



Hartlepool and District U3A
Minutes of the Committee Meeting Grange Road Methodist Church
Friday July 28th 2023 at 10.30 a.m.

Present: Roger Say, Cliff Cordiner, Pauline Williamson.
Linda Sargent

1. Apologies: Keith Alder, Irene Archer, Wendy Borthwick, Andrea Reid

2. Minutes of Meeting 30th June 2023

Accepted as a true record.

3. Matters arising

Item 3 Cliff had updated the Charity Commission's website.

Item 9 No new resolutions for the TAT AGM had been received so this agenda item had been deferred.

Item 9 Roger had established that the microphones were only for use with the laptop.

4. Treasurer's Report and Authorised Signatories

Cliff had previously circulated the July financial statement. He had received £49.43 as a result of the winding up of Ryton and Jesmond u3as. The Charity Commission website had been updated. He had as yet received no information regarding the changeover of the agents of Grange Road which was due to happen at the end of July.

Cliff had attended a Regional Treasurers' meeting on the 17th July where the main topics were how to use Beacon for financial information and risk assessment. The importance of group leaders sending out information via Beacon rather than using personal emails was stressed.

He had received notification from TAT that u3as need to adopt a new Health and Safety policy. Roger would check which of our policies still need updating and inform the membership at general meetings when a new policy becomes available. **Action: Roger**

Wendy and Pauline had agreed to be the new authorised signatories in place of Phil Jefferies and Linda. **Action: Cliff**

5. Business Secretary's Report

In her absence, Wendy had submitted a written report which included a list of historical documents being kept. Some preliminary observations were made on the categories of paperwork that needed to be retained or discarded but

more information on format and quantity was required. It was agreed to defer this item until the next Committee meeting and Roger would seek advice from Phil. **Action: Roger**

6. Group Co-ordinator's report

Pauline reported that 2 new groups had started. The Art Appreciation group had met in Christ Church but had found the venue too noisy and were seeking alternative accommodation. The group's co-leaders were temporary and a permanent leader was being sought.

The Music Group needed more members to be viable but had a successful first meeting. The introduction of a charge per term rather than a charge per session was discussed.

The Tuesday Book Club had been cancelled 3 times and was still to start. 2 members had offered to help 2/3 participants with Family History.

The legitimacy of a Coffee and Chat Group was discussed but it was felt that this fell within the grounds of our Constitution and also mirrored similar groups in other u3as.

As a result of her Beacon induction session with Phil, Pauline asked if any Committee member could create a venue on Beacon. Currently Andrea and Pauline do so and it was agreed to maintain the status quo.

Pauline had a number of ideas for new groups but as she would be away for a length of time in autumn, she had decided to launch these in the new year.

She had a Group Co-ordinators' Zoom meeting on 12th August and she would ask how many groups each participating u3a had. **Action: Pauline**

7. Membership Secretary's Report

In Andrea's absence, Roger reported that one new member had joined taking the total to 106.

8. Chair's Report

Roger had marketed the u3a in the Central Hub on 5th July but said there was less interest shown than on his previous outing.

He had revised the Welcome sheet and had put the new version online

He had a Zoom tutorial meeting with Phil regarding editing our website.

Ollie Burton had been booked for October and Cleveland Police for November general meetings.

A change of venue had been mooted but this needs further research and any change would need to be brought to the AGM for agreement.

9. Risk Assessment

Templates of risk assessment forms for various activities and venues had previously been circulated. Cliff said that the subject had arisen at the Regional Treasurers' meeting where participants were asked how they stored theirs. The consensus was a shared drive with access granted to committee members and group leaders. Pauline would include the templates in the Group Leaders' handbook she was currently working on. **Action: Pauline**

A risk assessment needs to be completed for St. Joseph's Hall at the general meeting in September. **Action: Roger, Cliff and Pauline**

10. Accessibility Procedure

This is already in place. However, a new Accessibility Officer was required and Roger would ask the membership if anyone was interested in this position at the next general meeting. **Action: Roger**

11. Any Other Business

Cliff asked if a Vice Chair was needed. Roger replied that a Vice Chair was not a requirement but any Committee member wanting to take on the role would be very welcome.

Cliff also gave his apologies for the August Committee meeting.

12. Date of next meeting

Friday 25th July 2023 at 10.30. Venue to be confirmed.