Hornsea & District u3a

Committee Meeting Minutes – Tuesday 26th May 2026

Present: Hazel Adamson (Chair), Paddy Thompson (Vice-Chair), Adam Wilkinson (Secretary and Publicity Officer), Sheila Ellis (Membership Secretary), Rosemarie Bishop (Groups Coordinator and Safeguarding Officer), Rita Bremer (Welfare & Volunteers Officer), Kath Connor (Committee Member without portfolio), and Kevin Bullas (potential Treasurer).

1. **Apologies.**
   Carl Northwood (Treasurer), Angela Atkinson (Grants Officer), and Simon Stagg (Speaker Seeker).

2. **Minutes of meeting of 28th April 2026 agreed and signed.**

3. **All matters arising covered as part of May's meeting. All uncompleted Actions carried forward and re-listed.**

4. **Chair's report**
   a. The Chair welcomed Kevin Bullas to the meeting. Kevin agreed to take on the role of Treasurer and was co-opted onto the Committee.
   b. Chairs' Forum call discussed the experience of being Chair, Committee terms of office, web maintenance, succession planning, publicity, and on-going support for banking provision of charities.
   c. Theatre Group – Chair and Secretary to meet with organisers and take stock of current situation and agree how to take forward.
   d. YAHR Forum discussed marketing, AI, and national campaigning.

   Action: Chair to continue to request volunteers to act as a 'buddy' at the FH monthly meeting in her all-member email.

   Action: Chair to discuss her suggestions for website update and refresh with the Communications Officer.

Action: All – items for next edition of Hornsea Community News and all member email to the Chair asap.

Action: Chair to remind Members of need for someone to support Communications Officer with website.

5. **Vice-Chair's report**
   a. January 2027 meal discussed:
      - To be renamed – Hornsea & District u3a Annual Dinner.
      - Tuesday 19th January 2027 at Hornsea Golf Club.
      - Preference is for a pre-chosen three course meal rather than a carvery.
      - Entertainment to be discussed further.

   Action: Vice-Chair to book Golf Club for 19th January 2027 for Annual dinner.

   Action: All – consider ideas for a DJ and bring suggestions (names, details, etc.,) to next meeting.

   Action: Vice-Chair to contact Amanda White re possibilities of promoting Hornsea & District u3a.

6. **Treasurer's report**
   a. Current financial position is positive.
   b. Year End Accounts – completion in progress and audit imminent.
   c. Asset Register – update ongoing.
   d. Gift Aid update – following a review of the TAT and HMRC guidance it was determined that the wording in respect of the Gift Aid declaration on the Membership application form needed amending.

Action: Treasurer to set up a fixed term savings account (or similar) to hold a contingency fund / emergency fund in keeping with TAT good practice guidance.

Action: Treasurer to progress completion of Year End accounts and provide to auditor for review.

Action: Chair to provide contact details of the auditor to the Treasurer.

Action: Treasurer to update the Assets Register.

Action: Treasurer to liaise with Communications Officer to purchase a new laptop.

Action: Membership Secretary to amend wording on Membership application form.

7. **Secretary's report**
   a. Charity Commission website information updated.
   b. Smile Foundation training was useful. Information shared with relevant Committee members.
   c. Ideas for a 1-day 'summer school' were outlined. Following work by the Grants Officer and Secretary the idea of holding a 1-day event of talks, activities, etc., was suggested. Probably will be held in June/July 2027. Committee to discuss further.
   d. Next Accord meeting is on Monday 20th July. Focus is on Welfare and Safeguarding. Chair, Safeguarding Officer and Welfare & Volunteers Officer to attend.
   e. Future YAHR training sessions and meetings with the Council Representatives discussed.

Action: Chair and Membership Secretary to let Secretary know if they are Trustees of an additional charity.

Action: All – consider content and structure of a possible summer school.

8. **Grants Officer's report**
   a. Dogger Bank Wind Farm grant of £915 approved. Funds to support future publicity activities (for example, Hornsea Community News articles, posters, and leaflets, etc.).
   b. Co-op grant – currently have 796 votes.
   c. Bra bank progressing well.
   d. Cookery Book project progressing. Ideas re design, format content, recipes, photographs, all under discussion. Following

publication, it could springboard cookery lessons and shopping using technology / shopping on a budget / cooking for one, etc.

Action: All – consider ways to use the grant incomes received in the most effective manner.

Action: Chair to promote recipe book in her monthly email and at the Floral Hall meeting.

9. **Membership Secretary's report**
    a. 208 members to date; including 5 honorary and 15 new.
    b. Further renewals expected at June's monthly meeting.
    c. Group's Co-ordinator and Membership Secretary to collaborate with Interest Group Leaders to initially focus on non-renewals within the groups. This will be followed by individual calls in due course.

    Action: Membership Secretary to work with Groups Coordinator to work out which members have not renewed and then use the interest group leaders to follow up with those individuals. To progress asap throughout June.

    Action: Membership Secretary to provide list of names of 2025/26 new members that have not renewed for 2026/27 (at June's Committee meeting) for Committee follow up.

10. **Group Coordinator's report**
    a. Limited interest in setting up a Chess group.
    b. Other new groups – e.g. Quizzical and Discussion group are up and running and going well.
    c. Discussion on how money collected by Interest Group Leaders should be managed. Best practice would be that all monies are reported to the Treasurer and banked and then any costs incurred would be paid for centrally or reimbursed following submission of invoices. It was recognised that this might be problematic for the Wine Group in terms of hosting a tasting evening.

Action: Groups Coordinator to draft document outlining the approach adopted by the Wine Group in terms of managing funds/money.

Action: Groups Coordinator to review contact data visible on the Hornsea & District u3a website (email addresses and phone numbers) of interest group leaders and assess whether this should be more generic.

11. **Speaker Seeker's report**

a. Feedback from the Alan Johnson interview was overwhelmingly positive. Very interesting guest.
b. Program for rest of 2026-27 is filled; 2027-28 in progress.

12. Welfare & Volunteers Officer's (WVO) report

a. Cards sent to members as appropriate.
b. Volunteers 'thank you lunch' on Friday 5th June – all organised.
c. Coffee morning for ***new*** members who have joined since 1 April 2026 to be held on Tuesday 23rd June in Floral Hall café at 10:00. Subsequent meeting will be in c.6 months' time for next group of new joiners.

13. Publicity Officer's report

a. Floral Hall rejected the idea of Hornsea & District u3a having a dedicated notice board on an external wall at FH.
b. Facebook - help required re linking the u3a FB page to other local FB pages.
c. New poster discussed. Next iteration shared at the meeting. Some amendments required.
d. TAT publicity merchandise discussed and decision made not to purchase the standard merchandise.
e. The two new pull-up banners have arrived and will be used at Floral Hall.

Action: Kath Connor to discuss poster amendments with Monica Chapman.

14. Any Other Urgent Business – none discussed

Next meeting: - Tuesday 30th June 2026 at 09:30 Hornsea Inshore Rescue.