Minutes of the Coquetdale u3a Committee Meeting held on 28.07.26

Present:
Colin Davis, Chair; Tony Myers, Treasurer; Vivienne Fleet, Membership Secretary; Dave Fleet, Interest Groups Co-ordinator, Sue Ogilvie, Committee Member; Chris Brooking, Committee Member

1. Apologies
Caroline Johnston, Steve Ireland

Colin said a few introductory words about the new Committee and explained that it is proposed to maintain a decisions log to record specific decisions taken by the committee. Caroline has agreed to maintain this. Several decisions were taken at this meeting and are documented at the end of these minutes.

2. Minutes of the meeting 10.04.26
Accepted as a true record.

3. Matters Arising
3.1 Items 6.1 and 6.5 from minutes – complete
3.2 Item 6.7 (advertising leaflet) to be addressed later under publicity
3.3 Item 7.2 (RAFA Armed Forces Day) Thanks to Colin and Jane for the loan of the display stand. Also, thanks to Graham Wilson (u3a member and resident of RAFA House) for his involvement. It was agreed that at any future events we need to be in a different area, one with greater footfall.
Following discussion about the potential for a presence at local country shows, it was suggested that we consider attending one next year (Thropton?) to judge if it is worth doing.
3.4 Items 8.2 and 9.1 – complete

4. Financial Report
4.1 Treasurer's Report
Tony has adopted the Charity Commisssion accounts format.
Committee members are asked to feed back to Tony anything that will affect our budgets. **All**
Vivienne will update Tony with the figures for the Tapestry outing. **VF**

It was agreed to continue to donate £50 to Over the Bridges. Tony to organise payment for this year. **TM**

Tony will circulate a summary of the AGM / Garden Party expenses. **TM**

4.2 Finance Policy
Tony has reviewed and updated the u3a template. Tony will update it to state that no u3a money is to be held in personal Bank Accounts; he will then re-circulate the policy document. **TM**

Tony will also provide a simplified summary of the Financial Policy Document for circulation to Group Leaders. **TM**
Group Leaders will not be provided with paying in slips.
The u3a template refers to paid tutors. We do not have any plans to use them. This is logged as a decision.

Vivienne will update Tony regarding the agreement with Alnwick u3a, i.e. their members are welcome to attend Coquetdale u3a events subject to any group fees (such as Art Appreciation). If our members attend Alnwick events, we are asked to join them as associate members for half their fee. **VF**

It was agreed that no payment should be made without sight of the appropriate receipt. This is to be added to the decision log.

4.2.1 Bank Signatories
The signatories were agreed to be; our Chair, (Vice Chair – post not currently filled), Membership Secretary, Treasurer, and an additional committee member (the meeting agreed that Sue Ogilvie will be the additional signatory). Tony is to check if the bank will issue the necessary number of cards, although the signatories do not all need debit cards, just the authorisation cards. Colin and Sue need to be added to the Bank Mandate, and Ian Mayfield will be removed. Also, Tony will check if Susie Amodio has a card, if so, it needs to be returned. **TM**
Tony will locate the card reader and try to get it working. **TM**

4.3 Treasurer's Role
Tony has revised Ian's draft and will discuss it with Vivienne offline. **TM/VF**

The committee will review the updated document and feed back any comments. **ALL**

5. Membership
5.1 Membership has increased from 210 at the end of March to 228. We have 9 Associate members (from Alnwick).

5.2 Renewals; Vivienne has revised the membership worksheet and is in the process of reviewing its contents, as part of this review she is validating payments vs. our bank account. Several people are yet to pay. Vivienne is sending gentle reminders. **VF**

A decision was agreed that we will allow a 6-month window for payments (i.e. the end of September). Beyond that people will be deemed to no longer be members.
A further decision was taken that we will keep details of leavers / lapsed members for 3 years. (This is the length of time in which insurance claims can be made) We currently have 4 such members.

Vivienne is continuing to research Beacon as a method of managing our membership details. She will report back to a future meeting, probably early in 2027.

5.3 New Members Meeting

It was agreed to keep to 1 such meeting each year. Dave and Vivienne will liaise with our members and Group Leaders, with this year's meeting provisionally organised for Wednesday 30th September at 2pm, for group leaders, new members, and committee members. Depending on numbers we may need more space than that provided in the Cheviot Room.

6. Committee Admin

6.1 Risk Assessments

Dave has a template for a Home-Based Meeting checklist for circulation to the committee. This will be circulated to group leaders with a request for feedback. **DF**

Note that we will refer to the Home-Based Meeting document as a checklist, rather than a Risk Assessment.

Dave will take on the tasks associated with Risk Assessment following Steven's departure, as the Risk Assessments are primarily concerned with group activities. We will include a request for help with this in the next newsletter.

