

# Pocklington & District U3A Committee Meeting

Tuesday 15th October 2019 at 10.30 a.m.

at the Station Hotel, Pocklington

## PRESENT:

President	Steve Fraser
Chair	Chris Mills
Treasurer	Paul Giles
Secretary	Ron Tinkler
Membership Secretary	Moira Laverack
Committee Members	Martin Braidley, Val Wosket, Graham Ball, Brian James (Past Chair), Liz Dearsly, Eileen Ducker, Elizabeth Walker, David Stone

### 1. Welcome CM

- The Chair welcomed members to the meeting.

### 2. Apologies for absence

- Apologies received from Sue Final

### 3. Approval of the Minutes of the meeting of 17th September 2019

- Proposed by Val Wosket and seconded by David Stone. Approved with one amendment: Under Item 10, Meetings, Committee Meeting should read Tuesday 15th October.

### 4. Matters arising from Minutes of previous meeting

- Following further dialogue with WDY, DS reported that WDY have stated that they don't undertake any specific security procedures on our behalf. In this regard DS thinks that our technical security may be at risk. Moreover DS thinks we may not be GDPR compliant if we do not have a reasonable level of data protection in place. DS recommends that we identify a designated data protection officer. PG reported that he had received an invoice from WDY for £1,650 for an annual payment for GDPR. When PG queried this he was told we could ignore it as WDY will deal with any problems that arise on an ad hoc basis. ML confirmed that her understanding is that all that WDY do is deal with maintenance problems. EW clarified 2 separate issues arising from the discussion: the first is data protection and security, the second is backing up of files. Committee agreed there is a need for someone to go back to WDY to ask what are the best forms or data protection and back-up and to clarify the cost of this and whether this needs to be annual. (DS)
- Theatre Group: CM reported that the leaders of this group have stepped down after years of committed involvement. It is hoped that a new leader can be identified from people who have registered an interest in the group continuing, otherwise the group is likely to fold.
- PG expects to present an updated Asset Register to the committee soon.

### 5. Groups

- The list of groups categorized by type and prepared by RT (tabled at the last meeting) was discussed. The role of link committee member for each cluster was explained for the benefit of recent committee members. The link person makes themselves known to group leaders of their cluster groups and acts as a support person and conduit for issues to be taken back to committee where needed. Committee members indicated that they were willing to take on their identified clusters.

- All Saints Church has asked if U3A groups who meet there will each provide an A2 banner by 1st November to help publicize and celebrate the re-opening of the church following its refurbishment. (CM to action this)
- The Archaeology group is hoping to have an open meeting during the year and has asked if the committee will underwrite the cost of speakers if there is a small shortfall, although it is expected that the event will be self-funding. The committee agreed to review this issue if they do get a funding request.
- The Ukulele group has requested funding from the Committee for the hire of Burnby Hall Community Centre for a performance following the Drop-in on 5th December. This was approved.
- A Rock Music Appreciation group has been established and a leader identified.
- ML confirmed that the Enjoying Literature and Russian groups are still running.
- RT confirmed he will act as a conduit for communications addressed to SF while she is on leave of absence.

#### **6. Treasurer Update PG**

- Account balance stands at £8,422. There is currently £300 in ML's account.
- PG advised of the need to be mindful of possible further payments to be made to WDY of approximately £1,600 per annum (see item 4 above). He reported that the finances are generally in good order.

#### **7. Membership Secretary Report ML**

- Membership currently stands at 872.
- 10 new members joined in October.
- The quality of printed documents is an issue and can hopefully be improved by the time of the next AGM. ML to follow this up.
- ML holds a lot of paperwork that needs to be shredded. She will make enquiries about the best way of doing this and report back.
- ML circulated the prototype of a new membership card incorporating photographic work with a Wolds theme, taken by a member. This was approved by all present.

#### **8. Secretary Report RT**

- The Drop-in scheduled for 7th May 2020 has been rescheduled for 14th May due to a Police Commissioner election.
- Next July's Drop-in will need to finish at 11.30 due to a follow-on room booking.
- The Archaeology group leaders would like to send a letter to TAM to compliment the running of a group leaders' workshop they attended in Leeds. They provided the committee with a copy of this letter.
- RT has had conversations with Brian Snelson about taking over the circulation of communications previously managed by Brian. Both see this as a positive work in progress.
- Group Leaders' Meeting 21st November: All Committee members present indicated that they can attend and were asked to arrive by 1.30 pm to help with catering layout and general facilitation. BJ will buy some re-usable glasses as local supermarkets no longer provide a hire service (expenditure approved by committee).

##### **Outline agenda:**

- (i) Welcome and introduction by the Chair;
- (ii) Treasurer's update;
- (iii) feedback on items covered in last year's meeting;

- (iv) small group discussions to identify needs and issues in cluster groups, facilitated by link committee members;
- (v) opportunities for Q&A (questions submitted in advance);
- (vi) closing remarks from the President. Group Leaders' handbooks will be given out at the end of the meeting.

#### **9. Community In Action**

- BJ reported that the local initiative in Pocklington has drawn to a close with no further action anticipated.

#### **10. Meetings**

- Committee Meeting Tuesday 19th November 2019– all members present able to attend.
- New members' meeting 14th November has enough people to cover.
- Drop-in 5th December – at the request of the catering team no tea or coffee will be served and this will be replaced by Bucks fizz, soft drinks and festive fare.

#### **11. AOB**

- ED advised that there are still some diaries for sale.
- RT reported that a group leader had informed him that at least one other U3A provides emergency contact medical cards for its members and had asked if this could be done by P&D U3A. After discussion those present thought a small number of blank contact cards could be made available at Drop-ins for anyone who wished to take one.
- LD requested more hard copies of handbooks to be made available at Drop-ins. **(RT to action this).**

The Chair thanked those present for their contribution to a lengthy and wide-ranging meeting. NEXT MEETING Tuesday 19th November 2019

The meeting closed at 12.15 pm.

Note: Following the Committee meeting a meeting took place between the Chair, Secretary and the two newest Committee members, LD and DS to discuss and confirm their U3A Trustee responsibilities.