U3A Princes Risborough Committee Meeting Minutes

Date – 16th September 2024 at 9.30am

Venue – **The Old Stables, Grove Lane, Great Kimble, HP17 9TR**

Present

Maggie Forbes - Co-chair presiding and Social Secretary
Joe Needham – Co-Chair
Stephen Cooper – Treasurer
Peggy Peckham – Secretary
Elspeth Banks – Membership Secretary
Rosemary Woodward-Court – Speaker Secretary
Maggie Wooster-Kyte – Committee Member
Joyce Wooster – Group Co-ordinator
Mary Garbett – Minutes Secretary

The meeting started at 9.30am.

1. **Apologies**

Apologies from Ann Banbury who was on holiday.

2. **Any changes to declarations of pecuniary interest**

No changes. Joe Previously declared an interest as he manages the letting of the Methodist Church to u3a groups.

3. **Minutes of last meeting held on 5th August 2024**

The minutes of the August meeting were approved. Mary will send the final version to Ann for circulation to members and also load them on the website and google Drive.

4. **Matters arising (unless covered elsewhere on the agenda)**

None.

5. **Chairs' report**
   a. **Wades Centre – storage and use of premises**

   The u3a equipment has been moved to the new cupboard in the Wades Centre made available to us by the Council. The designated Committee Members and leaders of groups who meet in the Wades Centre have been given keys. Joe was thanked for all his efforts in resolving this issue.

   b. **New group – French, intermediate**

   The new French group will start on Monday 7th October. Meetings will be held on the first and third Mondays of each month. 11 people have registered to join the group and the meetings will be held in members homes. Mary will liaise with Linda, the Group Leader, to add a webpage to the website.

c) Financial Workshop – meeting with Greg Smith MP.

The Chairs will write again to the group leader of the Financial Workshop regarding the proposed meeting with the MP.

d) Group Leaders issues

i. **Invitations to group leaders to attend a committee meeting – update**

Maggie sent an email to Joyce for her to pass on to all group leaders. Joyce will pass this on to Mary for her to add the information to the new Group Leaders page.

ii. **Leaders' page on the website – update**

Mary took the committee through the pages as they stand and asked them to register to access the Group Leader pages and let her know of anything that needs to be added to the page. Information regarding members who have passed away will need to be added.

6. **Treasurers report for September 2024**

I am pleased to present the Treasurer's Report for Princes Risborough and District u3a for the reporting period of 2023-24.

a) **Summary of Income and Expenditure**

	2022-23	2023-24
Total Income This includes all monies from groups that use the central bank account	£28994.94	£25172.07
Total Expenditure Again including all monies spent on behalf of groups	£23665.20	£24772.75
Net Income/(Deficit)	£5329.74	£399.32

b) Income Breakdown

	2022-23	2023-24
Membership		
Individual and Joint	£9002.00	£6596.00
Gift Aid	£2527.78	£1154.58
Major Group Income		
Theatre	£7552.20	£611.00
Gardening	£5295.74	£8914.60
Badminton	£3220.50	£2548.00

c) Major Expense Breakdown

	2022-23	2023-24
Monthly Meetings including venue hire	£1602.80	£2608.29
Theatre	£6796.40	£1175.00
Gardening	£5316.10	£6792.69
Badminton	£3195.50	£2808.00

d) Balance Sheet

As of 31st August 2024 our position was as follows

Total Assets (cash in the bank) £20966.74 (2023 £20567.42)

Representing £15831.47 Central funds
£5135.27 Group funds

e) Significant changes

The reduction in membership from £15.00 to £10.00 will reduce our income for 2024-25 and future years by c £3500.00 as there will both be a reduction in the membership and the consequent Gift Aid. Looking at the current balance and our existing membership base we should be able to retain the reduced fees for several years depending on the increase in our costs over that period.

f) Acknowledgement

I would like to extend my heartfelt gratitude to all our members, volunteers and group leaders for their unwavering support and dedication to our cause. Without their commitment, our achievements would not have been possible.

Conclusion: The financial health of Risborough and District u3a remains strong, thanks to the continued support and careful financial management. We will continue to use our resources efficiently and transparently.

If you have any questions or require further details, please feel free to contact me directly.

Stephen Cooper
Treasurer,
treasurer@risboroughu3a.org.uk

7. Secretary's report

a. Two policies to be reviewed

The Complaints procedure and Equality, Diversity and Inclusion and Accessibility Policies were discussed. The committee agreed to adopt the u3a polices as they stand to ensure that we are compliant.

With regards to Accessibility the committee is hoping that a member might step forward to take this on as a committee member.

8. Social Secretary

a. Quiz

Maggie F is meeting with her helpers at the end of September to discuss the next quiz which they are looking to hold in November.

9. **Feedback from other Committee members**

Rosemary raised recent issues with access to the Church and ensuring that the audio-visual equipment is working and someone is there to support us during the meeting. This was because the Parish Office closes in August and had assumed that the u3a was not holding a meeting that month. Mary and Stephen offered to learn to use the AV desk to provide additional support if needed.

The starting time of our monthly meetings was also discussed. Rosemary proposed that the meetings start at 2.30pm rather than 2pm to give people with other commitments before the meetings time to get to the Church. Maggie F will contact Catherine at the Church to check that the change of start time will be acceptable to the Church. If this is OK speakers will be contacted to advise them of the new start time and the change will be announced at the AGM in October and will take effect from November.

10. Preparation for AGM – 8th October 2024

(a) **Committee changes**

Joyce and Rosemary will be resigning from the Committee and Maggie F gave them a huge vote of thanks for all their work on behalf of the Committee and members..

Ann will move to being Group Leader Co-ordinator. This leaves vacancies for the roles of Vice-Chair and Communications Office. We will be looking for new committee members to take on these roles or join as ordinary committee members.

Subject to the u3a constitution Stephen will have to step down from the role of Treasurer in 2025.

(b) Nomination of committee members

The names of the members nominating committee members and those who are seconding the nominations have yet to be agreed.

(c) **Agenda and Mailing to all members**

Mary emailed the agenda and available document to all u3a members. Peggy has a list of all members without an email address and will ensure that they receive printed copies of the AGM invitation packs within the required timescales.

(d) **Reports**

Any reports that need to be sent to the membership three weeks in advance of the AGM to be sent to Mary by 17th September for her to send to all members as required by the constitution.

(e) **Entertainment**

Matthew Allman has been confirmed as the entertainer for the AGM.

(f) Refreshments

The Textiles group will serve Tea, coffee and biscuits after the AGM section of the meeting has concluded.

(g) **Heating**

We have been warned that there may be issues with the Church heating on the 8th October and members will be advised to dress warmly in case repairs have not been completed in time.

11. **AOB – please notify at the start of the meeting**

Joe raised the preparations for the Christmas meeting. The Committee felt that last year's meeting went well. We need to look into entertainers and get them booked.

12. **Date, time and venue of next meeting**

Monday 11th November, 9.30am at Princes Risborough Methodist Church.