Princes Risborough & District U3A
Minutes of a Committee meeting held on 4th March 2024
at the Methodist Church in Princes Risborough

Present

Maggie Forbes - Co-Chair and Social Secretary
Joseph Needham - Co-Chair
Stephen Cooper - Treasurer
Peggy Peckham - Secretary
Ann Banbury - Communications Secretary
Elspeth Banks- Membership Secretary
Rosemary Woodward-Court - Speaker Secretary
Maggie Wooster Keyte -Minutes Secretary
Mary Garbett- new Minutes Secretary

1. **Welcome to Mary Garbett**
   Maggie opened the meeting by welcoming the committee members. She also welcomed Mary Garbett who is joining the committee.

2. **Apologies**
   Joyce Wooster

3. **Declarations of pecuniary Interest**
   Joe declared an interest as he manages the letting of the Methodist Church to u3a groups.

4. **Minutes of meeting 15.1.24.**
   These had previously been circulated and were approved by the committee. Ann will now circulate them and Maggie W will put them on the cloud.

5. **Matters arising**
   Stephen will scan in the incident report for Colin Forbes's accident.

6. **Co-Chair's report**
   a. Possible new group - Line dancing
      Sally Morrison has suggested setting up a line dancing group. Maggie has found a caller and the group members will need to cover the costs.
      A suitable venue is being found.

   b. AV system at St. Mary's - Peter Dixon has volunteered to help and Elspeth will contact him.

   c. Website - Geoff Heyes is standing down from the website having covered the role for several years. He is also the administrator for the email system and a volunteer will need to be found to cover this. Mary Garbett has also joined the web team and is helping to keep some of the group pages updated.

   d. Visual Rights Group/Alamy - No response has been received from Alamy. The web team are aware that they need to use free images.

7. Treasurer's report

Bank Account

Barclays	
Central account balance	£ 16397.73
Group balance	£ 2147.77
Total in the bank	£ 18545.50

Stephen has requested half year reports of accounts from all the group leaders. These reports cover the funds held outside the central bank account that the groups use for day to day running of the groups.

He has received replies from the following:

German; Table Tennis, Tuesday; Table Tennis, Thursday; Theatre; Antiques and Collectables; Aspects of Italy, Textiles; Petanque; Tennis; Table Tennis, Wednesday; French; Bridge, Science and Technology (Closed); Short Mat Bowls; Out With Friends.

The closing balance of the Science and Technology Group (£32.60) have been delivered to me and I will pay them into the account this week. I will add them to the central account.

He will chase the outstanding groups during the next few days.

Please note that Stephen wil be out of the country from Saturday 9th March to Wednesday 13th March with very limited access to email.

8. Secretary's report

Peggy has registered herself on the charity Commission site and Malcolm has removed himself.

Scam emails - Committee members should delete suspicious emails which purportedly come from fellow Committee members. The senders email addresses will look unfamiliar. There is little point in blocking one particular scam address as they will be different each time.

9. Social Secretary

a. Beatles night 20 April 2024 - 88 out of 115 tickets have been sold so far. The event has now been opened up to Aylesbury U3A as well.

b. Visit to Chequers - We have received a letter from Downing St saying that the PM is aware of the U3A and admires it's work. However, he receives a lot of these kind of requests and in this instance must decline.

10. Feedback from other committee members

Membership Secretary - Elspeth's meet and greets at monthly meetings has been well received and members would like this to continue.

Minutes Secretary – Maggie W is stepping down as Minutes Secretary and handing the task to Mary.

Treasurer – Stephen advised that he will be unable to continue as Treasurer in 18 months time due to time limit constraints in the Constitution.

11. **Speaker Secretary** - Rosemary is stepping down and we will need to find a new speaker secretary. Talks have been booked through to December 2024 and she is happy to help her successor.

12. **Open Day - Wednesday 10th July**

    The Open Day will be held in St Mary's Church and will be open to the public from 2.30 to 4.30. Group Leaders and Committee Members can get into the church from 1.30 to set up. Group Leaders will be invited to eat at Dukes Wine Bar from 5.15 which will be paid for from the funds.

    Stephen has sent Maggie F the designs and paperwork from the last Open Day. Maggie will design a poster for the event and Stephen will print and laminate 20 copies which will be circulated to the committee members to erect around the locality.

    Ann will print off 20 copies of the diary sheet and take them into Princes Risborough Library to publicise our U3A.

13. **Request for new projector - Photography Group**
    This was approved by Stephen as Treasurer with the proviso that it is made available for other groups to use as well.

14. **Co-option - Mary Garbett**
    Mary has agreed to join the committee and was approved by the committee. She will take over from Maggie W as Minutes Secretary.

15. **A0B** - Maggie Forbes will be added as a signatory to the U3A bank account. This will require an in person visit to the bank in Aylesbury.

16. **Date, time and venue of next meeting**
    The next meeting will be held on Monday 29th April 9.30am at the Methodist Church unless otherwise advised. ***Update: The meeting will be held on Monday 22nd April at 9.30.***

The meeting concluded at 10.15am.