

Minutes of Committee Meeting held on 3rd July 2025

PRESENT:

Vivienne Fleet, Chair; Caroline Johnston, Business Secretary; Ian Mayfield, Treasurer and Membership Secretary; Susie Amodio, Interest Groups Coordinator; Stephen Hall, Health and Safety Officer; Sue Ogilvie, Committee Member; Josie Kiely, Committee Member, Chris Brooking, Committee Member.

1. Apologies

No apologies.

2. Minutes of Last Meeting.

Accepted as a true record.

3. Matters arising from Last Meeting

3.1. Generic email addresses have been created as agreed, apart from the chair's email, which will not be progressed for the moment.

3.2. Policy and Procedure documents have been updated.

3.3. Query over invoice for the Jubilee Hall has been resolved.

3.4. Budgeting in Old Age - idea returned to Ian Webb to progress.

3.5. The Philosophy group is now meeting regularly.

3.6. A proxy form is available if needed.

3.7. Printed leaflets need to be regularly checked and replaced. Susie will check the villages within the next two months, Vivienne will drop some at the Jubilee Hall. **SA/VF**

4. Financial Report

4.1. The current financial situation is healthy, as indicated in the report previously circulated.

4.2. Interest groups have had their booklets since April. Ian will email Group Leaders to ask them to bring the booklets to the Sept/Oct meeting, to check that there are no issues or concerns with their use. **IM**

4.3. U3A policy is to have an independent accounts examiner. Our examiner is a member, so not independent. Our constitution states that we will operate in accordance with the regulations set out in the Charities Act, which states that registered charities need an independent examiner. U3A is an unregistered charity - Ian to check whether this makes a difference, and to check whether the local firm Maximcosts undertake this work. **IM**

4.4. Josie to be added as a signatory to the bank account. **IM**

5. Membership

- 5.1. We currently have 137 members, down on last year, although many joined late last year. Ian to remind individuals and Group Leaders that they will be deemed to have left if they have not paid by September, and will no longer be able to attend groups. **IM**
- 5.2. Group Leaders to be reminded that potential new members are entitled to two taster sessions before joining U3A. **SA**
- 5.3. The website membership page and form is to be revised along the lines of Alnwick's page. Chris to formulate the page, and send to Ian for checking. **CB/IM**
- 5.4. Circulation for the membership spreadsheet is currently: Josie, Caroline, Vivienne. It is kept/updated by Ian. Ian to create a list of group members for Group Leaders so that they have emergency contact details. **IM**
- 5.5. People leading outings need to get emergency contacts for all attendees. Vivienne suggested getting names on the day, taking a photo, and sending it to another committee member, in case of a serious incident involving all attendees.

6. Committee Admin

- 6.1. Sue and Caroline are sorting out portal access on an ongoing basis. **SO/CJ**
- 6.2. New committee members (Josie, Chris, Caroline) require U3A GDPR training - Keeping it Legal. Slated for October, to be delivered by Vivienne. **VF**
- 6.3. Succession planning - the chair and treasurer will have to resign in May 2026. It was suggested that the Chair role be streamlined by separating the publicity role. It is possible to co-opt new committee members with a view to taking on the roles next year. Susie will approach Group Leaders for suggestions. If we are unable to fill the roles, Alnwick may be open to a merger. **SA**
- 6.4. Sue to revisit and revise role descriptions. **SO**
- 6.5. Trustee declaration forms need to be updated - Sue to bring forms to the next meeting. **SO**
- 6.6. Policies and Procedures have been updated for this year. They need to be updated annually. It is currently part of the Secretary role, but Sue is happy to continue to do this. **SO**

6.7. The The new model constitution from the national office is due at the end of the year.

7. Social Events

7.1. The afternoon tea reviews were very positive, the venue and food were both lovely. The AGM worked well, so we will continue on that basis.

7.2. So far we have 7 teams (35 people) for the quiz. It will be promoted in the next newsletter, and at the next monthly meeting. Josie to contact Pete Burrows about raffle prizes and to offer help with printing. **JK**

7.3. Biddlestone Chapel visit is on 18th August. Stephen and Vivienne will visit the site and complete a risk assessment. It may be possible to combine with a visit to Alnham church, where there are toilet facilities. **VF/SH**

8. Monthly Meetings

8.1. 21st July - Secrets of the Brain. Josie to liaise with Simon re. refreshments. **JK**

8.2. 15th September - Mountain Rescue, who will bring a charity box for donations. Josie to introduce the speaker, and contact them 3 weeks before to finalise details. Vivienne to email Mountain Rescue and copy in Josie in order to introduce her. **JK/VF**

8.3. Ability Net have offered a digital skills training package, covering a range of topics. Vivienne to respond, and get more information. It was proposed to schedule an initial session in October. **VF**

9. Wider U3A

9.1. Lindisfarne trip in September - details in the newsletter.

10. AOB

10.1 The committee agreed to hold a new members' meeting/coffee morning, proposed date 5th November. Ian and Susie to liaise over numbers. Information to go into the September newsletter. **SA/IM**

10.2. The September newsletter needs to be circulated before the talk on 15th September. Caroline to pull this together and circulate. Suggested items - subscriptions, new members event, annual lecture, pictures from the Biddlestone Chapel visit. **CJ**

10.3. The deadline for Over the Bridges was missed. Next deadline is 27th August. Vivienne to provide copy **VF**

11. Date of Next Meeting

Friday 26th September, 15.00, The Queen's Head