

Pocklington & District U3A Committee Meeting

Held on Tuesday 18th September 2018 at 10.30 a.m.
at the Station Hotel, Pocklington

PRESENT:

President	Steve Fraser
Chair	Brian James
Vice Chair	Chris Mills
Committee Members:	Martin Braidley, Eileen Ducker, Val Wosket, Ian Smith

1. Welcome

- The Chair welcomed members to the meeting.

2. Apologies for absence

- Graham Ball, Graham Gillyon, Moira Laverack, Pauline Carter, Paul Giles, Ron Tinkler, Elizabeth Walker.

3. Approval of the Minutes of the meeting of 21st August 2018

- Approved without amendment.
- Proposed: VW.
- Seconded: MB.
- Approved Minutes to be posted to website at close of Committee Meeting. (Minutes are accessible under the 'Resource Centre' heading within 'Minutes').

4. Matters arising from Minutes of previous meeting

No Matters Arising.

5. Groups (CM)

- Pocklington and District U3A Bowls Group - Bainton: All members of this group will join Pocklington U3A and will thereby have public liability insurance. The group will be playing indoor bowls during the winter months and CM has put them in touch with the Stewart Bowling Club, Pocklington. A 'News' item has been placed on the Website to promote this potential new group and Chris Mills will also make an announcement at the next Drop-in.
- Dressmaking and Pattern Cutting: It was noted that members of this group need basic knowledge of dressmaking and individual access to a sewing machine. CM will follow up with the group leader to see how the group is going and gain an idea of the current level of interest.
- Astronomy: The group has turned down the offer of £250 towards the purchase of a telescope but has thanked the Committee for the offer.
- BJ and CM have suggested that a file be made available at Drop-ins containing an example list of the range of groups run by other U3As. This could also be put on the website in the hope of encouraging members to consider starting new groups.
- Scrapbooking and Papercraft group. Committee has approved funding to allow purchase of cutting and template equipment for the group's use. The

group leader will make the purchase and present an invoice to the Treasurer for reimbursement.

6. Treasurer's Update (PG)

- No Report

7. Membership Secretary's Update (ML)

- Current membership stands at 827 (Same date range last year was 830).
- GDPR document supplied by Brian Snelson: encouraging to see how compliant we are, e.g. with how we use informed consent and bcc wherever possible. That group leaders have some flexibility is encouraging.
- ML would like to remind group leaders that she can make checks about membership details on their behalf if requested.
- All non-email information booklets have been posted. ML will return remaining copies and labels before the October drop-in.
- Thanks to those who hosted the last new members' meeting, which had a bumper turn out of 17.
- Terry is on holiday for the October drop-in although Liz is expected to be there.
- ML will be chasing up the online payment system when she returns from holiday.

8. Secretary's Update (GG)

Re actions of the August meeting:

- Data Protection: Secretary to send some brief communications to Group Leaders (with copy to Committee) highlighting the requirement to use 'bcc' on email communications with their group members - this will go out with the usual communications to Group Leaders. Guidance on using bcc will be given out at the Group Leaders' meeting.
- A notice re use of bcc will be included in 'News' within the website as a further reminder.
- Our Policy & Privacy Statement will be filed within the Resource Centre on the website for members' reference. The Committee would welcome any suggestions for revision or amendments.
- Safeguarding: The U3A policy that the Committee has approved has been amended with specific reference to Pocklington & District U3A and communicated back to National Office. A copy has now been placed within the Resource Centre of our Website and copies will be circulated to Group Leaders 'for information only'. Sophie at U3A head office is our reference point for any issues/queries about data protection and safeguarding.
- Community Focus: GG and Chris (webmaster) have created a heading within 'Useful Links' entitled: 'Community Focus - Non U3A Groups & Events within our area' and under this heading they plan to provide an opportunity for local charity and not for profit, non religious, and non political groups to have a link to our website. The project is being managed by Chris and GG and is in its infancy so members are asked for their patience as this is a 'work in progress'. (Members can be assured that all requests from non U3A

organizations will require approval of the Secretary/Webmaster in the first instance).

- A notice about this new initiative will also appear within 'News' on the website.
- The Committee is invited to share this initiative with any eligible non U3A groups (e.g. Rotary, Probus, Age Concern, etc) of which they are aware. Any interest is to be directed to GG at secretarypockdu3a@[gmail.com](mailto:secretarypockdu3a@gmail.com) in the first instance.
- Group Leaders meeting: Burnby Hall Community Centre has been booked for **Thursday 22nd November 2018** (It will be an afternoon meeting with times to be advised nearer the date). A 'Save the Date' message will be communicated to Group Leaders with a copy to Committee. Group Leaders and Committee are encouraged to suggest agenda matters for inclusion directly to Chris Mills at: vicechairmanpockdu3a@[gmail.com](mailto:vicechairmanpockdu3a@gmail.com)
- Secretary Laptop purchase: Chris Smith will be sourcing a new laptop for the incoming Secretary (Ron Tinkler) and will set it up so that it is ready for his use from October. RT will have specific access to the Secretary G mail account from 28th August so that he can gain understanding of the Secretary role.

9. Community in Action.

- BJ attended the 2nd meeting of this initiative. He will have a handout on social prescribing available for a future meeting. East Riding Council are putting together a website identifying organisations and initiatives that are relevant to Community in Action. There will be a link to this from the Pocklington and District U3A website. At the heart of this initiative is the idea that someone at the local GP practice is available to liaise with people who may benefit from Community in Action. A trained link person will be available to accompany identified individuals to, for example, a U3A Drop-in. This is a work in progress and has not yet been set up. CM, as Vice Chair, will accompany BJ to future meetings to ensure continuity of role.
- ED is attending Community in Action meetings at Market Weighton on behalf of the Committee. The Market Weighton group is setting up a showcasing event on 13th November 2018, probably in the community hall at Market Weighton. ED and BJ will attend this event and staff a table on behalf of Pocklington and District U3A.

10. Meetings: Committee Attendance

- Next Drop-in, Thursday 4th October: IS, MB, CM, ED. IS will help to staff the new members' desk in Terry's absence.
- Next new members' meeting: ML to advise Committee of date.

11. AOB: None

Date of next meeting: Tuesday 16th October 2018.

- Apologies from VW, ML and RT.
- The meeting closed at 12.15 p.m