

Minutes of the committee meeting held on Monday 18th February 2019 at 3 Glendale Close.

PRESENT:	Geoff Hoskin	GH	Chair
	Lesley Patterson	LP	Treasurer
	John Rutherford	JR	Group convenor co-ordinator
	Ian Webb	IW	Website coordinator
	Pete Burrow	PB	Social Activities
	Averil Fendley	AF	Membership secretary
	Pauline Wilson	PW	Business secretary

1). Apologies for absence. Chris Cann. Anne Webb has now resigned. Her time in office will be formally recognised at the AGM

2). Minutes of the last meeting on 10th December 2018.

Taken as a correct record.

3). Matters arising

3.1. Images and Copyright

GH has looked on the Trust website for guidance as the Blue Book which was originally available as a resource is now redundant and future updates will only be on the website. PB has checked with the Theatre Royal that we can use their publicity material. IW has checked the Coquetdale website and the posted photos are mostly taken by members. Permission is sought. Where there are images from another source, they are acknowledged. When copying text, it is permissible to copy some but not all. The Trust holds a performing licence.

The Art appreciation group shows images from the website for educational purposes. GH proposed that there should be a rule of thumb that provided that the person is not being exploited by showing images we are complying with the guidance.

3.2. Public Liability insurance

Again GH thought by looking at the guidance on the website that we are covered. If an accident occurs a form can be downloaded. There is no formal requirement to undertake a risk assessment.

IW asked about the possibility of having designated 1st aiders in the event of someone not being well. There is a resuscitation unit outside of the Jubilee Institute

but do people know how to use it? It was felt that if someone was clearly not well that we should use the normal procedures 999 or 111. Rothbury is also fortunate that the paramedics are based at the hospital.

4). Finance

The U3A Financial Advice had been distributed prior to the meeting. All trustees must ensure that the U3A abides by its constitution, safeguards its assets and exercises control over all bank accounts. GH said that he wished to meet these requirements with the minimum of bureaucracy.

LP has contacted Barclays in order to set up a separate account for social activities. She spoke to Craig Brown in Sunderland who said that she would have to write to a Barclays' business unit in Leicester with a copy to him for the account to be set up. Once opened, signatures are required. This account would have to be under the same entity but have a separate mandate. If PB has a separate debit card he will need to be an additional signatory.

In relation to accounting for all monies it is not clear when and how groups book rooms and how much cash each group holds. LP books the Jubilee Institute for open meetings. It was agreed that we need to have information from each of the groups that book rooms. The intention is that these bookings are made and paid for by LP. It will be up to each group to levy an individual charge from group members in order to cover the cost of room hire. Currently LP is invoiced in September. It was agreed that from the financial year 19/20 we should try to pay for bookings from April to align with both the U3A financial year and the Jubilee Institute's financial year. JR who is a member of both committees will liaise with the Institute treasurer. There is an anomaly in the booking for the Cheviot Room where there is a charge of £1 per person.

PW suggested that it might be prudent for the groups to book 6 monthly in case for any reason that they fold.

Action. JR will ask group convenors how and when they book rooms and also if they handle any other money.

The committee will then make a decision about how the bookings are made and what floats each of the groups have for drinks. It was suggested that no more than £1 be charged. For the Art Appreciation group where AW had previously charged £1.50 but provided lunch at her expense for the December meeting, this will be simplified and there will be a pooled lunch.

5). Charities Commission Registration

GH had previously tabled the information for registering with the Charities Commission. This is in relation to our Social Activities income which potentially takes us over the threshold for registration of charitable status.

LP has phoned the Charities Commission for more information and GH has looked at

the Gov.UK website. LP has also looked at the website www.charitycorp.org. There is a financial term called conduit funding which is used when money can act as an agent for an activity and is not recognised as income. Income for this year will be about £2k. As chair, GH stated that he wishes to demonstrate that Coquetdale is taking the right steps to ensure that we are meeting out financial obligations.

6). Recruiting – succession planning

GH has attended a Regional Workshop on recruiting and Valuing Volunteers led by Sophie Wellings from the U3A Trust and Kevin Rushworth from Region. This will be tabled as an agenda item next month. He intends to step down as chair from 2020. From our constitution the chair must step down after 3 years but can be re-elected.

Action. PW will bring a copy of the Coquetdale U3A constitution to the next meeting for rules about election of committee members and time limits.

7). AGM

The AGM is on 15th April. GH asked committee members to each talk about their role. There will be a presentation for AW. There will be a demonstration of Ceilidh dancing following the meeting. It was agreed that the membership fee remains at £10.

8). Social Activities

PB tabled a report updating the committee on social activities.

