

## **Hornsea & District u3a**

### **Committee Meeting Minutes 25<sup>th</sup> February 2025**

Present: Hazel Adamson (Chair), Paddy Thompson (Vice Chair), Kath Conner (Treasurer), Adam Wilkinson (Secretary and Publicity), Barbara Cowan (Welfare and Safeguarding Officer), Rosemarie Bishop (Groups Coordinator), Sheila Ellis (Membership Secretary), Angela Atkinson (Grants).

#### **1. Apologies**

No apologies.

Chair outlined that Jan had stepped out of the Minutes Secretary Role, and (in her absence) thanked her for her contribution.

Chair outlined that Angela had agreed to join the Committee in her Grants Assessor role.

#### **2. Minutes of meeting 28<sup>th</sup> January 2025 agreed and signed.**

#### **3. No matters arising.**

#### **4. Chair's report**

##### **a. Grant updates (from Grants Officer):**

- I. Grants Officer is attending an 8 weeks long training course being fun by ERYC. Outlined that this was very useful and helpful.
- II. Grant applications in process for The Lions, K-Com and Hornsea Rotary Club. Others to follow
- III. Grant priorities – new laptops; membership card printing machine; funding for video/oral history recording; publicity material and u3a merchandise.
- IV. Various information needed from Committee and other volunteers (e.g. hours spent volunteering for the u3a).
- V. Constitution discussed (see Secretary's update below).

##### **b. Summer Garden Party**

- I. Probable date – subject to room availability – Friday 19<sup>th</sup> September at St Nicholas's Parish Hall.

- II. Aspiration is to video record memories of end of World War Two (and years immediately following) to provide historical recollections. To then be shared with local schools and local history societies.
- III. Members to be surveyed at March's monthly Meeting at Floral Hall to assess support for the Garden Party / Video History idea.
- IV. Local History Group to be asked if they would like to be involved.
- V. Working Group required to take the initiative forward (entertainment, publicity, catering, liaising with videography team, etc.)

***Action: Grants Officer to book Parish Hall***

***Action: Grants Officer to liaise with Local History Group Leader***

***Action: Chair to investigate external catering options (including Bemora and Eden Catering)***

***Action: Chair to include request for volunteers for the Garden Party Working Group in her monthly 'all members' email***

## **5. Treasurer's report**

- a. Savings account and current account are both healthy at this stage of the financial cycle.
- b. To follow TAT guidance, a contingency reserve should be established and recorded as an 'emergency fund'.

***Action: Treasurer to assess appropriate amount to be held as a contingency/emergency fund and report back at next meeting***

## **6. Secretary's report**

- a. Policy review completed. Updated policies and supporting forms have been re-posted on website.
- b. Communications Officer is working on the Website transition and has been learning how to use Beacon. Training sessions

for Beacon - with Secretary, Treasurer, Membership Secretary and Group Coordinator - are in progress.

- c. Constitution discussed and reviewed. Summary conclusion was that the Constitution remains fit for purpose and does not need updating or rewriting at this time.

## **7. Membership Secretary's report**

- a. 265 Members (including 5 Honorary Members). 166 pay cash; 47 pay by cheque and 47 by BACS. 157 Members Gift Aid their Membership Subscription Fees. 24 Members subscribe to the Third Age Matters magazine.
- b. Renewal Meeting discussed. 4 renewal tables and 1 new member table required. Committee Members and other Members being sourced to run the tables.
- c. Agreed that new members who join in March 2025 will get thirteen months' membership (so will not need to renew until April 2026).
- d. Agreed that Membership fees for new Members will now decrease by £5.00 quarterly through the year to represent period of membership. For example, joining in April, May or June will cost £20; in July, August or September will cost £15; in October, November and December will cost £10; in January and February £5.00. March joiners will pay the full 12 months' fee, but gain March as a 'free' month.

***Action: Membership Secretary to send Grants Officer the 'new member' welcome pack***

## **8. Group Coordinator's report**

- a. Annual Group Leaders' Meeting - Tuesday 18<sup>th</sup> February - went very well. Excluding the Committee, 21 Group Leaders attended. Group Leaders very engaged and welcomed the updates on annual renewals process, finance processes, safeguarding, risk assessment, ICE cards, Accord, and how to run a group advice, etc.
- b. Interest Group news and updates:

- I. German group looking for German town/city to twin with. Various contacts and approaches have been considered and are in process.
- II. Antiques group and Cribbage Group are about to start.
- III. Creative writing group, Basic computing group, and Focus on Faith group need more interest to be viable.
- IV. National Interest Group information (e.g. Ancient Greek for beginners, etc.) has been shared.

**Action: Group Coordinator to book Town Hall for Tuesday 10<sup>th</sup> February 2026 for Group Leaders Meeting**

### **9. Speaker Seeker's report**

- a. Very positive feedback in respect of Chris Cade, the Victorian Butler, at February's monthly talk. Has been re-booked for a different talk for September 2026.
- b. Programme for April 2025 to March 2026 printed and has begun being distributed
- c. Some speakers in place for April 2026 to March 2027.
- d. New Speaker Seeker required.

### **10. Welfare & Safeguarding Officer's report**

- a. Various cards sent to Members as appropriate.
- b. Card supplies provided from Craft Group

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

- a. Posters on display in appropriate sites in Hornsea and surrounding villages. Posters and leaflets have been delivered to caravan sites between Hornsea and Skipsea.
- b. HOT meeting on Wednesday 26<sup>th</sup> March at 4pm discussed.
- c. HOT Event on Sunday 13<sup>th</sup> April discussed. Agreed that we would want a presence and a stall on the day.

**Action: Publicity Officer to have posters displayed in Mappleton, Aldbrough, and Skirlaugh and continue distribution at various caravan sites and holiday parks.**

**Action: Publicity Officer to give Posters to Grants Officer.**

**Action: Publicity Officer request a stall at the HOT Event.**

**Action: Staffing of HOT Event stall to be discussed at 25<sup>th</sup> March Committee meeting.**

## **12. Set up for Speaker & meeting**

Cathryn Tosler Waudby ('All Things Sewing Bee') is 4<sup>th</sup> March's meeting speaker.

Signing in -	Paddy
Meet and greet-	Barbara and helpers
Refreshments-	Frances and Giselle
Membership -	Sheila and Kath
Group tables -	Rosemarie
Vote of thanks -	Paddy
Raffle -	Jane

## **13. Any Other Urgent Business**

12:40 Meeting closed with thanks to Paddy for hosting.

**Next meeting: - Tuesday 25<sup>th</sup> March at Sheila's**