



**Minutes of Committee Meeting held at
14:30 Friday 23rd February 2024**

PRESENT:

Vivienne Fleet, Chair; Sue Ogilvie, Business secretary; Ian Mayfield, Treasurer and Membership Secretary; Susie Amodio, Groups Coordinator; Jan Gordon, Committee Member, Stephen Hall Committee Member

1. Apologies

None

2. Minutes of Last Meetings

Accepted as a true record.

3. Matters arising from Last Meetings

3.1. Vivienne to check cost of minibus training with Lesley Leeson.

The cost is £140. We have not had any interest from members regarding training, but we will continue putting reminders in our newsletter, this is also to be mentioned at the New Members' Meeting.

3.2. Sue to check access to the repository.

I have identified my sign on and password, and instructions for accessing files from the repository. I can add files such as our meeting minutes, but I have not yet managed to add other documents such as the Policies and Procedures.

3.3. The PAT test for the PC cable is still outstanding.

This is booked in for the next Repair Café on 9th March. Sue to pass laptop and cable to Vivienne prior to 9th.

SO

The subsequent Meeting on 15th January was to discuss the incident at the Table Tennis session. This now seems to have settled down, with no further actions necessary at present.

Other actions complete or addressed in the following record.

4. Membership Update/Finances

4.1. Membership Update:

We have 167 members, with another potential member having recently expressed interest in joining. Our membership is growing at a good rate since the low point reached during Covid.

There was a question about Nigel Jenkins' membership which has now been resolved.

4.2. Membership Application Forms:

Ian is sorting the revision of the application form, adding details of next of kin, and recording interests and abilities including those not yet covered by our existing interest groups.

IM

Ian will provide some words for the next Newsletter to advise that we'd like everyone to complete the new forms for the new membership year.

4.3. New Members.

Ian will pass details of new members to Vivienne so she can welcome them with a phone call. IM / VF

The New Members' Meeting has been rescheduled to Friday 5th April. Susie will book the Cheviot Room from 2:30 to 5:00 pm SA

5. Treasurer's Report

5.1. Financial Situation

The Current Account has a balance of £4053.87.

The Events Account has a balance of £532.38.

These will be merged once the move to Lloyds is complete.

We have encountered some issues with Barclays, so the simplest approach appears to be for Ian manually to transfer the funds from Barclays to Lloyds, and then close the Barclays account. IM

5.2. Policy Document

The Financial Policy document revision is in progress.

5.3. Other Financial Points

It was suggested that we should consider using some of our funds to subsidise the Garden Party.

The Poetry Group charges £28 per annum to cover the cost of using a room at the Jubilee Hall. Given that the group is small, Susie will check with the group co-ordinator to see if they could meet elsewhere to save the cost to members. SA

There was also some discussion about how to account for monies within our special interest groups. Officially this should all be centrally accounted for and audited. Ian will speak to Geoff Hoskins and Harry Lampert for ideas on how to account for interest group transactions. IM

6. Special Interest Groups

6.1. Groups Update

The new groups (Board Games, Border Readers, and Cycling) are all going well. There was feedback that some groups find it difficult to get group leaders / co-ordinators, and it was suggested that joint leadership is a sensible approach (as with the Gardening Group).

We will publicise the possibility of new groups at our monthly meetings and canvas expressions of interest from our members.

6.2. Group Coordinators

Susie will check with our group coordinators to get a list of members within the various groups. Susie will also let the group coordinators know that we propose to subsidise their entry to the garden party. SA

7. Committee Administration

7.1. Policy Documents:

We now have revised versions of the mandatory policies as specified by the u3a.

The Complaints Procedure and Disciplinary Procedure documents are to be added to the website. SO

7.2. Risk Assessments, and Incident and Accident Reporting

The relevant documents for Cycling, Walking, and Table Tennis are now on the website. The risk assessments for the gardening group, ceilidh dancing and the Jubilee

Hall are in progress. It is proposed to create a link from each group's web page to the relevant risk assessment document.

There is a possible risk at the Table Tennis group which might be addressed by installing a stair gate. It was proposed that we could offer to cover the cost of such a gate, with the building managers paying for any labour costs.

7.3. Trustees Declaration of Eligibility

The committee members have each signed a copy. These need to be scanned and added to the repository. **SO**

7.4. Siteworks

David Willoughby has forwarded details about Siteworks, including the relevant terms and conditions. Vivienne has reviewed these and recommends that the committee accept them. When adopting Siteworks we will be provided with a daily backup, which would be available for 2 weeks in the event of any problems.

There will be a £50 annual charge from 2025.

The committee all agreed to Vivienne's recommendation to accept the terms and conditions, and to progress with the migration to Siteworks.

Vivienne will confirm to David Willoughby that the committee has agreed to the adoption of Siteworks. **VF**

We must officially accept the Siteworks Terms and Conditions **SO**

David has recommended that we should identify someone to take on the role of backup Webmaster. The committee agreed that this is a sensible idea, so someone needs to be identified to take on this role. We will circulate a request to all members asking for someone to step up and take this on. Sue will circulate an email, and Vivienne will see if Su Atkinson would be prepared to help. **SO / VF**

7.5. AGM

We must give 21 days notice of the upcoming AGM on April 15th, with details of nominations for committee posts. We will include this in the March Newsletter. **SO**

We need to check the procedure for the AGM and the election of the committee. Sue will look back at previous records for guidance. **SO**

The existing committee members are willing to continue, but we welcome interest and / or nominations from our members.

8. Communication and Publicity

8.1. Newsletter

We have one member (Dorothy Davidson) who does not use email, thus making it difficult to keep her up to date with our Newsletter. Sue has delivered a paper copy of the last couple of newsletters but has raised the point that most of the items refer to web pages or email contacts for further information. It was agreed that for this one member Sue will offer her landline phone number for Dorothy to contact if she would like more information about anything in the newsletter. **SO**

Sue will also correct the date of the Annual Lecture which should be Sunday 24th November. **SO**

8.2. Posters

The posters are now on display in various locations around Coquetdale.

8.3. Over the Bridges

Susie and Vivienne will organise our content for the next edition.

SA/VF

8.4. Grants

Grants are available for publicity materials such as boards, bunting and banners. We would like to use these at a stall at the Church Fete, and at the Simonside Show. The u3a will provide grants of up to £500 for specific events. Vivienne is to investigate the grant application.

VF

Susie will investigate booking a stall at the Simonside show.

SA

9. AOB

A lady from Cramlington provides foraging events which might be of interest. The cost would be £150 for 10 people for an hour, £300 for 2 hours: or £15 per head per hour / £30 per head for 2 hours. It was suggested that this might be an option for August when we do not have a monthly meeting. Sue to include in the next Newsletter.

SO

10. Dates for our diaries

Note that Vivienne is not available for our next monthly meeting on 18th March.

The AGM will be on 15th April.

The next Quiz is scheduled for 6th April.

11. Date of Next Meeting

10th May (to be confirmed)