



Hartlepool and District U3A Minutes of the Committee Meeting Grange Road Methodist Church Friday 27th January 2023

Present: Roger Say, Phil Jefferies, Cliff Cordiner, Wendy Borthwick, Keith Alder, Linda Sargent, Pauline Williamson.
Andrea Reid (Observer).

Roger welcomed Andrea to the meeting as a prospective committee member.

1. Apologies: Irene Archer

2. Minutes of Meeting Friday 29th December 2022
Accepted as a true record.

3. Matters arising

Item 3 Wendy had contacted the couple mentioned and reported that they were now members.

Item 4 Cliff had attended the Treasurers' meeting and would report under Item 4 Treasurer's Report.

Item 8 Roger had given a presentation to the Macular Society. Realising that the April general meeting fell on Good Friday, Roger had contacted Bernard Hope to see if he was available for the 14th instead but was still awaiting his reply.

Item 10 The speakers had been bought and tested. Cliff had updated the Asset Register and would make it available. **Action: Cliff**

4. Treasurer's Report

Cliff had previously circulated the financial summary and noted that we would probably end the year with around £3600. He had removed allocations to groups no longer running and re-absorbed the monies into the general fund. The History Group leader had notified him of plans to use some of that group's healthy balance.

Cliff had attended the South Durham Area Treasurers' meeting at Blackwell Grange on January 16th. 11 u3as were represented. Being an introductory meeting there was no agenda but delegates, many of whom were new to the position, were able to share information. Cliff found that we were the smallest u3a group and most others had been able to increase their membership during and after covid. The next meeting will be held in April.

Cliff had previously circulated a report detailing the current financial situation and projected budget for 2023/24. He explained that although the level of reserves held had been healthy, it was beginning to decrease due to rising costs and fewer membership subscriptions and we would be running at a loss by the end of next year. After a discussion on ways to increase income and reduce expenditure the Committee agreed to accept Cliff's recommendations of increasing the membership fee to £20 for 2023/24 and the recommended level of general reserves be maintained at £2500. This change would be announced at the March meeting and Cliff would write something for insertion in the Newsletter. **Action: Cliff**

Wendy noted that membership forms would need changing. **Action: Wendy**
Roger expressed the Committee's appreciation to Cliff for his clear and detailed analysis.

5. Business Secretary's Report and Correspondence

Phil had received notification of a revised Equality, Diversity and Inclusion policy. As ours is dated January 2020 it was now due for revision. He had also received emails from Northumbria Region and Head Office detailing Zoom meetings and had circulated the necessary links. Sam Maugher had sent out an email on the Future Lives Project on housing and Phil would circulate this to all members to see if they would like to contribute to TAT's research.

Action: Phil

6. Group Co-ordinator's Report

Pauline had emailed all members at the beginning of January to advertise groups that needed more support. The Quiz Group has since restarted and Board Games is due to start in February. The 2 Shibashi groups have now merged but the group leader was exploring setting up more self-help groups. Pauline had been able to contact the Photography group leader by telephone but there were still some unresolved issues which could probably only be resolved by having a face-to-face meeting. **Action: Pauline**

She had been contacted by a member of the public who was at intermediate Spanish level. Pauline would see if she was interested in helping to resurrect the Spanish Group. **Action: Pauline**

The Book Club was now full and Pauline had one member who was keen to join. Andrea may have a vacancy; she would confirm and let Pauline know.

Action: Andrea. There might also be the possibility of launching another Reading Group.

Pauline had compiled a list of groups with information for new members. This would be displayed on the boards at the general meeting and sent to Barry for inclusion in the Newsletter. **Action: Pauline**

7. Membership Secretary's Report

Wendy reported that membership now stood at 104. One member had resigned due to ill health and her details had been taken off the database. It was uncertain as to whether she was a member of the History group; Wendy would contact the group leader to check. **Action: Wendy**

Wendy noted that in January 2020 we had 141 members which had decreased to 95 by July 2022. Numbers were creeping up slowly. One member had not renewed due to ill health but was looking to rejoin in the future.

8. Chair's Report

Roger had given a presentation at the Macular Society on January 4th. There were not many attendees but Roger found it useful for raising our profile. He was due to give another talk to Hartlepool Carers on January 31st.

Northumbria Chairs have been asked to suggest ways of attracting new members and responses were being collated by Newcastle.

In his search for speakers, Roger had obtained a named contact for the Auckland Project but had not received a reply to date. The issue with the April speaker Bernard Hope as previously mentioned had still to be resolved.

Wendy had been in contact with the speaker finder for the Retired Gentlemen's Forum. He did not have a speaker list as such but instead of swapping any such lists in future, Wendy thought it would be better to keep each other notified of new speakers of special interest such as the talks on Norman Cornish and by Seascope. Roger expressed his reservation about passing on personal details of our speakers without their permission due to GDPR regulations.

9. Proposed Conflict of Interest Policy

Cliff had contacted TAT for advice and had received responses from 2 different people. It was deemed not necessary to have a separate policy but some u3as do and he obtained links to these. It was agreed that Cliff should look at the Hurst, Hassocks and Ditchling policy to see whether he could gain anything useful from this to add to his previously circulated draft and bring a final version for acceptance at the next meeting. **Action: Cliff**
Roger thanked Cliff for his work on this.

10. Policy Reviews

Policies should be reviewed every 2 years. Roger had gone through the Accessibility policy dated 3/1/20; as this had been taken from the TAT list verbatim and there was a revised version available November 22 he had adopted this with a new date. The Complaints procedure was also able to be similarly treated. Phil could now put these on the website. **Action: Phil**

He was still working on the Disciplinary procedure and would look at other policies to see if revisions were required. **Action: Roger**

Phil was asked to look at the Data Protection and Privacy policies **Action: Phil**

Cliff had already updated the Finance policy.

11. Any Other Business

Frances Wilson would need a projector for her talk next Friday. She also wanted her fee to be donated to charity. This would be possible if she completed a form to be found in Appendix C of the Finance policy. **Action:**

Roger

Cliff had circulated details of the first aid training and he and Irene had signed up. He would share this information at the general meeting. **Action: Cliff**

Roger would ask Barry to remove non-functioning groups from the Newsletter.

Action: Roger

12. Date of next meeting

Friday 24th February 2023 10.30 at Grange Road Methodist Church