

## **Hornsea & District u3a Committee Meeting**

**Tuesday 31<sup>st</sup> December,**

**10:00 at Rosemarie's home.**

**Present:** Hazel Adamson (Chair), Paddy Thompson (Vice Chair), Kath Connor (Treasurer), Adam Wilkinson (Secretary & Publicity), Barbara Cowan (Welfare and Safeguarding Officer), and Rosemarie Bishop (Groups).

### **1. Apologies:**

Were received from Sheila Ellis (Membership) and Jan Richardson (Minutes)

### **2. Minutes of meeting held Tuesday 26<sup>th</sup> November 2024**

Accepted and will be signed, filed and to be added to website.

### **3. Matters arising from the meeting minutes**

a) Add to AGM agenda a formal vote of thanks to all volunteers and group coordinators that have assumed various responsibilities for the previous year.

**Action** - Secretary to action.

b) Other matters arising covered as part of each Committee Member's area of responsibility update.

### **4. Chair's Report**

a) Vacant / New / Upcoming Committee positions:

- Speaker Seeker
- Publicity Officer
- Grants Co-ordinator
- Treasurer (current Treasurer's term will end in November, so finding a new Treasurer to shadow the role to help with a smooth handover was agreed)

**Action** - Chair will remind Members of these roles in her email to the Membership.

b) Safeguarding:

A discussion on roles and responsibilities in respect of Safeguarding occurred. The Secretary confirmed that, in accordance with Third Age Trust (TAT) guidelines and procedure, neither the Committee nor Group Co-ordinators

needed to be DBS checked. Hornsea & District u3a follows TAT suggested practice and has a Safeguarding Policy (available for all to see on the website) and a Safeguarding Officer (Barbara Cowan). Safeguarding will be discussed with the Group Co-ordinators at the February Co-ordinators meeting.

#### c) Monthly Raffle

Following guidance provided that cash prizes are not permitted by the Gambling Commission a discussion on replacing the cash prizes with 2 'first prizes' (that the first winner can pick from) and a 'booby' prize relating to that month were discussed and agreed.

**Action** - Treasurer will organise the prizes for January's and February's raffles.

d) The Chair's Hornsea Community Newspaper article will continue to focus on a group activity – Tai Chi will be covered next.

e) Accord Meeting – next meeting is on Monday 20<sup>th</sup> January with a focus on the role of the Treasurer. Chair will attend alone, since the Treasurer is otherwise engaged that day. Chair to provide input to the Accord 'terms of reference'. Committee agree with the overall terms, but suggest some wording alterations to make the information clearer.

**Action** - Chair to feed into Accord meeting.

### **5. Treasurer's Report**

a) Bank balance is healthy

b) Wix (the hosting platform for the website) invoice was received. Significant increase in cost compared to the prior year. Alternative hosting platforms are being investigated by the Communications Officer as part of an overall IT review (including the Beacon data management system). Communications Officer to be invited to January's Committee Meeting to provide an update.

**Action** – Secretary to invite Communications Officer to next Committee meeting.

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

a) Hornsea Organisations Together (HOT) team are interested in gathering feedback from the Membership. It was agreed that they could attend the renewals meeting in April as one of the 'service providers' that Members can talk to on the day.

**Action** – Secretary to liaise with HOT to invite them to April’s meeting and arrange a briefing conversation with the Committee in advance of April’s meeting.

b) All Committee Members now have a formal Hornsea u3a email address so that all u3a communications can be sent to that address and not to a personal email address.

**Action** – Secretary to share the email addresses of all of the Committee with each Committee Member.

c) Annual review of Policies is required.

**Action** – Secretary to send Policies to the relevant Committee Member to review and update – by end of January – as necessary.

### **7. Membership Secretary’s Report**

No update provided.

### **8. Group Co-ordinators Report**

a) ‘German language’ group is progressing in being established.

b) ‘Dog Walking’ group is up and running (walking!); risk assessment profile to be completed.

c) ‘Pie and a Pint’ group to hold its first lunch in January.

d) ‘Craft’ group considering its future.

e) New group ‘Focus on Faith’ suggested.

e) Group Co-ordinators meeting to be held in February. Venue and date tbc. Initial agenda drafted.

**Action** – Group Co-ordinator to source venue and agree date.

### **Speaker Seekers Report**

New program booklet for 2025/26 is ready for printing

**Action** – Chair to liaise with Communications Officer re printing.

### **10. Welfare and Safeguarding Officer’s Report**

a) Barbara attended Jean Sutton’s funeral.

b) Cards have been sent in the last month (Christmas / Thank You / Get Well Soon / Thinking of You) as appropriate to volunteers, helpers and Members.

### **11. Publicity Officer's Report**

a) Ongoing discussions through HOT re groups/organisations having posters in Eastgate Surgery.

b) More A5 flyers being printed – for Floral Hall and Town Hall.

c) Discussion of using flyers at local caravan parks to inform the longer term visitors about the u3a.

**Action** – Secretary to investigate.

### **12. Preparations for January's monthly Floral Hall meeting**

Speaker – Hazel (no additional requirements)

Sign in – Paddy / Kath

Meet and greet – Barbara, Elaine, Pam

Membership – Sheila

Group tables – Rosemarie

Refreshments – n/a (no refreshments for January)

Raffle – Adam

Vote of thanks – Paddy

### **14. Any other business**

a) Christmas meal was very well received. Very good feedback provided in terms of venue, food, quizzes bottle raffle and the entertainment.

b) Formal 'thank you' to Linda Sharp for decorating the u3a Christmas Tree at the St Nicholas's Christmas Tree Festival.

### **15. Next Meeting**

Planned for Tuesday 28<sup>th</sup> January at 10:00 at Rosemarie's house.

Hazel thanked everybody for attending.

Rosemarie was thanked for hosting and supplying the refreshments.

The meeting closed at 12:33.