

Pocklington & District U3A Committee Meeting

Held on Tuesday 17th July 2018 at 10.30 a.m.

at the Station Hotel, Pocklington

PRESENT:

President:	Steve Fraser
Chair	Brian James
Vice Chair	Chris Mills
Past Chair:	Graham Ball
Treasurer	Paul Giles
Committee Members:	Martin Braidley, Eileen Ducker, Val Wosket, Ian Smith, Elizabeth Walker, Moira Laverack

1. Welcome

- The Chair welcomed members to the meeting.

2. Apologies for absence

- Pauline Carter, Graham Gillyon

3. Approval of the Minutes of the meeting of 19th June 2018

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

4. Matters arising from Minutes of previous meeting

- There were no matters arising

5. Groups (CM)

- Astronomy Group: Request for purchase of a telescope. BJ has taken advice from the U3A Astronomy subject advisor. The Astronomy group, as requested, has provided a helpful and detailed proposal with costings. The Committee engaged in a full and detailed discussion that raised a number of specific and wider issues, including how we financially support our groups. In summary, the Committee agreed that the amount requested by the Astronomy group is beyond the capital amount that we can give to one particular group. With regret, the Committee decided that the proposal, as received, is unacceptable and unaffordable. However the Committee agreed that it is prepared to give up to £250.00 for itemized equipment if requested by the Astronomy Group.
- DIY Coffins: Five people have signed up for this group which will start to meet in September 2018.
- Data Protection issues where a group leader resigns: The Vice Chair circulated a draft proposal for managing group issues. The Committee agreed to adopt the proposal and to circulate it to all group leaders. It includes the advice that should a group leader suddenly step down, the Vice Chair will then act as an interim point of contact for group members.
Action: All group leaders to be sent a copy of this paper, including updates agreed at the meeting.

6. Treasurer's Update (PG)

- Balance in the bank approximately £8,400.00 after paying: capitation of £2992.00; postage costs for TAM magazine of £1,692.00 and after receiving gift aid of £1,019.00.
- The annual return has been submitted.
- Asset Register: Brian Snelson has helpfully agreed to run the asset register and any future changes are to be submitted to him. A clear-out of the equipment cupboard has taken place in advance of our U3A losing this storage facility. The Committee agreed that any obsolete or redundant equipment should be offered to the membership.

7. Membership Secretary's Update (ML)

- Current membership stands at 784.
- The facility for online payments is proceeding as planned.
- Gift aid forms will need to be sent out to eligible members who join online. ML has this in hand.

8. Secretary's Update (BJ for GG)

- The new edition of the Group Members' Handbook is now available and was circulated to members present. It will be accessible online and some hard copies will be available at Drop-ins.
- BJ reported that the past Secretary is not willing to continue indefinitely as interim Secretary. He would be very willing to induct and support the new secretary. The committee agreed that the issue should be brought up with members at the next drop-in and that the Secretary's job description should be made available at this meeting.

9. Meetings: Committee Attendance

- Drop-in on Thursday 2nd August: The majority of Committee members will be available to help.
- A new member is helping to staff the entry desk.

10. Website Update (EW)

- WDY are now settled in their new premises over the Oxfam Shop.

11. AOB

- U3A Safeguarding Policy: discussion deferred to next Committee meeting.
- The Chair spoke about a Community Action Group meeting he attended on 12.7.18. This is an East Riding Council initiative with the purpose of developing a 'Social Prescribing Programme' within Pocklington and District. The Chair provided a written summary of this meeting which is appended to these minutes. He wished to encourage members to publicize this initiative and the Committee agreed that the Chair should continue to be involved in further meetings as the link person with Pocklington and District U3A.

- A-Board wording for Drop-ins: Committee agreed to the wording 'New Members Welcome' to go on the A-Board.
- Data protection guidelines – query from a member: **Action: a notice to go round to all group leaders reminding them to use the BCC (back carbon copy) facility for all group emails and explaining how to do this.**
- The Chair has received a written request from Age UK asking for volunteers to help staff the Pockington shop. The Vice-chair will respond to say that regrettably we cannot publicise such a request but will let them know if we hear of anyone who might be interested in helping.

The meeting closed at 12.20 p.m.