



**Hartlepool and District U3A
Minutes of the Committee Meeting Grange Road Methodist Church
Friday 30th September 2022**

Present: Roger Say, Phil Jefferies, Wendy Borthwick, Keith Alder, Irene Archer, Cliff Cordiner, Linda Sargent, Pauline Williamson

1. Apologies: Don Taylor

2. Minutes of Meeting Friday 26th August 2022
Accepted as a true record.

3. Matters arising

Item 3 Barry had removed the Spanish and Dog Walking groups from the newsletter.

Item 4 Roger had attended the South Durham Chairs' meeting. He had also contacted Seascope who would be coming in March and Frances Wilson who would be giving the February lecture. Phil requested he send an up-to-date list of speakers to him for inclusion on the website. **Action: Roger/Phil**

Item 8 Roger had circulated everything received from TAT.

Item 9 Roger had also revisited the Charity Commission proposed changes.

Item 10 Pauline had already taken over the Group Co-ordinator's role.

Item 11 The Welcome Letter had been updated and included a changed postcode to allow satnavs to find the church hall more easily.

Item 12 Irene had spoken to Jessica about using Hartlepool Retired Men's Forum as a source of speakers. Jessica had already been given information on some speakers by a Forum member, but she would try and contact the Forum's speaker finder directly.

Roger had bought a mobile phone for £12 to be used for contacting Hartlepool u3a.

4. Membership Secretary's Report

Wendy reported that the membership currently stood at 100 and there may be one or two potential members coming to the next general meeting.

The issue with TAT not requesting addresses to be exported for distribution of the TAT Magazine was now sorted and new members could now expect to receive the magazine.

A new member had asked if we had a Current Affairs group and this might be something for Pauline to consider. **Action: Pauline**

Wendy had participated in a Membership Secretary meeting via Zoom on 21st September with some 16 attendees across the region. There was no agenda but topics covered membership cards (can contain personal information as

long as permission is given), using bar codes to sign in, emergency contacts and the use and value of Beacon.

5. Group Co-ordinator's Report

Pauline was now up and running on Beacon and thanked Phil for his help. She had been contacted by a social worker who asked if she would visit a client to discuss u3a activities. She had declined because of safeguarding concerns but had alerted the social worker to information on the website and suggested the client come to a general meeting. Roger said that any subsequent enquiries could be referred to him via the u3a phone.

Pauline had sent out an email introducing herself and asking all group leaders to update her with group information. 19 groups were listed of which 10 are known to be active and 7 groups now had up-to-date information. Chess and the Vue Groups were ad hoc, Bowls and Family History were seasonal and it was unclear if the Family History group would be starting this autumn. Music Appreciation needed a little more time to decide if it would be viable. The Gardening and Luncheon groups were dormant. Pauline intended to ask at the general meeting if anyone would be interested in taking over the Luncheon group on a temporary basis. **Action: Pauline.**

The Quiz group was still uncertain, Pauline would write to the Group Leader to see if he was still interested in running it; if not, it could be re-launched. It was also unclear if the Reading group was still meeting and similar action was required. **Action: Pauline**

Pauline would address the next general meeting to introduce herself and her role.

6. Business Secretary's Report

Phil asked that if anyone had not received an email reply from him to resend as his inbox had been deleted.

He had received the archive from Chris and would now scan any relevant documents and discard the rest.

He had received completed trustee forms from Cliff, Pauline and Irene with Don still outstanding.

Phil had emailed Barry to for him to update committee roles in the next Newsletter.

7. Chair's Report

Roger had attended the South Durham Chairs' meeting on 9th September and following the incident at our last general meeting, discovered no-one has an incident procedure to follow.

The TAT AGM proposals were discussed, with the overall feeling that whatever proposal is voted for should be for 1 year only and then reviewed.

He had purchased the mobile phone and a £10 SIM card.

He had meet with the member with a nursing background who had been such a help at the last general meeting and would give further details under Item 10.

He had booked speakers for the February and March general meetings.

