

Minutes of the committee meeting held on Monday 8th October 2018 at 3 Glendale Close.

PRESENT:	Geoff Hoskin	GH	Chair
	John Rutherford	JR	Group convenor co-ordinator
	Ian Webb	IW	Website coordinator
	Anne Webb	AW	Social secretary
	Averil Fendley	AF	Membership secretary
	Chris Cann	CC	Publicity secretary
	Pauline Wilson	PW	Business secretary
ALSO PRESENT	Pete Burrow	PB	

1). Apologies for absence: Lesley Patterson

2). John Rutherford and Pete Burrow were welcomed to the meeting. JR is the new convenor co-ordinator

3). Minutes of the last meeting on 16th July 2018.

Taken as a correct record.

4). Social Activities - update

Following the questionnaire that was circulated at the AGM asking about interest in social activities a small group was set up and PB agreed to take the lead for this. In addition to PB, the group comprises GH, AW, Jen Homer and Tony Henry. The group have met twice and will be meeting again next week. PB tabled a paper about a proposed festive quiz in November/December. The proposal was well received and venues were discussed including the Coquetdale Hotel, venues in Thropton and the Golf Club. The committee decided that the Golf Club would be the most suitable venue with a proposed date of December 14th. PB also discussed modest prizes such as chocolates. Details will be worked up at the meeting next week including start time, format, ticket price and the provision of food at the interval. Drinks could be purchased from the bar. Mike Jevons has a PA system and the U3A has a projector and screen. GH reminded the committee that according to the Blue Book we are unable to fund social activities out of the general fund but 'set up' monies can be available and if the social activities are a success we can have a separate account.

ACTION: CC will contact the Golf Club to find out if the 14th December is free.

PB also tabled a paper on group bookings for performances at the Sage, Theatre Royal and the City Hall. He suggested that the Theatre Royal might be of interest to

see the Scottish Ballet's Cinderella, Opera North/The Magic Flute and Matthew Bourne's Swan Lake. Cinderella and Swan Lake both have matinee performances. IW said that the Theatre Royal offer 10% discounts for group bookings of 10 or more people. Transport options were discussed with the possible use of the community bus. PB holds the appropriate driving licence and would be willing to drive if a community bus driver was not available. AW suggested that the bus could be parked at Callerton and people would be able to get free transport on the metro if they have theatre tickets. GH introduced the trip protocol which LP has proposed. This would clarify booking and paying arrangements. Jen Homer is willing to take responsibility for collecting money for trips. The committee approved the proposals for introducing trips to the U3A calendar. Other trips could involve visits to Edinburgh and York.

ACTION: PB will provide a synopsis of proposed social trip events and GH will gauge interest at the next monthly meeting on October 15th.

5). 'Coquetdale U3A Annual Public Lecture-update

GH circulated the flier for the lecture on Friday 30th November at 7.30pm. The title is 'The Revenge of History'. GH has also emailed out to the general membership to encourage people to attend and bring along friends who may be non-members. He proposed free entry but a retiring collection. Tea and coffee will be served afterwards.

ACTION: GH will liaise with Kay Evans for refreshments and she will need help. JR will ask convenors to write an A4 sheet of their group's activities to be displayed on the evening. CC will organise other publicity.

6). Convenors' meeting

GH explained that we have convenors' meetings twice a year. This takes the format of a pooled lunch including drinks starting at noon. The Webbs kindly agreed to host the event and a date was proposed for Saturday 24th November. If group convenors are unable to attend they can nominate a replacement.

7). Policy documents

GH tabled the safeguarding policy, procedure and appendices which he had downloaded from the U3A website, plus venue checklists and walk leader risk assessment checklist. PW noted that on the safeguarding policy the wording of 'to *live* in an environment which is safe' should be replaced by 'to *be in* an environment which is safe'. She also queried the relevance of marital status in appendix 1. It was accepted that the public venues that we use have their own risk assessments in place, but a venue checklist on the day of use is a useful tool. CC queried the need for a risk assessment for groups that are held in members' own homes and do home owners have a liability if say someone falls? GH stated that some financial costs are covered by the Trust. With regard to the walk leader risk assessment checklist, JR stated that prior to the walk a recce is completed and he emails information about

the walk to participants. Non- members can access one free walk but thereafter have to be a U3A member. It was generally agreed that the checklists should be used as prompts rather than being over bureaucratic and heavy handed.

