



**Hartlepool and District u3a
Minutes of the Committee Meeting held at the Central Hub
Friday 27th October 2023 at 10.30 a.m.**

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

1. Apologies

None received.

2. Minutes of Meeting August 25th, 2023

Item 7 “St. Patrick’s” should read “St. Joseph’s”.

3. Matters arising

Item 4 Pauline had produced the A5 flyer and would send to interested parties. **Action: Pauline.** Roger had distributed leaflets at the general meeting.

Item 5 Keith had been researching other u3a’s risk assessments and would bring his proposal for Hartlepool to the next committee meeting; Roger would put it on the agenda. **Action: Keith and Roger.** Irene intended to use this as a basis for her group.

Item 7 Some adjustments had been made to the hearing loop sound system which Phil Jefferies would try out at the next meeting.

Item 9 Gardening Group Leaders’ names were now available on Beacon.

Item 10 Roger had circulated information regarding scams and he had sent Cliff information regarding the October speaker.

Item 11 Roger had voted as mandated at the TAT AGM.

4. Treasurer’s Report

Cliff had previously circulated the October financial statement and confirmed we were on track with a small surplus in comparison to last year’s figures. He had submitted the Annual Return to the Charity Commission.

He had participated in a Regional Treasurers’ Zoom meeting on 4th October chaired by Catherine Stevenson. TAT workshops for committee members were highlighted and details available on the TAT website. Information was also given on a new Art Appreciation network and the York Festival next year. The 200th anniversary of the National Gallery would see the display of Turner’s “Fighting Temeraire” at the Laing Gallery next year. There would also be a Northern Regional event at Hartlepool Maritime Museum next March. Cliff had put details in the October Newsletter.

The meeting had also discussed whether time and expense put into events during u3a Week had produced the desired effect.

Sandy Rickerby had been replaced as North East Trustee by Jean Cubbin and the Durham and Dunelm merger had been completed.

TAT, as part of its "Better Aging" initiative, was now looking to promote groups that focussed on being physically active.

5. Business Secretary's Report and Historical Documents

Wendy had attended a Business Secretaries' Zoom meeting on 17th October which was again chaired by Catherine Stevenson so there was a lot of duplication with Cliff's report.

She was asked what we had done for u3a Week. A grant of £130 was available to support this activity and Wendy suggested we apply for this next year and also incorporate presentations led by group leaders to showcase our portfolio of activities.

Wendy also reported that some u3as were having trouble with PayPal and membership renewals via the member portal on Beacon.

Catherine had asked if we felt we were getting sufficient information from both TAT and Region and Wendy thought we were.

The problem of what to do with the accumulation of paper-based historical documents going back to the setting up of Hartlepoolu3a was discussed.

Administrative documents should be kept for at least 6 years plus the current year and documents that might be needed for insurance reports for at least 3 years. Some documents such as the Enhancing Lifelong Learning for Seniors study have no expiry date and could be kept indefinitely. It was agreed that if a document was stored online the paper copy should be destroyed. **Action:**

Wendy. The issue of how to scan the remaining documents still needed to be addressed as it was very time consuming.

6. Group Co-ordinator's Report

Pauline had attended a Zoom meeting for Group Co-ordinators on 23rd October. One interesting idea was that group leaders plan their meetings so that a monthly timetable of activities could be published in advanced and Pauline would ask group leaders to do so where possible. **Action: Pauline.**

The issue of whether group leaders should carry a first aid kit when in the field was raised. The Committee agreed it would be a good idea for the Walking and Natural History Groups and the cost would be met from central funds.

Action: Keith, Irene and Cliff.

Despite the fact that TAT would like to see more focus on activity-led groups, group leaders should ideally have a relevant qualification and disclaimers may prove to have no validity if legal action is taken.

Pauline thought that an extended discussion of the subject of a general meeting at a later date might be useful.

She had been told that the National Festival in York was now going to be held 18th-20th July 2024, earlier than previously planned.

Pauline asked if there should be a record kept of the attendees of the Coffee and Chat group. This would be a good idea and Pauline would arrange with the group leader. **Action: Pauline**

The Music Group was still struggling with few participants and the Tuesday Book Club needed more members.

Pauline had been asked if she knew anyone who would be willing to help a person write their autobiography and had passed this request to the Creative Writing Group. **Action: Roger**

Currently 26 people had said they would go to the Christmas lunch at the Marine Hotel.

7. Membership Secretary's Report

Andrea said that we now had 113 members, 3 of whom were new, with 1 pending. She had mentioned the TAM magazine at the general meeting with no further uptake. She had a Zoom membership secretaries' meeting scheduled for November.

8. Chair's Report

Roger attended the u3a AGM which was taking place in Milton Keynes. Like most of the 490 u3as participating he attended via Zoom. The AGM focussed on strategies for the future including a 3 - 5 year programme for rolling out SiteWorks. SiteWorks will be taking over from our present system of SiteBuilder and intends to integrate Beacon into this new system.

A further strategy was announced to encourage the next generation to join the u3a. This included making more use of online learning opportunities while expanding learning opportunities for all age ranges.

U3a finances were reported to be in good shape. Last year the income was £2,975,000 and expenditure £2,871,000 which meant £104,000 could be added to the reserves which now stand at £2,160,953.

There were 2 resolutions to be voted on. The first resolution to give greater status to smaller networks failed but the second resolution to implement promotional activities to increase the membership to 500,000 by 2028 was carried. The Board should report on its implementation and impact at Board meetings and in Annual Reports.

Roger pointed out that the AGM could now be viewed online for anyone who wanted a fuller picture.

Roger also noted that there had been 2 telephone enquiries from prospective members during the last month so it was agreed that we would continue with this facility.

9. AGM Review

See Item 8

10. SiteWorks Terms and Conditions

A document had previously been circulated and the Committee were asked to agree the terms and conditions before we could move on to the next stage.

These were agreed and Roger would inform Phil Jefferies of the result.

Action: Roger

11. Any Other Business

Cliff had received a request from a member to consider asking Drive Smart (formerly the Institute of Advanced Motorists) to give the members some practical advice. Roger would approach them if Cliff could give him details.

Action: Cliff and Roger

Wendy gave Roger details of another speaker on Implants and also mentioned talks on Dementia Awareness and Wills and Powers of Attorney.

Action: Roger

Wendy enquired about ordering lanyards and name tags for committee members and group leaders; Pauline would ask group leaders and it would be an agenda item for the next meeting. **Action: Pauline and Roger**

Pauline would ask Barry to put the names of group co-leaders in the next newsletter. **Action: Pauline**

Pauline asked if anyone knew of a venue to cover the requirements of the next Gardening Group activity. Some venues were suggested and Andrea would send Pauline the number for Hart Village Hall. **Action: Andrea**

12. Date of next meeting

Friday 24th November 2023 10.30 at the Central Hub.