



Hartlepool and District U3A
Minutes of the Committee Meeting Grange Road Methodist Church
Friday 31st March 2023

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

1. Apologies: Andrea Reid

2. Minutes of Meeting 24th February 2023

Accepted as a true record.

3. Matters arising

Item 3 The updated membership forms were now on the website.

Item 4 Cliff had written a piece regarding fees which had appeared in the March newsletter and he would send out a follow-up email.

Action: Cliff. Wendy had updated the membership fees on Beacon. Phil sent Cliff the contact details for Grange Road and their invoices had now been paid. Phil had ensured that Cliff had the necessary access rights on Beacon to send emails to all members.

Item 5 Phil had circulated the Charity Commission's report on cyber security to all committee members. He was still in the process of chasing up TAT regarding the new log-on details.

Item 6 Pauline had made progress regarding the current membership and status of the Photography Group. Group leaders had been invited to update their lists or to give Pauline names for inclusion on Beacon. Whilst updating the Board Games group she had discovered one lapsed member. The Gardening Group was still a work in progress.

Item 8 Roger had stepped in to give the February talk.

Item 9 Cliff had adapted the Newcastle letter and would send it to Barry for inclusion in the next Newsletter. **Action: Cliff**

Item 10 The Conflict of Interest Policy was now on the website.

Item 11 The Accessibility Policy and Complaints Procedure were now on the website.

Item 12 Irene and Roger had attended the First Aid Training which had proved very useful. Cliff would attend the next convenient session.

4. Treasurer's Report

Cliff had previously circulated the financial summary and reported that all invoices for this year had now been paid and there was nothing outstanding from the groups. We had accrued a deficit of £579 over the year but this was less than expected due to £75 coming in from new members and a reduction of £367 in expected speaker fees. The raffle fundraising had brought in less than forecast. Cliff asked that details of the external examiner be sent to him so that he could get the accounts signed off. **Action: Phil**
There would be another Treasurers' meeting at Darlington on 3rd April.

Cliff reported that, after criticism of TAT at their AGM, TAT have published a report giving better detail of their financial situation. They still had a deficit of £173,000 but this was much less than previously forecast. More details can be found on their website. TAT have also appointed new auditors and set up an affinity scheme with Riviera Travel for the benefit of members. They had also sent out a questionnaire asking what u3as had done to celebrate the 40th Anniversary and with what results. An appeal was also sent out for volunteers to help with Trust finance.

Cliff had received notification that 422 Third Age Matters magazines had been supplied to Hartlepool members during the year and the estimate for the 23/24 TAMS is expected in April. Cliff had received no further information regarding his complaint to Nat West and would chase it up. **Action: Cliff**

5. Business Secretary's Report

Phil reported that problems with Google passwords had left him unable to access one account. With the change from SiteBuilder to WordPress, he had been asked for contact details and had given his own and that of Hartlepool u3a.

He had received a copy of Northumbria's newsletter, Messenger, but there was nothing in it of note to report.

Phil had checked and updated the Data Protection and Privacy Policies where necessary and it was agreed that these could go on the website. **Action: Phil**

Roger would inform the membership of these policies and procedures at the AGM. **Action: Roger**

Phil also advised caution when contacting members; under the provisions of the Data Protection Policy, members should only be contacted with information regarding u3a matters.

6. Group Co-ordinator's Report

Pauline reported that efforts to re-establish the Music Appreciation and Gardening groups were ongoing. Phil mentioned there would be no start up money for the Music Appreciation group as they still had money in the kitty.

Pauline would ask the member who was willing to give one to one tuition in Family History if she could advertise this service as Pauline had another new member interested. **Action: Pauline**

She had also received suggestions for starting new groups in Complementary Therapies and Art Appreciation which she would pursue and there was the possibility of another Reading Group starting. **Action: Pauline**

Pauline had also received the minutes from a Group Co-ordinators' Zoom meeting which looked very useful and she was planning on joining the next one.

7. Membership Secretary's Report

Wendy reported that membership was still 113, with the prospect of 3 new members. Members had been trickling back since December and given our low membership base, we had almost 50% at the last meeting. She believed that interest was growing as groups expanded and thanked Pauline for her efforts in this area. New membership cards were needed for the April meeting, Wendy would order them and Cliff would pick them up and pay. **Action: Wendy and Cliff**

Volunteers from the committee would be required to distribute cards and take money. Phil would run off tick sheets for renewals.

Action: Phil

Cliff would monitor those members who had paid online and would notify Wendy to update Beacon. **Action: Cliff and Wendy**

8. Chair's Report

Roger reported that the South Durham Chairs' meeting at Sedgefield on the 10th March had been cancelled due to the weather. At his suggestion, it was agreed to have an alternative such as Zoom in place during the winter months.

The First Aid course had been very useful.

He had been informed that a new person was joining Seascapes in April so they may still be able to give us a talk sometime in the future.

As Roger would miss the April meeting, Pauline would pick up the keys from him and pass them to Wendy at the next History Meeting. **Action: Pauline and Wendy.** Cliff would open the meeting.

The May speaker would be Jeremy Hutchinson on the subject of Kiplin Hall; his requirements were a table and screen.

June would be the AGM and July's speaker would be Dennis Fox on Military Art.

9. Committee Succession

The Committee felt unable to progress this subject in the absence of Andrea.

Phil would check when the list of trustees needed to be updated.

Action: Phil

10. AGM Preparations

The AGM would be held on June 2nd. Most of the preparation was done by the Chair and Treasurer. Roger would send out all necessary papers including Resolution and Nomination forms after the next committee meeting. **Action: Roger.** The AGM would be followed by a Fuddle and Pauline would contact Group Leaders to see if they wanted the opportunity to advertise their groups at this meeting. **Action: Pauline.** If there was insufficient interest in doing so, a Quiz could be offered.

11. Any Other Business

Cliff's questionnaire was briefly discussed and it was agreed that this should be put on the agenda for the next meeting. **Action: Roger**

12. Date of next meeting

Friday 28th April 2023 10.30 at Grange Road Methodist Church