

## Minutes of the Coquetdale u3a Committee Meeting held on 04.02.26

### Present:

Vivienne Fleet, Chair; Ian Mayfield, Treasurer and Membership Secretary; Caroline Johnston, Business Secretary; Susie Amodio, Interest Groups Coordinator; Stephen Hall, Health and Safety Officer; Sue Ogilvie, Committee Member; Chris Brooking, Committee Member; Dave Fleet, Committee Member; Teresa Barnard, Committee Member; Clare Lendrem, observer

### 1. Apologies

No apologies

### 2. Minutes of the meeting 28.11.25

Accepted as a true record.

### 3. Matters Arising

3.1 Keeping It Legal training now scheduled for 13.02.26

3.2 Copies of Third Age Matters magazine will be delivered to committee members, and made available to members at monthly meetings.

### 4. Financial Report

4.1 Current balance is £4841.91. Bank charges of £4.25 per month are now appearing on statements. End of year finances will be prepared for the end of March - Ian to contact group leaders for their figures. **IM**

4.2 Ian has received full financial information from four of the six relevant groups, with partial information from ceilidh and table tennis. **VF/IM**

4.3 Our donation to *Over the Bridges* magazine was last made in September 2025, so is not due yet. To revisit later in the year.

### 5. Membership

5.1 We currently have 202 members. Individuals who chose not to renew have been informed that they are no longer members, as have group leaders. No further action required.

### 6. Committee Admin

6.1 It was agreed that the next AGM would be held as part of the annual afternoon tea/garden party, which falls on 15.06.26. Formal notices must be issued 21 days before this date, so before 25.05.26. The secretary will issue the financial report.

6.2 Officer role descriptions have been updated by Vivienne. Everyone to review changes and return updated copies to Caroline before the next meeting. **ALL**

6.3 Committee minutes are now published on the website, but are difficult to find. Vivienne requested that they be added to the front page. **CB**

Chris pointed out that there is no longer a second person assisting with website admin. Agreed to request volunteers to assist in the next newsletter. **CB/CJ**

#### **6.4 Risk Assessments**

Meeting in houses: Stephen has adapted a document from the u3a website, but expressed reservations, as it puts a lot of responsibility on the person hosting the meeting, and may be off-putting. However, it does include some sensible precautions, and we do need to demonstrate due diligence. Dave and Susie to draft a checklist, based on Stephen's document, and circulate to committee members. **DF/SA**

Vivienne will obtain a checklist for home-based groups from her contacts within the u3a chairs, and share this with Dave and Susie. **VF**

Vivienne shared examples of claims made against the u3a's insurance, which range from a cleaning bill for spilled wine, to a serious cycling injury. The document states that only activities assessed as low-risk should be open to non-members. Query over how this applies to taster sessions Vivienne to check. **VF**

Walking Group: There is now no group co-ordinator, so responsibility for completing the risk assessment for each walk falls to the individual walk leader. Chris and Stephen to check and amend the risk assessment, and circulate to the walking group via Josie Kielty, who is handling communications for the group. **CB/SH**

**6.5** Next newsletter to be circulated w/c 09.02.26. Vivienne to draft and circulate, others to add their contributions. **VF/CB/SA**

Ian agreed to deliver hard copies to the two members who need them. **IM**

**6.6** The advertising leaflet needs to be updated. Teresa to draft the wording, Susie's son to undertake the design work. **TB**

**6.7** Groups update: Many groups are thriving, especially the new ukulele group. Border Readers now have a waiting list, so there is the possibility of forming a third group. Eight people are interested in Italian conversation, and three in Spanish. The railways and modelling group, and probably the nordic walking group, will finish.

Chris and Susie to set up a page on the website for groups seeking new members. **CB/SA**

#### **7. Social Events**

**7.1** All are happy to return to the Golf Club for the summer afternoon tea, if Yvonne will take on the catering. Teresa to investigate. **TB**

**7.2** December and January monthly meetings were well attended, and there were no issues.

**7.3** The February meeting is a member talk on bird migration by Chris Wright.

It was noted that the next quiz would be in the summer, and that someone will need to take on the organisation.

Teresa is working on developing an online welcome pack for visiting speakers, covering contacts, tech needed, safety issues, copyright on images etc. Teresa to clarify the position with regards to copyright - does the Hall have cover?

**TB**

## **8. Wider u3a**

**8.1** No decision from Wooler over whether to disaffiliation from the u3a. It was noted that we currently have informal reciprocal arrangements with Wooler u3a, and their members should not be charged Coquetdale u3a membership for attending groups or meetings. They should pay any individual group fees for hall hire etc.

**8.2** NE Region Council Reps - Kathy Clegg is currently our regional rep. Once a second rep is in place, they will attend one of our monthly meetings.

## **9. AOB**

**9.1** Ian to take on the updating of the noticeboard. Vivienne to hand over the key.

**IM/VF**

**9.2** Rothbury Parish Council have approached us about appearing on their app, which lists community groups. Caroline to complete and return the form. **CJ**

## **10. Date of next meeting**

Friday 10.04.26, 3.00pm, The Queen's Head.