

Pocklington & District U3A Committee Meeting

Held on Tuesday 19th June 2018 at 10.30 a.m.
at the Station Hotel, Pocklington

PRESENT:

President:	Steve Fraser
Chair	Brian James
Past Chair:	Graham Ball
Secretary:	Graham Gillyon
Committee Members:	Pauline Carter, Val Wosket, Ian Smith, Martin Braidley, Moira Laverack

1. Welcome

- The Chair welcomed members to the meeting. Martin Braidley was welcomed as a new committee member.

2. Apologies for absence

- ED, CM, EW and PG.

3. Approval of the Minutes of the meeting of 15th May 2018

- Approved without amendment.
- Proposed: GB.
- Seconded: GG.
- Approved Minutes to be posted to website at close of Committee Meeting.

4. Matters arising from Minutes of previous meeting

- Under AOB, SF suggested that clarification is needed to make clear that everyone who attends Pocklington and District U3A groups and activities is required to be a paid up member for insurance purposes. Action: BJ and GG to check that both the wording and message conveyed on the website are accurate in this regard. If anyone has doubts or concerns regarding this requirement they should consult GG. ML reported that a number of group leaders have approached her to check that members of their groups are members of Pocklington U3A.

5. Groups

- New groups: Dressmaking and pattern cutting is going well and may need to expand into larger premises. One or two members have expressed interest in the DIY coffin-making group.
- BJ reported that a few omissions to group information in the handbook and on the website need to be corrected. This is in hand.
- Access to Wesley House: there have been a few security problems. BJ suggested that the time is right for re-consideration of entry and security issues, including who holds keys and who has access to Wesley House. GG holds the latest list of key holders, which may need updating. He will check with listed key holders whether they still require access to Wesley House, and if not, will call these keys back in.
- Astronomy Group: A proposal for funding of the purchase of a telescope has been received. This needs careful consideration, as it would involve a

considerable commitment of funds. Committee agreed that BJ and GG will consult with the Astronomy subject advisor at TAT to gather information on how other U3A astronomy groups source equipment and manage cost implications. BJ will let the Astronomy group leader know that we are looking into his request and will get back to him.

6. Treasurer's Update

- PG supplied a written report. Money in the bank stands at £12,400.00 before capitation (now paid) of £2,996.00. A demand for £2,673 has been received for the cost of postage of the TAM magazine. PG is querying this, as it is significantly more than the cost of last year's postage, while membership numbers remain similar to last year. A claim of approximately £1,000.00 for Gift Aid has been submitted to HMRC.
- BJ circulated copies of the current Asset Register compiled by PG. BJ recommended that we should dispose of the obsolete items (e.g. old, non-functioning, laptops) highlighted on this list. This action was proposed by PC, seconded by GG and approved by the committee.
- BJ and Brian Snelson will update the Asset Register with regard to what is held in store at Wesley House. Following this, group leaders will be asked to confirm which assets they hold and where they are held.

7. Membership Secretary's Update (ML)

- Current membership stands at 773.
- ML commented on a spreadsheet of numerical membership data, compiled by BS and previously circulated to the committee. The committee agreed that the minimum data on this spreadsheet is all that needs to be retained in order for us to be GDPR compliant.
- Thanks to BS's help and expertise, it is now possible to print membership cards for new members directly from the website. The committee recorded a vote of thanks to Brian for his ongoing help and support with these projects.
- PC reported that a new member of staff at WDY is now looking after our account.
- Two group leaders have still not renewed their membership, despite several reminders from ML. Committee agreed that the Chair will send a standard letter to these individuals giving a final date for their renewals to be received, failing which the relevant groups will be closed.

8. Secretary's Update (GG)

- Updating the Members Handbook is nearly completed.
- The Group Leaders Handbook has been updated.

9. Meetings: Committee Attendance

- Drop-in on Thursday 5th July: VW, MB, SF, IS, BJ and possibly GB.
- The committee acknowledged the need to actively recruit members to help at Drop-ins, particularly in 'meet-and-greet' roles. MB offered to help with future new members meetings. It was agreed that IS will offer to help Terry at the new members' desk – particularly at busy times.

10. Website Update (PC)

- WDY is moving to new premises, still in Pocklington. An on-line membership payment function should soon be in place. WDY are doing good work and there are no current issues of concern.

11. AOB

- The Secretary has discussed with Margaret Stubbs her suggestion of possible future room rental at Burnby Hall. As this possibility is still some way off, it was agreed to come back to the issue, if still relevant, at a future meeting.
- The suggestion of the purchase of a telescope for the Astronomy Group is dealt with above (item 5).
- BJ has received a paper on Safeguarding Policy Protocols from TAT and will circulate this for discussion at the next meeting.
- BJ read out an email received from a media production company asking for assistance with a particular project. Committee agreed this project is outside our remit and the request will be declined.

The meeting closed at 12.04 p.m.