

# Hornsea District u3a Committee Meeting Minutes

28<sup>th</sup> January 2025 at Rosemarie's

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), Ken Hooper (Communications Officer), Jan Richardson (Minutes Secretary), Angela Atkinson (Grants)

## 1. Apologies

No apologies. Two additional attendees.

Angela Atkinson was welcomed to the meeting in her Grants Access role. To apply for Grants some common information was requested (Financial Statements; Constitution; Insurance Certificate).

Initial ideas suggested included new IT equipment and using the garden party to record WW2 memories for the 80<sup>th</sup> anniversary of VE/VJ Day. This could be a joint project with local schools and used for educational or historical purposes and interest. Further discussion required.

***Action: Secretary to provide the requested documentation.***

Communications Officer provided an update on the migration of the Hornsea & District u3a website to a new platform. The Committee approved the £50 payment required to continue the migration.

A discussion on using Beacon followed. This is anticipated to be an improvement on current systems and allow for better data management for membership information, finance, group information, mail merges, accessibility, etc.

Discussion on laptops, 4 new ones required. This was agreed with further costing for future discussion.

***Action: Communications Officer to check on membership cards template within Beacon for Sheila.***

**2. Minutes of meeting 31<sup>st</sup> December 2024 agreed and signed.**

**3. No matters arising.**

**4. Chair's report.**

a. Notes from Accord meeting 20<sup>th</sup> January 2025 attended by Chair:

- I. Caves are using the Open Door Policy and the 'free movement of members' from April 2025 and trialling it for 1 year.
- II. A review of the list of speakers in 12 months to be shared.
- III. Gift Aid examples discussed.
- IV. Howden would like to circulate information on groups within the Accord to encourage attendance from other u3as, especially where one u3a has an interest group that another u3a does not.
- V. YAHR elections – Hornsea & District u3a is eligible to vote for 2 people as regional representatives on the National Council with its allocated votes. Committee discussed candidates and agreed who to vote for.
- VI. 21<sup>st</sup> February 2025 'Keep It Legal' day course in Leeds. Includes safeguarding; insurance; copyright; data; complaints.
- VII. Next Accord meeting 28th April - Chair & Groups Coordinator to attend. Going forward, Accord meetings to rotate Chair and note-taker between the attending u3as. Additional attendee from that specific u3a can attend that meeting as a note-taker.

***Action: Treasurer and Chair to attend 'Keep it legal' day.***

- b. Summer garden party agreed for Saturday 13<sup>th</sup> September at St Nicholas's Parish Hall. Provides indoor and garden space, and use of the kitchen.
- c. Suggestion Box is now being used and already bringing positive comments.

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

- a. £5,065 savings account; £2,066 current account
- b. £249 paid for Wix website licence – expires to February 2026

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

- a. Policy updates - ongoing.
- b. Safeguarding Concern form to be amended.
- c. Privacy policy - members can review on Hornsea & District website. Indeed, all the policies are on the Hornsea & District u3a website, and all members have access to these.
- d. 1100 hrs Secretary had a phone from Calvin Boyd (who is part of the Hornsea Organisations Together group and the Smile Foundation). The focus is on member's health and well-being. The Committee agreed that Calvin could attend the April renewals meeting to chat to members.
- e. Contingency Planning not discussed and to be taken forward to next meeting.

***Action: Secretary to amend all discussed policies and re issue.***

***Action: Secretary and Treasurer to attend HOT meeting on 29<sup>th</sup> January at the Hub 4-6PM.***

***Action: Secretary to highlight contingency planning next meeting.***

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

- a. 257 Members with 2 more to join. 59 of which are new members. End of March will be able to provide a yearly figure comparison.
- b. Arrangements for annual membership renewals, and number of members needed to help with administration on the day, to be taken forward to next meeting.

**Action: Membership Secretary to discuss what is needed at the next meeting.**

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

- a. New group suggestions:
  - I. German set up on What's App; ongoing organisation needed by members.
  - II. Creative writing.
  - III. Antiques group.
  - IV. Cribbage.
  - V. Focus on Faith.
  - VI. Basic computing.
  - VII. Solo members.
- b. Bowls and Cribbage information to be put up on website.
- c. Mah Jong group already active, with increasing numbers, hence a third tile set needing to be purchased.
- d. Crafts already established but no current venue and are just meeting socially.
- e. Risk assessments discussed. Although safety is paramount, a duty of care to self also lies with the person as a shared responsibility.
- f. Group Leaders to inform Group Co-ordinator of any changes (e.g. disbandment, new groups or any other information, etc.) so information can be updated on the website, and on the monthly rolling screen.
- g. Information sheet to be given to new group leaders on ease of how to help set up a group.
- h. From Accord meeting feedback, Steve (Howden) have groups struggling to survive and wants to circulate news to other u3as so people can join if interested. Caves have a potential guitar group wanting to start in the spring and would meet in Brough. Register an interest and they will keep members informed.
- i. 18<sup>th</sup> February meeting for Group Leaders 10-12pm at the Town Hall 0930 set up for tables etc. Suggestion box to be taken to meeting. Refreshments to be arranged. Agenda for meeting discussed and agreed.

**Action: Group Coordinator to update website with Bowls and Cribbage information.**

**Action: Group Coordinator to remind Group Leaders about completing Risk Assessment forms.**

**Action: Group Coordinator to remind Group Leaders about informing her of any significant changes to the interest group.**

**Action: Group Coordinator to create advice sheet for new Group Leaders**

**Action: Group Coordinator to provide updates to Communications Officer for updates on rolling screen.**

**Action: Chair to inform members of the Caves guitar group.**

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

April 2025 to March 2026 is now booked, and program has been sent to print.

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

'Safeguarding Concern' form to be amended with further additions for clarity and guidance for confidentiality.

**Action: Secretary to liaise with Safeguarding Officer and Groups Coordinator to agree updated form.**

## **11. Publicity**

Lapel mikes have arrived and are ready for use next meeting.

Hornsea Community News articles complimented.

Sue is targeting posters at local caravan and holiday sites.

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

Chris Cade is on Tuesday's meeting speaker, actor, and storyteller.

Signing in -

Paddy, Jan

Meet and greet-

Barbara and helpers

Membership -

Sheila

Group tables -

Rosemarie

Vote of thanks -  
Raffle -

Paddy  
Jane

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

List of future outings read out.

Arrangements for lunch with Jane confirmed.

1328 Meeting closed.

**Next meeting at Paddy's**