



**Hartlepool and District U3A
Minutes of the Committee Meeting Grange Road Methodist Church
Friday 25th November 2022**

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

1. Apologies: Pauline Williamson

2. Minutes of Meeting Friday 28th October 2022
Accepted as a true record.

3. Matters arising

Item 6 Pauline had raised the need for members to participate in groups at the last general meeting.

Item 8 Roger had not yet had the opportunity to approach the potential new committee member.

Item 11 Irene had obtained a foil blanket for first aid emergencies.

Item 11 Roger had told the members that they could inform the Committee in confidence if they were suffering from any health issues but had received no response.

Item 11 Roger had not yet contacted maritime organisations and Phil had been unable to obtain any solid information regarding the Retired Men's Forum speaker finder.

4. Business Secretary's Report and Correspondence

Phil had received an email from the Teesdale Business Secretary Jane Mathieson regarding the setting up of a new network for business secretaries and treasurers and nominated representatives which would meet at Darlington. Cliff had also received this email and indicated his willingness to participate in the first meeting.

5. Treasurer's Report

Cliff had previously circulated the financial summary and said the balance was still healthy. Once Pauline confirms which groups are no longer running he would absorb any monies associated with them into the general fund. **Action: Pauline/Cliff**

Phil noted that, in the process of setting up Cliff as Treasurer with NatWest, he had received an electronic form detailing Cliff's personal information and password. It was agreed that a letter of complaint should be sent to NatWest
Action: Cliff

Cliff had registered his information with the Charity Commission and sent in the annual return. He had also updated new position holders and removed old committee members.

Cliff had undertaken a review of the Finance Policy which was dated January 2020, an exercise which should be carried out every 2 years. TAT had issued new guidance and templates earlier this year and he had used this template for the sake of consistency. Cliff also noted that several other policies such as Safeguarding and Diversity need attention. Cliff had inserted rules relating to carers and insurance into the policy. The updated Financial Review was agreed and Cliff undertook to send the final copy to Phil for insertion on the website. **Action: Cliff/Phil**

The Committee expressed their thanks to Cliff for his work on this.

Roger mentioned that the speakers for the December meeting, as u3a members, were not entitled to a fee but would like a donation to charity. Cliff confirmed that, under the rules, we could not do this but a collecting bowl for individual members to leave a donation would be acceptable.

6. Membership Secretary's Report

Wendy said that membership currently remained at 99. She had had several enquiries and now the focus was on converting these to memberships. 3 or 4 had been to taster groups and she was hoping to get these signed up at the general meeting. The u3a phone had been used by 3 contacts and Wendy asked that Roger direct such contacts to her Membership Secretary email so that she could follow up. A couple who had recently moved to the town had expressed interest in 2 groups that were not currently running but Wendy would follow up with them. **Action: Wendy**

It was re-iterated that potential members should only be allowed to attend a taster session once.

7. Group Co-ordinator's Report

This item was deferred in the absence of Pauline.

8. Chair's Report

Roger would give a talk on Hartlepool u3a to Hartlepool and Stockton NHS Personalised Care Services on December 6th. He hoped that this might be an avenue for marketing the u3a through doctors' surgeries.

He had also agreed to give a similar talk to the Macular Society on January 4th.

Roger would attend the South Durham Chairs' meeting on December 9th. Cliff had raised the subject of a Conflict of Interests Policy and he had put this on the agenda. This would also be an item for the next Committee meeting.

He had contacted the Quiz group leader to see if he would organise a quiz for the January Fuddle and he would approach Martin Green to see if he would talk about Fair Trade. **Action: Roger**

9. Volunteers

The Newsletter had not yet been circulated but Roger explained that in his Chair's Letter he had stressed the need for volunteers to come forward. Roger was unable to do kitchen duty at the general meeting as he had done for the last few meetings and if no-one came forward at the December meeting no tea and coffee would be provided. Irene would bring milk. **Action: Irene**

10. Any Other Business

Roger said he was in touch with Jessica regarding the speaker programme but he was now organising future speakers.

Roger sends out the agenda a week before the Committee meeting and he would welcome any items for inclusion.

Cliff noted that TAT was having a meeting regarding the website failure and although they had originally said that they hoped to have the website up again by the end of the week it was looking unlikely.

The speakers for the next general meeting require a screen, extension cable and lectern and they would provide any other equipment. Wendy would ask a member of St Joseph's congregation if they had a lectern at the church, otherwise Roger's music stand would have to suffice. **Action: Wendy**

11. Date of Next Meeting

10.00 Thursday 29th December at Grange Road Methodist Church.