



## Hartlepool and District U3A Minutes of the Committee Meeting Grange Road Methodist Church Friday 24<sup>th</sup> February 2023

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

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

**1. Apologies:** None

**2. Minutes of Meeting Friday 27<sup>th</sup> January 2023**

Accepted as a true record.

**3. Matters arising**

Item 3 Cliff had circulated the Asset Register. He had written an article giving information regarding the changes to the subscription rate which had appeared in the March Newsletter. He would also write a further piece regarding methods of payment to appear in the April Newsletter. **Action: Cliff** Wendy had updated the membership forms with Phil's help.

Item 6 Pauline would give an update under Group Co-ordinator's Report.

**4. Treasurer's Report**

Cliff had previously circulated the financial summary and reported that there had been no great change. He was still awaiting invoices from St Joseph's and Grange Road Methodist Church for room hire but needed contact details to send reminders. Phil would send him details of St Joseph's secretary.

**Action: Phil.** Barry Liddle may have the relevant information for Grange Road.

Membership fees were being increased to £20 and Beacon was being updated. Cliff had arrangements in hand for collecting cash and cheques at the April meeting. Phil would check if Cliff had access to all members on Beacon so that Cliff could email everyone with details on the methods of paying subscriptions. **Action: Phil and Cliff**

**5. Business Secretary's Report and Correspondence**

The minutes of the Northumbria quarterly meeting had been received and were on the Northumbria website. Points of interest were:

- Peterlee u3a has folded for lack of people willing to join the committee
- Northumbria are looking for people to join their committee

- Trials are underway with WordPress, the proposed replacement for SiteBuilder
- A 3 year plan for 2023-2026 is now on the regional website
- The next Regional meeting will be the AGM on April 26<sup>th</sup> at Low Fell
- Across the region, membership fell by 20% during Covid; the average age continues to rise and is now around 74. There are succession issues in most u3as.

The Charity Commission is setting up an improved signing process with details to follow. Most charities will need to answer additional questions on the Annual Return but as a small organisation, we may not need to. The Charity Commission are also promoting their suite of 5 minute guides to help trustees. They also asked that information on risks from cyber crime be circulated to trustees. **Action: Phil**

Cliff had forwarded an email from TAT about a new system for updating committee details. Although it said that the Secretary should receive logon details on 21<sup>st</sup> February, Phil had received nothing and would need to chase it up. **Action: Phil**

## 6. Group Co-ordinator's Report

Pauline reported that the Photography group leader had informed her that the group was now full as they could only take one car load of people. As there were still 9 names for this group on Beacon, Pauline would ask Barry Liddle if these 9 names were still current. **Action: Pauline**

Pauline would ask group leaders present at the next general meeting to make sure Beacon reflected their current membership list. **Action: Pauline**

Andrea's Reading group was up to date but as there were currently 11 members, Pauline would suggest forming another reading group. **Action: Pauline.** It was noted that some participants might prefer to use Kindle.

Pauline had explored restarting the Spanish group but had found it to be non-viable.

The Board Games group had restarted and names needed to put on Beacon. **Action: Pauline**

The Quiz group had successfully restarted with a 3 month trial at the Central Hub, but if car parking charges affected attendance they might need to re-locate.

Pauline reported that a new member had indicated her willingness to stand as co-leader of the Gardening group. Pauline would ask if anyone was interested in joining her. **Action: Pauline**

Pauline asked if there was any merit in group leaders keeping attendance lists and the conclusion was no.

She also mentioned that her doctor's surgery was willing for her to display u3a notices on their social prescribing notice board. Roger confirmed that after his meeting with the local Health Trust, other surgeries in the town were already doing so.

## 7. Membership Secretary's Report

Wendy reported that membership now stood at 113, with 6 new members joining at the last meeting and 2 re-joining.

Application forms have been updated and grammatical errors corrected.

## 8. Chair's Report

Roger had had a very encouraging meeting with ex Hartlepool Carers, resulting in 1 joining at the last meeting.

Representatives from Stockton and Hartlepool Health Trust would attend the next general meeting and may bring some potential new members.

Roger had attended the Northumberland Chairs' Zoom meeting on 22<sup>nd</sup> February with 9 participants. All were experiencing difficulties with committee succession. It was felt that, although no-one present used it, online learning might attract new younger members.

Bernard Hope had been confirmed as the speaker for April but Roger had been unable to get confirmation from Seascope for the March meeting. Roger would prepare an alternative arrangement if confirmation did not arrive.

**Action: Roger.** Pauline suggested that group leaders might talk about their groups and this was agreed for a future meeting.

## 9. Committee Succession

Phil had previously circulated a paper explaining that our Constitution puts limits on the time committee members might serve and which included the following table to illustrate our current situation;

Committee by Year and Role (current members in bold)								
Role	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Chair	Dennis	Dennis	Barry	Barry	<b>Roger</b>	(Roger)	(Roger)	<b>Roger</b>
Vc. Chair		Barry	<b>Roger</b>	<b>Roger</b>	<b>Wendy</b>	(Wendy)	(Wendy)	<b>Wendy</b>
Sec	Maureen	Maureen	Chris	Chris	Chris	(Chris)	(Chris)	<b>Phil</b>
Treas	Jean	Jean	<b>Phil</b>	<b>Phil</b>	<b>Phil</b>	(Phil)	(Phil)	<b>Cliff</b>
Memsec	Jean	<b>Phil</b>	<b>Phil</b>	<b>Wendy</b>	<b>Wendy</b>	(Wendy)	(Wendy)	<b>Wendy</b>
MinsSec			(Linda)	<b>Linda</b>	<b>Linda</b>	(Linda)	(Linda)	<b>Linda</b>
Groups	Sue	Sue	<b>Roger</b>	<b>Roger</b>	(Edwina)			<b>Pauline</b>
Other / None	Anne	Anne	Anne	Anne	Anne	(Anne)	(Anne)	<b>Keith</b>
	Jessica	Jessica	Jessica	Jessica	Jessica	(Jessica)	(Jessica)	<b>Irene</b>
	(Phil)	(Barry)	(Wendy)			(Keith)	(Keith)	(Don)
	(Roger)	<b>Roger</b>						
Names in brackets indicate a partial year or the "Covid years" 2020-22 – excluded from service limits								

Preliminary discussions revealed that Roger would remain as Chair for a third and final year and Phil would like to stand down from the Committee in June. It was also agreed that the Vice Chair need not automatically become the Chair when the previous holder needed to step down.

Cliff suggested that successors would benefit from shadowing those committee members with particular roles in their final year. He had also obtained a letter which Newcastle u3a had circulated describing the work of and roles within a u3a committee and he would adapt this for insertion into our own Newsletter. **Action: Cliff**

## 10. Conflict of Interest Policy

Cliff had looked at other u3a policies, incorporating any useful additions into ours and the final version was agreed. Cliff would send this to Phil for inclusion on the website. **Action: Cliff and Phil**

**11. Policy Reviews**

New additions to the Disciplinary Procedure were discussed and agreed. Roger would send the procedure to Phil for inclusion on the website. **Action: Roger and Phil**

**12. Any Other Business**

Irene and Roger would attend First Aid Training on February 25<sup>th</sup>,

**13. Date of next meeting**

Friday 31<sup>st</sup> March 2023 10.30 at Grange Road Methodist Church