It was agreed that the Christmas Quiz went well. Over 50 people attended. The venue was very good for our needs. A small profit of around £60 was made and this will be used to subsidise travel if we need to. It was agreed that the format and the venue were okay. PB said that we should book the Golf Club for another Christmas Quiz, but get advance information of other local activities so that a date can be chosen which does not clash.

The programme of theatre visits began on January 30th with a visit to the Theatre Royal for Scottish Ballet's Cinderella. 14 people attended. It was a successful evening as everybody seemed to enjoy a good production. Parking was easy as evening parking can be pre-booked. This is not available during the day so for afternoon visits it might be that the bus gets in an hour or so earlier and people have an opportunity to do some shopping. This would give the driver time to find a parking space and get back to the theatre.

There are still four productions for which we have booked and booking has closed on three of them and we have only three tickets for 'An Inspector Calls' available on 23rd October. If it does sell out PB is considering gauging interest in booking for Matthew Bourne's Romeo and Juliet, (9th – 12th October) which has not yet opened in London and so is not reviewed. The first performances will be in Leicester.

For Swan Lake there are more numbers than the mini bus so it would be useful to

have a couple of cars with drivers who are willing to drive into Newcastle. JR said that he was willing to drive.

PB has looked at coach visits again and has decided not to visit Fountains Abbey and Newby Hall on the same day. He is concerned that this may prove a little too expensive as both venues would cost around £15 each, which, when added to the coach hire, could push the cost for a couple over £80. PB is now considering still visiting Newby but combining it with an hour or so in Richmond on the way down. It would break the journey, allow for a comfort stop, and also allow people to have a coffee break, a stroll round a very pleasant town with interesting shops, and the chance to visit the castle. We would still have four hours or so at Newby to visit the beautiful gardens and have a conducted tour of the Hall. If a comfort stop is required on the return journey it could be taken at Scotch Corner or Durham Services.

PB has concerns about the Edinburgh trip in September. He has applied for free entry to Jupiter Artland as a community group, which is free (standard entry is around £8). The issue is that they will only tell us if our application is successful at some unspecified time in the future. There is also a concern that coaches cannot get very close to Jupiter Artland as it has narrow ornamental gates and people would have to walk in, though they can provide some transport for people with mobility issues. A number of interest groups have indicated that they would like to organise activities in Edinburgh and PB suggested that in order to give enough time for them to do this and also allow for a short stop on the way to and from Edinburgh if necessary that there should be a separate trip to Jupiter Artland. It was agreed to launch the Newby Hall visit first but float the idea of an Edinburgh trip.

A summer Barbeque was discussed as the Golf Club would be a good venue but we would have to pay them to supply the cooked food. It was decided not to do that this year. PB said that he is always willing to do another quiz which could be done at short notice. IW also has a talk which he can do at short notice.

PB would also like more support to help organise the social activities and a treasurer.

9). Regional Workshops – ‘Good News’ Producing material for U3A newsletters, local newspapers and U3A websites.

IW and David Tanner can go to this workshop on 18/3/19.

10). Standing items

10.1 Chair’s report.

GH will be attending the National U3A network. Expenses will be paid by the Region. He has also agreed with our local network to have a joint stand at the Glendale Show on August 26th. PW said that she was willing to go.

10.2 Business secretary's report.

PW reported that she had completed a survey from the Trust on communication issues. She will not be able to attend the Regional AGM in Stannington on 24th April 2019.

10.3 Treasurer's report.

LP stated that income from memberships is £1570. There is currently a balance of £2424.97 but she is concerned that there is a large outgoing to be reconciled for the Theatre Royal visits and she has not yet had the cheques from Jen Homer. PB will look into this.

10.4 Membership secretary's report

AF reported that 160 people are paid up members. There are potential new members as a number of visitors had attended the Open Meeting this morning and expressed an interest in membership. IW said that as the numbers are increasing it is becoming increasingly difficult to input to the spreadsheet and he has to split it into 3. He said that he would like help to do this so that he can concentrate on the website. AF said that she was willing to help where she can.

10.5 Convenor coordinator's report

JR reported that the cycling group is currently dormant. Also, Paul Hardwick is unable to convene the Computer group. He is going to ask if anyone is interested in or willing to lead/convene a ballroom dancing group and if there is an interest in pub lunches.

10.6. Website coordinator's report

IW reported that this is working well with the help of David Tanner

10.7 Social secretary's report.

Covered in item 8.

10.8 Publicity secretary's report

In advance of the meeting CC reported that she continues to provide publicity as before.

11). Any Other Business

None

12). Time and date of next meetings

The next meeting will be on Monday 20th May at 2pm at Glendale Close. AF was thanked for her hospitality.