



Hartlepool and District U3A
Minutes of the Committee Meeting Grange Road Methodist Church
Thursday 29th December 2022

Present: Roger Say, Phil Jefferies, Cliff Cordiner, Wendy Borthwick, Linda Sargent, Pauline Williamson

1. Apologies: Keith Alder, Irene Archer

2. Minutes of Meeting Friday 25th November 2022
Accepted as a true record.

3. Matters arising

Item 4 Cliff had received notification from Jane Mathieson that the meeting of business secretaries and treasurers would take place on 16th January.

Item 5 Cliff had written a letter of complaint to NatWest and to date, had only received an acknowledgement of receipt.

Item 6 Wendy had not yet followed up the couple mentioned but would do so.

Action: Wendy

Item 8 Roger had arranged a quiz for the next general meeting/Fuddle but decided to leave the Fair Trade talk to a later date.

Item 10 The website was back online in mid-December and Phil had uploaded all our missing files together with the Financial Policy and last 2 Newsletters. Wendy had not received a response to her enquiry regarding the lectern.

4. Treasurer's Report

Cliff had previously circulated the financial summary and noted that there had been little change. Some groups had been identified as no longer functioning and their associated balances would be absorbed into the general fund when he compiled the next financial summary. If any groups are re-established he would consider requests for a fresh float. He was still awaiting a decision on Board Games, Music Appreciation and Quiz groups. He was informed that the Quiz Group was looking to start again and the Group Leader would see Cliff at the Fuddle. There had been insufficient interest to date to restart the Music Appreciation Group.

Cliff was now fully operational with a working debit card and online banking. It was agreed that Phil should retain his card and access as a back-up.

Cliff had received a TAT update which he had previously circulated and also a TAT Financial News Extra for treasurers.

5. Business Secretary's Report and Correspondence

Phil had received nothing of note from TAT.

He had put all the important files on the laptop with a backup copy in the cloud. He was currently considering who should have access to what and how it could be achieved and outlined his current thinking. He intended to enquire at the next Secretaries' network meeting how others managed this. He was concerned that there may be incompatibility problems with people using different operating systems. Cliff believed that as long as people had internet access there would be no problems.

Phil noted that currently the Committee minutes are signed by the Chair at the following meeting. He said it would be easier to use a PDF file than scan in a document. The Constitution does not require the minutes to be signed but merely kept, so it was agreed to adopt this practice.

In response to a question regarding members' access to the Committee minutes, Phil said he would check. **Action: Phil**

Phil and Wendy had discussed scanning in completed membership forms. Membership forms should be kept for as long as we keep financial records, which is 6 years plus the current year.

The length of time to keep AGM and Committee minutes was also discussed. It was thought that any minutes recording significant policy decisions should be kept, although this raised a further question of how to pull out this data if required.

Phil thought he had enough information to move forward with his rationalisation. **Action: Phil**

6. Group Co-ordinator's Report

Pauline had contacted the Quiz Group leader and it was hoped to restart the Quiz Group in January based at the Central Hub.

Despite several attempts to get some clarification from the Photography Group leader, Pauline said there still seemed to be a discrepancy between the advertised and actual meeting times. As 3 new members had indicated their interest in joining this group, Pauline would direct any correspondence through Barry Liddle in the short term.

7. Membership Secretary's Report

Wendy reported that membership had increased by 2 to 101 and she was hoping that 5 potential members would sign up in January.

She noted that using barcodes to sign in members at the general meeting would alleviate the need for tick sheets, but it was felt that the meet and greet system was preferable and achievable with our current membership numbers.

8. Chair's Report

In conjunction with Stockton u3a, Roger met representatives from Stockton and Hartlepool NHS on December 6th. Areas represented were Personal Care Services, social prescribers, social workers and Hartlepool Carers. It was a useful meeting to publicise what we can offer and has resulted in publicity information going into 4 doctors' surgeries.

Roger will give a similar presentation on 4th January to the Macular Society. South Durham Chairs met on 9th December at Sedgfield with 9 participants. It was revealed that Stockton was intending to adopt the Model Constitution. All u3as present had an Equality and Diversity policy, but all felt that more work could be done to make it fully inclusive. No-one had a Conflict of Interest policy, believing the Trustee Code of Conduct to be sufficient. Information was given about an Age UK Teesside meeting in Guisborough on March 10th.

Roger was hoping to have a speaker from the Auckland Project at a future date. Frances Wilson would give a talk in February, and Seascapes in March. Bernard Hope has been approached for our meeting in April. Roger and Phil had cleared out our cupboard at St. Joseph's on December 7th and rationalised the system. Roger had collected an archive of paper materials from Jessica, including a scrapbook from our earlier days.

9. Proposed Conflict of Interest Policy

This had been previously circulated. On investigation Cliff found that some u3as have them and some don't. The Charity Commission advise that it is good practice to have one. Cliff would contact TAT for advice and Roger would give Cliff the name of a suitable contact. **Action: Cliff and Roger.** Cliff will probably also mention it at the Darlington meeting of Secretaries/Treasurers.

10. Hartlepool u3a Assets

Roger and Phil spent time with Rick (St Patrick's youth group leader) sorting out the shared cupboard. We have our materials on the middle shelf and on the floor. The 8-panel display system has not been used for some time and Rick offered to take it and would lend it back if we should ever need it. This was approved by the Committee.

Rick would also take the old PA system which we could not use.

Rick was made aware of the problems we had with their amplifier at the last general meeting and he thought it was quite elderly and there were plans to replace it.

Phil had borrowed Stockton u3a's desktop speakers to conduct a sound check and he and Roger were impressed with the performance. It was agreed that he should send the details to Cliff for him to order. **Action: Phil and Cliff**

11. Fuddle Arrangements

Tea and coffee would be free of charge. Tables would be arranged to accommodate teams of 6 for the quiz which would take place first. Phil would bring paper plates. **Action: Phil**

Cliff would obtain the gift token for the raffle, Roger a bottle of wine and any other donations would be welcome. **Action: Cliff and Roger**

12. Any Other Business

Wendy noted that the webpage link to the Welcome Information needed an overhaul; the age should be 50 rather than 60.

Cliff would prepare a report on the subscription charge for 2023 for the next meeting. **Action: Cliff**

13. Date of next meeting

Friday 27th January 2023 10.30 at Grange Road Methodist Church