

Pocklington and District u3a

Minutes of Committee Meeting

Tuesday 16th December 2025

Pocklington Rugby Club, Burnby Lane

Present:

Neil Barrett, Pauline Slater, David Hebden, Simon Eggleston, Gerry Hutchinson, Margaret Stubbs, Les Smith, Richard Antcliffe, Moira Laverack, Rosemary Waugh, Rosemarie Kennedy, Christina Burn

Apologies: Ralph Voke, Polly Fothergill, Michael May

1. **Welcome.** Simon welcomed everyone to the meeting.
2. **Approval of Minutes** from last meeting, November 18th 2025 – approved
3. **Matters Arising from minutes.**
 - Wolds Day. Date in the Spring to be confirmed. MS to organise the day.
4. **Chair's Report. SE**
 - Simon thanked everyone involved in the Midwinter Music on Thursday 11th December. A most successful and enjoyable event, attended by approximately 50 people in the audience (84 in total).
Simon proposed a vote of thanks to Polly for her impetus and organisation of the event. Unanimously agreed by the Committee
5. **Vice Chair's Report. RW**
 - Nothing to report but RW requested items for the January Newsletter
6. **Treasurer's Report. DH**
 - Total Funds are: £6044. Main account: £3839. Subscription account: £2074. Cash: £130
 - The Invoice for All Saints Church for £71 is still to be paid
 - RA is being added to the Bank Mandate
7. **Membership Secretary's Update CB**
 - 731 members
8. **Secretary's Report.** Nothing to Report

9. Groups LS

- **Groups**
 - i. **Current Affairs 1** has finished due to diminished numbers. They met for the last time last week
 - ii. **Film**. Gerry Hutchinson has stepped forward as Group Leader from Brian James
 - iii. **Pub lunch 4**. Having their Christmas lunch this week. Margaret James is stepping down as leader (she and Brian are relocating to Bedford). It is hoped that someone will step forward as Group Leader
 - iv. **Whist** has met for the last time due to falling numbers
 - v. There is now only 1 Group Leader who has not responded
 - vi. It was agreed to send a card to Margaret and Brian thanking them for their commitment to the u3a in Pocklington and wishing them all the best in their move.
- **January Survey of Group Leaders**
 - i. To update group lists
 - ii. To itemise any equipment held by individual groups
- **Annual Review of Policies.**
- We agreed last January that we would review our policies in January each year. There are 3 reasons for doing this:
 - i. To check whether, during the previous 12 months, anything has arisen that would make it wise to make amendments, additions or deletions
 - ii. So that we don't overlook or forget the need to review
 - iii. So that, in the unlikely event of anyone, either inside or outside our u3a, inquiring if any or all of our policies have been reviewed, we can answer honestly that they have been.
- The u3a website names 4 mandatory policies that are a legal or regulatory requirement or duty that trustees must comply with.
 - Safeguarding – in place, Les will report back at next meeting
 - Health and Safety – in place, ditto
 - Data Protection – in place, ditto
 - Equality and Diversity – Les has offered to draft a policy and bring it to the next meeting

There are also 5 recommended policies which are 'Good Practice that the Charity Commission expects trustees to follow and apply to their charity'.

- Risk

- Complaints
- External Speakers
- Finance and Reserves RA offered to be involved in drafting this
- Social Media

The Website has sample policies for all except External Speakers and Social Media.

Les offered to bring draft policies every 2 months for discussion, etc so that all policies should be in place by January 2027.

DH will update the Health and Safety policy.

10. Upcoming Events

- **Disco** – January 9th. Arrangements are all in hand. Committee are asked to arrive at 5/5.15pm to assist with setting up. A reminder will be sent to those who are coming to bring their own food and drink

11. AOB

- MS suggested that an outline of what happens at events such as the Games afternoon and Midwinter Music should be written for future reference. (e.g. quantities of food, drink, outline of activities)
- Moira thanked everyone for their work throughout the year and wished everyone a Happy Christmas and all good wishes for the New Year

12. Date of next meeting. Tuesday 20th January 2026. Rugby Club, Burnby Lane

Simon thanked everyone, wished everyone a happy Christmas and the meeting closed at 10.36am