

HAXBY & WIGGINTON u3a
Minutes of Committee Meeting held on Tuesday 20 June 2023
St. Nicholas Church Hall at 10am

Present: Peter Gibbons (Chairman), Yvonne Brabbs (Secretary), Peter Murray (Treasurer), Dorothy Croft, Anne Hysted, Wendy Mitchell, Gordon Moore.

1. Apologies

Mike Calvert, Judy Moore, Jenni Rutland.

2. Minutes of Committee Meeting held on Tuesday 25 April 2023

The Minutes were accepted as a true record and signed.

3. Matters arising from the minutes 25 April 2023

GM: WM has been provided with a new Group Coordinator laptop.

WM: French 2 (Intermediate) is FULL.

GM/WM: A new Groups Timetable has been sent out that includes a 'Status' column.

GM: Membership Card stock needs to be replenished. The Committee agreed unanimously that GM should order a new supply. (Proposed GM, Seconded DC). Members who lose their card can get a replacement by paying to rejoin under the new member procedure at a reduced cost of £3.

Action: GM

PG: Equality, Diversity and Inclusion Policy is on the website. The Complaints and Grievance Procedure and the Member Code of Conduct have been sent to Committee Members for review.

PG: Risk assessment templates have been sent to Group Leaders.

GM: Risk assessments for the Monthly Meetings and Committee Meetings still outstanding.

Action: GM

PG: Visitors' book provided.

YB: TAT Contacts Portal completed in accordance with the Committee's request.

4. Correspondence

The Correspondence Report covered 2 months this time. All information received has been forwarded to the relevant Committee Members. A summary of communications follows:

TAT: Their AGM will be 18/10/23. The National Volunteers' Week will be 1- 7 June.

Updates of upcoming Workshops were notified. Talks, Events and a Short Story Competition were outlined. Board Meeting notes, details of Elections for the AGM, and Networking were received. There were mails about Digital Strategy and influencing Social Change.

YAHR: u3a Pilot Council mails were received. The Newsletter from them was forwarded to the Committee. Recruitment and Retention of members was the subject of emails sent to YB. The National Festival 2024 will be held at York University 15-17 July, 3 days.

York 50+ Festival: Their request for input was requested. This was forwarded to the Committee.

5. Officers Reports

a) Treasurer

A written report was circulated in advance by PM. Currently there is a bank and cash balance of £14,121. Invoices for TAT have been paid. An invoice for room hire for Committee meetings for the next 6 months is expected by PM. Gift Aid for the year ended 5 April 2023 in respect of Monthly Meeting receipts had been claimed by PM. This amounted to a value of £228.50. The difference between expenses and income against 'Outings' of £1,679 relates to future trips.

b) Groups Coordinator

A full written report was provided by WM. Risk Assessments have been urged, and progress has been made by WM encouraging Group Leaders to complete these important forms. WM is liaising with Martyn Webster regarding the launching of Pickleball. WM confirmed that she is using the new laptop and has been updating the Groups Timetable. Following the News Sheet distribution, Group Leaders have been emailing her with updated information about their groups.

c) Membership Secretary

Membership details were provided by DC by email:

Paid up members 551, 23 without email, and TAM 319.

d) Speaker Finder

A written report was provided by MC who had sent his apologies for this meeting. MC reported that only one member arrived for the cancelled Monthly Meeting due to not checking their email. MC thanked PG and YB for telephoning the list of non-email members to advise them about the last minute cancellation by the speaker.

e) Social Events

AH provided a written report. The trip to Harrogate Flower Show in April was a success and it is hoped to visit again next year. The Brodsworth Hall Risk Assessment had been completed and would be kept by AH as she is a Trustee and Social Events Coordinator. The Harewood House trip in August had attracted 40 members to sign up. The September trip to Whitby is fully booked and has a small standby list. The Christmas Social is in the process of being organised and financed. On the subject of ICE information for trips, GM proposed that all members booking trips must provide ICE details. If they could not, they will not be allowed to book. This was seconded by PG and agreed unanimously by the Committee. At the Social Team meeting, suggestions for future events were Edinburgh, Thursford, and Castle Howard at Christmas. Refunds for trips would allow the ticket, but not the coach fee. A request for a volunteer pianist for the Christmas Social will be put in the News Sheet by PG.

Action: PG

f) New Members

JM sent her apologies. There is no date for the next meeting for new members. Out of 13, only one had replied to an invitation to meet.

6. Review of Complaints and Grievance Procedure and the Member Code of Conduct

The Procedure and Code were reviewed and updated. They were approved, and PG will put them on the website. **Action: PG**

7. Donation of £250 to Haxby Sports Bar for purchase of a defibrillator

The donation was proposed by PG, seconded by DC, and unanimously agreed by the Committee. PG will include this item in the News Sheet.

Action: PG

8. AOB

DC offered to email MC with prospective short notice Speakers she knows. This may avoid future cancellation of a monthly meeting.

Action: DC

PG advised everyone that he had attended 2 TAT workshops: Keeping it Legal, and Recruitment for Committees. Information on these subjects can be found on the TAT website. PG offered to include requests in the News Sheet for: volunteer helpers for the Social Team, a Communications Officer who will produce the News Sheet, and for help at Monthly Meetings.

Action: PG

It was noted that TAT are proposing a National Festival in 2024.

9. Date of next meeting

The next meeting will be Tuesday 25 July 2023 at 10am at St. Nicholas' Church Hall, Wigginton.

The meeting ended at 11.55am.

Signed: Date:

Chair

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