agreed that a subgroup should be set up to look at the frequency and aims of future events aimed at developing a pool of members who are willing to offer support.

4.5. ***Centralised Management System.*** (Report previously circulated and copy in folder)

The contract with Simple Membership has now been signed. David has transferred members names so that the new systems can be activated. This will take some time and minor issues will need to be ironed out but support is available. The next stage will be to enter groups and group membership onto the system and this will be done in stages. Levels of access to the system also need to be decided.

***4.6. Use of The Assembly Rooms for the main meeting.*** (Report previously circulated and copy in folder)

Maureen has spoken to the venue manager since producing her report and it transpires that numbers are only limited by the number of available chairs rather than the fire regulations in place for the building. This needs to be checked as we have not received a copy of their fire certificate/ evacuation procedures. The venue is going to look at purchase 20 more chairs which would increase the capacity to 140 but this is subject to them finding sufficient storage space. The issue of safety was discussed and it was agreed that fewer tables with several rows of theatre style seating at the back of the hall had worked better at the March General Meeting.

It was agreed that the venue would be monitored for the next three months with a subgroup to be set up to review in July.

**4.7 *Date of July Committee Meeting***

Notice has been received from Clitheroe Golf Club that the meeting room is not available for the committee meeting on 16$^{th}$ July and alternative dates of 9$^{th}$ or 23$^{rd}$ July have been offered. It was agreed that we would explore the possibility of keeping the date and holding the meeting at Barrow Community Centre first. If this is not possible then we would change the date to 23$^{rd}$ July.

**4.8. *Update of Finance Policy***

Clause 3.3. of the Finance Policy has been amended as Maureen and Christine have both been issued with Debit Cards.

**5. Chair's Report** (Previously circulated and copy in folder)

No issues were raised at the meeting.

**6. Treasurer's Report** (Accounts previously circulated and copy in folder)

The balance in the bank on 31st January 2026 was £13,040.08

The balance in the bank on 28th February 2026 was £14,631.68

It was acknowledged that there are large amounts currently in the account and this is largely due to membership renewals. Significant sums will be needed for payments to TAT and Simple Membership as well as purchase of new equipment. This will be monitored with a view to reducing membership fees next year if necessary.

6.1. The annual accounts have now been audited by Anthony Gornall (Treasurer of Longridge u3a) with a reciprocal arrangement agreed for next year.

6.2. It was explained that excess monies held by groups at the end of the year cannot be carried forward in the year end accounts as this affects the year-end balance. However, groups can still access residual amounts from the main account in the new finance year. Monies are also available to groups fur any equipment they may need to support their activities.

6.3 It was mentioned that bowling equipment purchased for the Bowling Group (no longer active) is being held at West Bradford Village Hall and this needed to be investigated further.

**7. Groups Co-ordinator's Report** (Previously circulated and copy in folder)

No issues were raised at the meeting.

**8. Membership Secretary's Report**

8.1. David circulated the latest report at the meeting. We currently have 423 paid up members including 52 new members. Twenty-six people are not renewing for a variety of reasons and 64 have still not responded to reminders. It was agreed if subscriptions have not been renewed by the end of the month membership should be discontinued.

8.2. David reported back on progress with transferring members names onto the new system. He explained that on this system membership renewal date will be the date of joining not a set date at the start of the year and it can be set up to send a series of reminders before discontinuation. Such information can also be transferred automatically to group lists once they are established. The system will also allocate a membership number in chronological order from the date of joining. In the meantime, David has continued to issue electronic membership "cards".

**9.Special Events**

***9.1. Quiz***. Forty-five tickets have been sold for the quiz on the 14th March at £10 a head. This will cover the cost of a quiz master and supper. Six Booths gift vouchers have been purchased as prizes with any left over to go back into the funds for future events.

***9.2. Summer Lunch***. It was agreed that this should be held at Longridge Golf Club on 14th July. Tickets will cost £25 and include a two-course lunch with tea and coffee. A singer will also be booked for entertainment.

***9.3. Fashion show***. Marjorie put forward the idea of a fashion show with afternoon tea possibly on a Monday afternoon (date to be decided) at Pendleton Village Hall. This was agreed in principle and will be explored further by the team.

***9.4.*** Marjorie reported back on the new Bus Pass group set up recently. The next trip will be to Preston to visit the Harris Museum.

***9.5. NW Region Zoom group***. Marjorie reported back about issues raised at this group including possible craft events across the region; the potential of taking advantage of local radio to raise our profile; availability at the Summer School and the AGM on 23rd June. A request was passed on to send in photographs for the NW publicity brochure. Marjorie reported back that the NW region currently holds £24.000 with £7,000 set side for the Summer School.

Marjorie will also be accompanying Christine Garrity (Chair of the NW Region) to the House pf Lords to raise the national profile of u3a.

**10. Newletter**.

***10.1.*** Although Robin will be stepping back from the committee he will continue to report back on matters relating to Newsflash as we still have no successor. In part, this could be because the role cannot be shared easily and would need to be handed over as a single entity.

***10.2 Equipment***.

Robin also reported back about the condition of various pieces of equipment and it was acknowledged that our banners are in need of repair/ renewal.

There have been issues with using our microphone with the sound system at the Assembly Rooms and the need for a better PA system was discussed. It was recognised that we have already purchased a new head worn microphone which hasn't been used and some speakers prefer to use their own equipment. It was agreed to try again with the new head microphone and explore the Assembly Room's own microphones before making any decisions about purchasing further equipment. Robin has agreed to help with setting up at the General Meetings and it was acknowledged that other members should be encouraged to join a team to support Jonathan and Brian.

David also suggested that new projectors are needed. This has been discussed previously and Robin had found a suitable projector which has not yet been obtained. It was agreed that Robin should go ahead with the purchase.

**11. Website**

Nothing to report.

**12. Programme Secretary's Report**

Roy reported back that the speakers for the rearranged dates for the General Meetings in May and June have been organised. The revised Speaker List will be published in Newsflash.

**13. Publicity**

Nothing to report.

**14. Reports from other meetings**

Jacquie reported back on the success of Interactive Sessions she has been running. There has been a lot of demand for the Ability Net sessions but numbers at these sessions are limited as there is an element of one-to-one working. The possibility of offering more sessions in the future has been discussed but is dependent on sponsorship for the project which is due to run out in April.

In the meantime, the programme for future will include sessions on Doorstep Fraud from the NW Regional Crime Squad (May); Fire Prevention in the Home by the Lancashire Fire and Rescue Service (June); Dementia Awareness (October) and the Role of Age UK (November).

**15. Thanks to retiring committee members**

On behalf of the committee Maureen offered thanks to those committee members whose terms of office come to an end at the AGM including Julie as secretary, David as membership secretary, Roy as programme secretary, Robin as Newsflash editor and Jeremy as committee member.

**Date and time of next meeting :- Thursday 14th May 2026**

**Signature ……………………………………………………………………**