Charity Registration Number: 515733

Minutes of Tynedale u3a Committee Meeting held on Thursday 25th April at Hexham Golf Club

Present: Barrie Mellars, Kate Stephenson, Ally Forster, Margaret Earl, Lesley Parsons, John Dark, Ian Diggory, Michael Brockway and Ann Atkinson

No.		Action/ person
1	**Welcome and Apologies:** Apologies were received from Tim O'Brien.	
2	**Minutes of meeting** held on 21st March 2024 had a couple of minor amendments to the Events section and name of new committee member. Ann to amend.	AA
3	**Matters Arising:** Ann mentioned that Ian was to provide an updated list of speakers for monthly meetings to all committee members which had not been done yet. Ian to do this.	ID
4	**Chair's Report:** Barrie asked all committee members to consider taking on the role of Vice-Chair. He did not see this as an onerous task as would just mean taking over the chairing of the meeting in his absence. He also stated that there was no expectation that the Vice-Chair would then take over as Chair at the end of his term in office. Ann informed that the Business Secretary and Finance Officer were not eligible to take on this role. In relation to the room at the Masonic Hall Barrie informed that there was no financial commitment to use this facility and not something we need to approve. It was however stated that it would have been preferable for Barrie to let the committee know about this facility prior to informing members at the Convenors lunch. Barrie apologised and took this on board. Michael and Barrie had looked at the room and they agreed that it was suitable for small groups although the cost was more than Barrie originally anticipated. The Arts and Crafts group have seen it and are very happy to make use of the room for £30 for two hours. The use of the facility will be an ad-hoc arrangement and self-funded by groups. Kate informed that grants are available to groups for equipment which they should probably be made aware of. Barrie confirmed that the Garden Party will be at Corbridge Cricket Club on 10th July. Ally mentioned that she had not known about this and again stressed the need for committee to be informed first of all, in particular in relation to publicising this. A discussion took place in relation to an individual/group providing music at the garden party. As there had been an offer from a u3a member who was part of a band it was decided that we should ask them but make it clear that they would have to be outside due to the size of the venue and if the weather was wet then they would not be able to perform. Barrie informed that Top Nosh and the Auction Mart had been asked to bid for providing the catering which would be afternoon tea on the basis of catering for 100 members. It was agreed that members planning to attend would have to pay a £5 deposit which could be paid electronically or by cheque. The event would start at 2pm. Margaret volunteered to be responsible for sorting out the catering and Barrie would put together information about the garden party for the newsletter. Barrie informed that there was some parking by the cricket club for members with limited mobility but would encourage that	All MW BM

	attendees park in the rugby club car park and drop off members with mobility issues by the cricket club. Barrie asked committee members to get in touch with him if they had any issues to raise in relation to the garden party and to think about activities on the day.	All
5	**Business Secretary's Report:** Ann informed that she had completed annual returns in terms of membership to the Third Age Trust and had updated committee member details with the region, Third Age Trust and Charity Commission. Lesley stated that the Charity Commission would need to know the new website address. Ann to inform them of this. Ann asked about providing more detail in the newsletter about national and regional news as it was evident that there was limited knowledge at the Convenors lunch. It was decided that we should just provide links to their websites so members could access further information about events etc.	AA
6	**Treasurer's Report:** Kate reported that more cash had gone out than had come in and that we now had between £15,000 and £16,000 in the account. All outgoings were standard e.g. annual return payment and payment to the Mart. She stated that she had the Charity Commission Annual return to do and as we had over £10,000 in the account we would need to produce an annual report. Kate would do this, keep it brief and share with the Committee for comment. She felt it would be helpful if Convenors could take a look at their finances in relation to their group and also check that groups paying for rental are paying this through the u3a and not directly. The issue of people attending groups who were not members was also raised and a need to check this with groups. Michael and Kate to liaise regarding addressing these issues.	KS KS/MB
7	**Events Secretary's Report:** Margaret informed that there was currently no instruction for payment for the Auckland Castle visit on 18th July which she would sort out as soon as possible for the newsletter and website. The third visit to Egger had now been arranged. She informed about the difficulties in arranging the Marchmont House visit and felt that this should be dropped which was agreed.	MW
8	**Group Liaison Secretary's Report:** Michael informed that he had received three to four enquiries for accommodation. The Arts and Crafts group are going to the Masonic Hall. The Forum Cinema was considered a possibility as a venue but it is not versatile with limited availability. He informed that he had received an enquiry about starting a group for recently divorced/separated members but it was agreed that this did not fit in with the objectives of u3a.	
9	**Newsletter Editor's Report:** Tim was unable to attend the meeting and had nothing to report. It was suggested in relation to monthly meetings that we inform members of speakers a couple of months ahead.	TB
10	**Publicity Officer's Report:** Ally reported that she had been very busy and had managed to get people to attend the coffee morning, 39 attendees had heard about it through Facebook. The Facebook page had reached 13,000 people and the Facebook Group just under 1500 people. She had brief videos from convenors about their groups obtained at the Convenors lunch and was drip feeding these with 2000 views. There was a lot of interest in people wanting to join and get details so going very well.	AF
11	**Programme Secretary's Report:** There were 78 attendees at the last monthly meeting and 49 views of the video. Ian informed that he had speakers lined up for every month up to April next year and stated the subjects for the coming months. A list to be sent to all committee members.	ID
12	**Membership Secretary's Report:** John reported that we were approaching 600 members and of the 12 new members in April, 9 had come within 24 hours of the coffee morning. The coffee morning held in the Great Hall with 50 attendees was a success. It was agreed to publicise the next coffee morning in September and hold it in October and have labels available for attendees. Following a query about deaths, John informed that he was reliant on being informed by members.	JD

13	**Beacon Administrator and Website Manager's Report:** Lesley informed that the new website was up and running. The website is tynedale.u3asite.uk. Members of the committee thanked Lesley for all her work on this and were complimentary about the content and new look of the site. Tim will be putting the details in the newsletter. Lesley will let everyone know and the old site will be redirected in time. She informed that there were still a few things to add including a form of words to describe the reach of Tynedale u3a so more inclusive of the area. Also in terms of links to other u3a's to focus on those close by in the region so not all groups on it and simpler to navigate. The Charity Commission, Third Age Trust and region would need to be aware of the new website address, Ann to sort this. The issue was raised about members who have difficulty reading online information who have an email address. Following discussion it was agreed to ask Tim to bring 10 extra copies of the newsletter to the monthly meeting for those in this situation.	LP AA TB
14	**Regional and Third Age Trust**: Nothing to report	
15	**A.O.B.:** John raised a complaint he had received about a member having difficulty accessing the Mart. This had been raised in a previous newsletter and members were asked to inform Ann if they had any difficulties. She had received four requests for assistance and Barrie had sorted out support for three. Ann to resend Barrie details of the fourth person. Barrie asked if we should provide tea/coffee at the monthly meeting at a cost of £1200 a year. This was agreed and that we should order for 50 and see how it goes. 35 attendees had drinks at the last meeting. There was some discussion about responsibilities of Convenors when asked by a member to join a group which is full, for the Convenor to let the Group Liaison Secretary know. This would enable the Group Liaison Secretary to assess whether there was enough people for a new group to be created. This is particularly important where there are several similar groups e.g. book groups. Michael to consider how best to maintain a waiting list and mechanisms involved for doing this.	AF AA MB
16	**Date and time for next meeting:** Thursday 23rd May 2024 at 2pm.	

Meeting ended at 16:00

Minutes Approved **Dated:**