8. Treasurer's Report

Phil had previously circulated the Financial Summary and although still satisfactory, the surplus was decreasing. He had paid 6 months' room hire to St. Joseph's and the fee had gone up from £35 to £55 a month. He had made some progress in getting Cliff and Linda listed as signatories on the NatWest cheques but the process was extremely frustrating and very opaque as the steps they required did not appear to happen in a linear timeframe. As requested by NatWest, Phil proposed the following resolution: "With reference to the NatWest online form, we resolve that:

- If we add or remove Authorised Signatures in the "Add or remove individuals" section of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your business" section
- If we change the Signing Rules in the "Account Signing Rules" section of this form, the Bank will update our mandate accordingly for the f0r accounts we specify in this form's "About your business" section
- The Bank can phone the individuals we've identified as "Call Back Contacts" to confirm or correct any instructions of information that we've given the Bank
- And the current mandate will continue as amended"

This resolution was passed by the Committee.

In response to a question, Phil explained that money set aside for helping new groups start up was a float and not a gift, groups should be self-financing.

As Phil would be away next Friday, he passed the laptop to Irene.

Phil had given Cliff read only access to Beacon and now proposed that Cliff become Treasurer with full access and the ability to write cheques as soon as the NatWest issue was settled. This was unanimously agreed.

Cliff had previously circulated a report examining our current financial situation and the potential effects of possible future scenarios in regards to membership fees and the demands on our budget. Maintaining the status quo would eventually result in a budget deficit. Cliff suggested that we look at this again in January or February when the picture would be clearer and a more informed decision could be taken. Roger commended Cliff on such a clear and detailed report.

Cliff noted that he would be taking part in a Regional Treasurers' Forum via Zoom on October 10th.

9. TAT AGM amendments

Resolution 5 to be presented at the TAT AGM on October 6th calls for the annual subscriptions each year to be increased each and every subsequent year by the amount of the state pension increase. If this resolution is not passed, there are several amendments to be voted on. The Committee recognised the usefulness of TAT membership and noted that they were already running a deficit but felt unable to commit to more than one year's rise due to the volatile financial situation. The Committee mandated Roger therefore to vote against Resolution 5 and vote in favour of Amendment 1 giving a rise equivalent to the state pension increase this year (estimated to be about 40p a member) but for the next year's rise to be negotiated.

10. General Meeting Incident

Roger felt that the incident had been handled reasonably well under the circumstances. He had written an incident report and passed this on to Phil.

He had had a meeting with the member who had given such valuable aid at the time and had come up with some suggestions to improve our response if such a situation were to happen in future. The importance of having up-to-date contact information was highlighted including an emergency contact number, and the possibility of ascertaining at the start of meetings if anyone with first aid knowledge was present and available. Roger mentioned the need for a first aid box and would investigate whether there was one already available in the church. The importance of finding out the location of the nearest defibrillator was also stressed. **Action: Roger**

Roger said previously members were given cards to carry where they could list emergency contact numbers and medical details. He still had some available which he would bring to the next meeting. These are no longer available from TAT.

Phil would contact TAT for their view on incident procedures. **Action: Phil**
Irene noted that she knew of a protocol for trips out with disabled participants and she would see if there could be anything useful there for us. **Action: Irene**

Cliff would contact the Fire Brigade to see if they still offered First Aid training to groups. **Action: Cliff**

11. u3a Open Day

Roger had had to move the date to Monday 26th September. He had a stall with leaflets and the Welcome letter just inside the entrance to the Central Hub. He engaged with some 7 or 8 people and also 3 people from different departments in the Hub took leaflets. He felt that it raised our profile and doing it every quarter would be useful. Putting an article in Hartlepool Life was also discussed although it seems you have to pay for this.

12. AOB

Phil would check with Barry why the Shibashi article had not yet appeared in the Newsletter. **Action: Phil**

Wendy asked if she still needed to keep paper copies of forms and was told yes as they contained signatures. The form contains the signature so needs to be kept for 7 years after the subject leaves the u3a, but keeping a scanned image is an alternative to keeping the paper copy.

Phil would not be available to set up the equipment next Friday and would circulate his guide to using the equipment to all Committee members. **Action: Phil**

Phil had researched how to improve the sound system and it may mean buying another piece of equipment costing around £40.

Irene asked about the boards that used to be put up at general meetings advertising groups and activities; this practice should restart now we have a Group Co-ordinator. **Action: Pauline/Roger**

It was agreed that Barry could accept articles for the Newsletter from non-members.

13. Date of Next Meeting

10.30 Friday 28th October at Grange Road Methodist Church.