Risk assessments need to be reviewed regularly, and such reviews need to be scheduled.

It was agreed that Incident Reports will be kept by the Chair for 3 years. This will be logged as a decision. Colin will add a follow up section to the existing form. **CD**

6.2 Charity Registration

Tony will investigate this and report back at the next meeting. **TM**

6.3 Safeguarding Issues

There was discussion about the need for a designated Safeguarding officer, Vivienne volunteered to take this on, she will review the policy and circulate it for review at our next meeting. The Chair will act as backup for this role. **VF**

6.4 Committee emails

Tony has details of the Treasurer email account. We need some form of backup, so it was agreed that the account details would be placed securely in a sealed envelope and held by the Chair. This is being logged as a decision. Tony to pass details to Colin. **TM**

6.5 Constitution

Our constitution needs to be updated. For example, it currently states that as well as the 3-year tenure for the officer roles, there is a limit of a 4-year tenure for other committee positions, and we need to review these limits.

We are still waiting for the promised update to the u3a constitution, so we will work with what is currently available. Vivienne will circulate the latest version for discussion. **VF**

To adopt a revised constitution, we need to schedule an EGM. It was suggested that this could form part of our December event, but if we use this, the event will have to be members only.

6.6 Trustee Forms, Portal update.
Trustee forms to be updated to reflect new committee.

Caroline to confirm if the Portal update has been done. **CJ**

6.7 u3a Matters Magazine
We will continue to have these sent to committee members to make the magazines available at the monthly meetings. To be logged as a decision.

6.8 Policy and Procedures Documents
Sue will continue to maintain these. To be logged as a decision.

7. Group News
Barry Frost is hoping to set up a Pickleball group. 9 or 10 members have already expressed an interest in this, and he and Dave are looking into possible venues.

The Group Co-ordinators' guide is being reviewed. Dave will pass to Tony for review. **DF**

The Nordic Walking group is no longer viable as we do not have enough interest. Dave will contact the current group leader to update her. **DF**

8. Social Events
8.1 The Afternoon Tea / AGM was very successful.

8.2 Summer Outing
We have 29 people signed up for the coach, with an addition 2 people making their own way to Galashiels. There are 4 places left on the coach.

We will ask members in the next newsletter for suggestions for next year's outing. It was agreed that such an event takes a lot of organising, so might not be manageable.

8.3 Winter Quiz
The Winter quiz will be held in January next year if someone will step up to organise it. This will involve organising the venue and catering, as well as liaising with Pete for the quiz details. We will ask for help in the next newsletter.

9. Monthly Meetings
July's meeting was very successful and well attended.
September's meeting will be about the Lit & Phil

Vivienne and Colin are working on next year's meetings.

10. Publicity Update
The Over the Bridges deadline for the next issue is the end of August. We need to get our input for this and the Longframlington News. Our publicity leaflet is being revised and updated.

Steve is creating a lot of publicity material. Sue has a supply of good quality A4 paper which was bought for u3a use, so it makes sense for Sue to pass this on to Steve. **SO**

11. Wider u3a
We've had positive feedback from 2 members who went to this year's u3a North East Region event at Ushaw House. The regional u3a is now looking for potential contributors for next year's event. We will include details of this in our next Newsletter.

12. AOB
There is an ongoing question about possible preferential rates at Alnwick Playhouse for u3a members. The current situation is that one of the Alnwick u3a members is a volunteer at the playhouse and will follow this up to operate a u3a Cinema Group.

Tony will update the expenses form to reflect the necessary changes.
Meanwhile, expenses can be sent to Tony. NB Tony is to check and confirm the new mileage rate of 55p per mile. **TM**

AGM Minutes – can be uploaded onto the website as a draft, subject to validation at the 2027 AGM. **CB**

We have received an email asking for people to participate in a research project into Fraud. It was agreed not to get involved with this.

A further email was received promoting group holidays at Classic Lodges. We have no interest in this.

13. Date of Next Meeting
Proposed for Tuesday 22nd September, 2:30 pm venue tba

Decision Log

- Coquetdale u3a do not currently, or plan in the future to use paid tutors.
- Payments will not be authorised without sight of the relevant receipt.
- We will keep details of leavers / lapsed members for 3 years. (This is the length of time in which insurance claims can be made)
- A decision was agreed that we will allow a 6-month window for payments (i.e. the end of September). Beyond that people will be deemed to no longer be members.
- Incident Reports will be kept by the Chair for 3 years.
- The details of the Treasurer's email account will be placed securely in a sealed envelope and held by the Chair.
- We will continue to have copies of the u3a Matters Magazine sent to committee members to make them available at the monthly meetings.
- Sue will continue to maintain the Policy and Procedure Documents.