ACTION: JR will take to convenors' meeting for discussion.

8). Monthly meetings programme

GH tabled the monthly meetings programme to date. Slots have already been completed until the debate in May. Given that we are holding a festive quiz in December there was discussion about the format of the January quiz. It was felt that bingo would not be popular and board games tables would be too difficult to set up. IW is willing to compile a quiz again and the committee will provide refreshments on the same basis as last year. LP will give a budget indication.

Last year one of the speakers had another commitment on the same day and so the meeting had to be cancelled. AF suggested that we have a proforma for engaging speakers to reduce the risk of this happening. She also suggested that we have a reserve list of speakers. For one of the slots not yet filled PB suggested that we have 10 minute presentation by members on topics that were of personal interest. GH stated that this format takes place in other U3As.

9). Standing items

9.1 Chair's report.

GH will be attending the network meeting group of Coquetdale, Wooler, Alnwick and Berwick on 23/10 and a regional meeting on 25/10 to discuss Recruitment and Succession Planning. He indicated that when his tenure is up that he will not be standing again.

9.2 Business secretary's report.

PW reported that she had attended the Regional meeting on 25/7 at Durham Bowling Green. The new chair is Ann Bothwell and the new treasurer is Mike Wallace. In the afternoon there was an interesting presentation by herbalist, Anne Larvin from Alnwick. PW will attend the next Regional meeting in Stannington on 31/10. She will also attend the regional treasurers' workshop on 8/11 as LP is unable to attend.

9.3 Treasurer's report.

LP has prepared a written report. The 18/19 mid- year report shows a current balance of £3045.13. Receipts to date comprise membership income of £1460 with other income of £105. Payments to date total £1231.71; these include payments to the Trust and Region plus the Jubilee Hall rental. There has been an increase in admin costs and these already exceed last year's spend of £172. LP also noted that given that we are engaging in more social activities she would like to be involved in funding arrangements. She advised that we need to have a contingency fund of about 50% of the total.

9.4 Membership secretary's report

AF reported that 146 people are paid up members. She has also been exploring options for shredding personal information about members after the 2 year interval as set out in the Coquetdale GDPR policy. She has found a firm in Hexham that provides a bag for shredding at a modest cost. PW asked about those members who do not have internet access. AF will provide a list of those members so that we can set up a buddy system with committee members or others.

9.5 Convenor coordinator's report

JR reported that he had attended a regional workshop for convenors. Much of the discussion centred on GDPR. He also reported that there is a very active new vegetarian group of 12 members. Other pop-up groups include computers and desk top publishing. Nordic walking appears to be struggling and cycling has not really got off the ground. He will try to re-energise bird watching as there seems to be an interest in this topic

9.6. Website coordinator's report

IW reported that he has yet to formalise a person who will commit to helping on a regular basis with the website as part of succession planning. He has a ginger group to support website development. CC is willing to help where she can but does not think that she has the level of IT expertise that is required. IW has updated the membership group. The list will be available to GH, LP, AF and PW.

9.7 Social secretary's report

Nothing to add following previous agenda item

9.8 Publicity secretary's report

CC reported that she continues to provide publicity as before including social media and the 3 Rothbury forums. She now has the publication deadlines for the Longframlington magazine. She will circulate posters for the Annual Lecture and will publish a programme of open events for the first 6 months in OTB.

In respect of ownership of the telephone kiosk, although Richard Eades is the owner JR thought that the Parish Council has an interest and that Claire Miller has responsibility for displaying items both in the kiosk and the PCC notice board outside.

10). Any Other Business

None

11). Time and date of next meetings

The next meeting will be on Monday 10th December at 2pm at 3 Glendale Close. The meeting after that will be on Monday 18th February at 2pm. This follows the monthly meeting. AF was thanked for her hospitality.