<u>Minutes of the Meeting of the Filey and District U3A Committee</u>

<u>Held: 15 June 2026 at the Conservative Club commencing at 4pm</u>

Present: Peter Crooks (PC), Anthony McKay (AMcK), Dave Thompson (DT)
Howard Mitton (HM), Martin Hirst (MH), Pat McKay (PMcK), David Smith (DS)

Apologies: Dorothy Caller (DC),Tony Dawson (AD);

PC opened the meeting and welcomed attendees. Apologies for both DC and TD(?) were given.

1. **Matters arising from previous meetings**:
   matters arising from previous minutes.
   DS said that in the copy of the minutes circulated to Committee members, the wording needs to be updated in the "Treasurer's Report point c"
   It should now say
   "c. HM explained that, in comparison to this time last year, financially the Branch seemed to be in deficit. However, this is mainly because last year we delayed paying our Capital Charge to TAT. This year's figure included the payment of our Capitation Charge and Beacon payment, whereas last year's did not. HM said that by the end of July we should be comparing "like with like""
   The Minutes from Committee meeting held 18 May 2026 were then approved as being correct.

2. **Key Items For Discussion**
   (1) Preparation for the Members Meeting, 25 June 2026
   a. DS has contacted the speaker to give her details for parking etc. She will have her presentation on a memory stick but wasn't sure of the slides being in 16X9 format. Since the meeting DS has spoken to Hilary who will be there with her laptop and will "do what she can" with the memory stick images (they may come out slightly smaller)
   b. DS still to confirm with the Speaker what her total fees will be.

   (2) Group Organisers Handbook
   a. New Handbook is particularly aimed at new Group Organisers (As requested at last Group Organisers meeting) and does it very well.
   b. It's in the format of the TAT National Guideline but it includes most of the information in our current quideline. "Duty of Care" is not specified as a heading – should it as a way of setting the scene for the rest of the guideline?
   c. 2 new main items not included in our current guideline.
      (1) **Risk Assessment**. Required for our "Public and Product Liability Insurance". Particularly important for Physical Activities. Done at the moment but not formally. Needs "buy in" from Group Organisers. TAT and neighbouring u3a's have some sample Risk Analysis sheets. Key item for discussion with Group Organisers at their meeting on 3 September.
      (2) **Register of Members in an Interest Group**
      Interest Groups keep their own registers of members particularly where they are collecting money. Is it an Insurance requirement or is it just a useful aid? Again, it needs to be discussed with Group Leaders.
   d. Next Step
   DC and DS to get together to finalise document and suggest how we might progress the introduction of Risk Assessments and (to a lesser extent) Registers with Group Organisers. For discussion at next Committee Meeting prior to circulating to Group Leaders before their 3 September meeting.

(3) Chairmans' Report

a. PC advised nothing to report.

(4) Treasurers' Report

a. HM advised the cash balance was up to £584.22 and bank balance £3,107.35 (excluding calendar monies £381).
b. HM was concerned about the bank charges currently being charged by Virgin Media. He has been looking at the possibility of moving our account to a "Charity Account". After some discussion of the details, the Committee agreed that HM should pursue it.
c. PC to give HM authority to input New Members information into Beacon. This would be particularly useful for new members paying by Bank Transfer and HM would still liaise closely with DT.

(5) Secretary Report

a. Nothing to report

(6) Membership Secretary Report

a. There was some discussion on reinstating the "Welcome New Members" letter. It was agreed that we would NOT re-introduce the holding of individual coffee mornings for groups of new members. DT will update the previous letter (DS provided a copy following the meeting) and have copies available for 25 June.
b. Hopefully PC will now be able to sit down with DT and give him fuller access to Beacon
c. Post meeting, DS chased up contact details for a new member (Spanish Group) who had paid by Bank Transfer but had not provided Membership Form details.

(7) Speaker Finder

a. PC advised he was starting to look for speakers for 2027. Committee members to provide him with more suggestions, particularly for more musical numbers as opposed to speakers.

(8) **Group Coordinators Report**

a. The Golf Club has confirmed it can do steak pies as well as Lasagnas at the Group Organisers meeting on 3 September. Group Organisers have been notified of the meeting. So far 16 said YES and none said NO.
b. Rick Kipping has completed his first series of Spanish Classes for Beginners and Improvers. He plans to carry these forward for those who attended the first series plus for a few members who were unable to attend.
c. PMcK advised that 8 or 9 members have shown an interest in a Murder Mystery night (possibly to start in September). They are still looking at possible venues and food options.

(9) Any Other Business

a. PMck said that it was very crowded (and hot) in the food hall at the last monthly meeting. On 25 June we need to see if any more chairs are available. Also PMck said she had some ideas about how the Table/chair layout could be improved. (OK as long as, at the end of our meeting, we put out the chairs and tables as wanted by the Church)
b. No other business the meeting closed at 1705hrs

Date & Time of Next Meeting

Next Committee Meeting will be Monday 13 July at 4pm in the Conservative Club.