



**Hartlepool and District U3A**  
**Minutes of the Committee Meeting held at the Central Hub**  
**Friday August 25<sup>th</sup> 2023 at 10.30 a.m.**

**Present:** Roger Say, Keith Alder, Irene Archer, Andrea Reid, Pauline Williamson.  
Linda Sargent

1. **Apologies:** Wendy Borthwick, Cliff Cordiner

2. **Minutes of Meeting July 28<sup>th</sup> 2023**  
Date of next meeting should read 25<sup>th</sup> August 2023.

3. **Matters arising**

Item 4 Roger had checked all policies and identified those in need of updating. Cliff had updated the authorised signatories to include Wendy and Pauline.

Item 5 The subject of historical documents was deferred.

Item 6 The August Group Co-ordinators' Zoom meeting had not taken place and Pauline was waiting for notification of the next one.

Item 9 Pauline would not be involved in the risk assessment of St Joseph's hall.

Item 10 Roger had informed the membership via the Newsletter that the post of Accessibility Officer was available and he would announce it at the next general meeting. **Action: Roger**

4. **New and updated procedures**

Roger had previously circulated an updated Equality, Diversity and Inclusion Policy, Safeguarding Guidance and Policy and Hartlepool u3a Health and Safety Policy for comment. These were all agreed and all policies and procedures were now up to date. Roger would put them on the website.

**Action: Roger**

5. **Treasurer's Report and Authorised Signatories**

In his absence, Cliff had previously circulated the August financial statement and a written report on matters of interest. The financial situation was satisfactory.

To allow the administration of the NatWest bank account, the following resolution was proposed by Roger and seconded by Irene:

"With reference to the NatWest online form, we resolve that:

- If we add or remove Authorised Signatures in the "Add or remove individuals" section of this form, the Bank will update our mandate

accordingly for the accounts we specify in this form's "About your business" section

- If we change the Signing Rules in the "Account Signing Rules" section of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your business" section
- The Bank can phone the individuals we've identified as "Call Back Contacts" to confirm or correct any instructions or information that we've given the Bank
- And the current mandate will continue as amended.

This resolution was passed unanimously by the Committee.

In his report, Cliff also detailed some information on national issues which he had received from the TAT Treasurer.

## **6. Business Secretary's Report**

In Wendy's absence, this item was deferred.

## **7. Group Co-ordinator's report**

Pauline said that the Art and Music Groups would in future be meeting at the Central Hub.

3 new groups – Coffee and Chat, Mind, Body and Spirit and the Tuesday Book Club - would have their initial meetings in September.

The Music Group was going well but more members were needed to ensure its future. Fun with Fabrics was in a similar situation and Pauline was going to see if that group could meet at the Hub to reduce costs. **Action: Pauline** She had given the Social Prescribers an updated group list at their request. Pauline had also tried to book a place on the Site Administration course in October but was told it was full. She has been able to get a place on the September 6<sup>th</sup> course.

## **8. Membership Secretary's Report**

Andrea reported 1 new member and 2 pending, bringing the current total to 107.

She had attended a Membership Secretaries' Zoom meeting in July with the next scheduled for November.

## **9. Chair's Report**

Roger had received an enquiry whether someone who was a carer could join and bring their non-participating charge. He had investigated and this was allowed, although the Committee expressed some concern at the practicalities of this inclusion and each particular case should be assessed beforehand.

The Committee meeting move to the Central Hub seemed to be successful.

He would be attending a South Durham Chairs' meeting on September 8<sup>th</sup>.

Roger had circulated relevant online course information to the Committee and more general course information to the membership.

He would be at the Central Hub on Wednesday September 20<sup>th</sup> 10-12 during u3a week to promote the organisation. He would check with the Hub if he could leave publicity material for people to pick up. **Action: Roger**

## **10. Any Other Business**

Cliff had sent notification that Wendy and Pauline could now sign cheques.

Cliff had received information about the u3a Festival 2024 and had sent this to Barry for inclusion in the next Newsletter. Roger would bring this and the u3a Week to the members attention at the general meeting. **Action: Roger**  
Cliff had also mentioned that some members seemed unaware of the Newsletter and that Barry would welcome contributions from a wider membership base. Pauline would ask Group Leaders if they could contribute a short piece for the next Newsletter. **Action: Pauline**

**11. Date of next meeting**

Friday 29<sup>th</sup> September 2023 10.30 at the Central Hub.