Hornsea & District u3a

Committee Meeting Minutes – Tuesday 30th June 2026

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

1. **Apologies.**
   Carl Northwood (former Treasurer).
2. **Minutes of meeting of 26th May 2026 agreed and signed.**
3. **All matters arising covered as part of June's meeting. All uncompleted Actions carried forward and re-listed.**
4. **Chair's report**
   a. The Chair announced that Sheila Ellis would be stepping out of her role as Membership Secretary at November's AGM. The Chair thanked Sheila for her significant contribution in the role for the last c.4 years.
   b. Chairs' Forum call discussed the different approaches to summer activities across the u3a. Some u3as suspend many group activities and monthly meetings – sometimes for June, July, and August! In Hornsea & District u3a, monthly meetings happen every month and groups generally continue as normal.
   c. Theatre Group – Chair and Secretary met with the organisers. Secretary agreed to take forward the final trip that had been scheduled. The group is now in abeyance for the near future

   Action: All – sound out individuals who might be interested in taking a role on the Committee.

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

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.
        - The Golf Club had provided draft menus. Agreement on two courses (main and dessert) rather than three, with tea/coffee to follow. The actual choices (three/four main and two desserts to be agreed).
        - Price is currently under negotiation.
        - A DJ to be booked. Vice Chair has found one and heard him in action. £50 per hour.

    b. Vice-Chair held a discussion with Amanda White re promotion of the u3a. This could be used as a promotion activity to support the summer school idea.

    Action: Vice-Chair to continue discussion with Golf Club in respect of price per head and menu options.

    Action: Vice-Chair to book DJ from 1pm-4pm.

6. **Treasurer's report**
    a. Transition to new Treasurer in progress.
    b. Current financial position is positive.
    c. Recent expenditure has included Hornsea Inshore Rescue meeting room hire of £220 for the five Committee meetings held between February and June; and £325 for the Volunteers 'thank you' lunch (total cost for room hire, decorations, refreshments, sandwiches, and cakes).
    d. Year End Accounts – completion in progress and audit imminent.
    e. Asset Register – update ongoing.

    Action: New Treasurer to progress handover from outgoing Treasurer (and address any of the action points below that remain outstanding).

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: Treasurer to update the Assets Register.

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

7. **Secretary's report**
    a. The 1-day 'summer school' was revisited.
    b. Next Accord meeting is on Monday 20th July. Focus is on Welfare and Safeguarding. Chair, Safeguarding Officer and Welfare & Volunteers Officer to attend.
    c. Future YAHR training sessions and meetings with the Council Representatives discussed.
    d. Other correspondence (TAT, Choir information, etc.) shared as appropriate.

Action: Secretary and Grants Officer to meet with Hornsea Village manager to progress possibilities of venue(s) for the summer school.

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

8. **Grants Officer's report**
    a. Grants Officer reminded the Committee that expenditure incurred using grant income must match the purpose of the grant. If the funds are used for other purposes, there is a risk that the awarding body could ask for some or all the grant to be repaid to them.
    b. Currently, grants that are relevant for our u3a are limited. There is an on-going focus by grant awarding bodies to channel funds to projects aimed at children/young adults.
    c. Dogger Bank Wind Farm grant of £915 approved. Awaiting receipt of the grant. Funds to support future publicity activities

(for example, Hornsea Community News articles, posters, and leaflets, etc.).

d. Co-op grant can be used for the suggested cookery lessons and to help fund the cookery book.
e. Cookery Book project progressing – albeit slowly. 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.
f. Bra bank has been receiving donations. However, the administrative process for sending the collected items to the charity is proving very onerous.

Action: Grants Officer and Treasurer – meet to assess grant income received, what has been used and what remains to be spent – and what can it be spent on to meet the terms of the grant awarding body.

Action: Grants Officer to investigate donating the collected bras to the Cancer Research collection point in Hornsea.

9. Membership Secretary's report

a. 219 members to date.
b. Monthly meetings for April, May, and June average c.120 attendees. This is an increase on attendance in the same period in 2025.
c. Group's Co-ordinator and Membership Secretary had collaborated with Interest Group Leaders to follow up on non-renewals within the groups. This provided helpful information and clarity about why some members had not renewed.
d. Membership Secretary to split the remaining non-renewals across various Committee members for follow up calls to better understand why individuals had not renewed.

Action: Membership Secretary to send a list of non-renewing members to relevant Committee members for follow up calls. Committee members to progress asap throughout July.

10. **Group Coordinator's report**

a. Culinary Capers to re-commence.
b. A discussion occurred about setting up a group or wider network for those members involved in formal/informal unpaid caring roles. It was agreed that although this would probably be of interest and beneficial, more investigation and definition would be required.
c. Kath Connor to manage the income and payments for the Local History Group.
d. It was agreed that the information on the website in respect of how the Wine Tasting group funds its activities was sufficient.
e. Discussion continued in respect of personal data that is shared on the website in respect of group leaders.

Action: Groups Coordinator to contact each group leader to ask them to review the relevant group page on the Hornsea & District u3a website and update as required. This would enable any group leader to have more anonymised contact details if they so wished.

Action: Speaker Seeker to prepare an outline proposal for discussion at the next Committee meeting.

11. **Speaker Seeker's report**

a. Feedback from the 'Hell on Wheels' talk by Stephen Brown was positive. The stories about the theory and practical tests, the 'interesting' situations provided by some learners, and 'testing' of the audience were well received. The little play vignette fell a bit flat.
b. Program for rest of 2026-27 is filled with a replacement for October; 2027-28 in progress.

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

a. Cards sent to members as appropriate. Feedback from recipients and their families is that these are very much appreciated.

b. Volunteers ‘thank you lunch’ on Friday 5th June went very well. Very enjoyable experience and appreciated by the c.45 attendees. Date set for Volunteers Week 2027.
c. Coffee morning for ***new*** members who had joined since 1 April 2026 was held on Tuesday 23rd June; only three attendees, but it was a useful and informative meeting / discussion; meeting ran for 90 minutes (at the new members instigation).

Action: WVO to book Town Hall for Friday 4th June 2027 for next year’s ‘thank you’ afternoon tea.

Action: WVO and Membership Secretary to schedule next new members coffee morning for c.4-5 months’ time.

13. Publicity Officer’s report

a. Facebook - help required re linking the u3a FB page to other local FB pages.
b. New poster progressing; Kath Connor to take forward with the Communications Officer.

Action: Publicity Officer to get help with Facebook page.

Action: Publicity Officer to oversee updating of Boards used at monthly meeting inside Floral Hall.

Action: Kath Connor to discuss poster and tri-fold leaflet with Communications Officer.

14. Any Other Urgent Business

a. Meeting structure and length. A number of suggestions were raised in terms of structuring future meetings. These included:
    - Time slots for each speaker/topic.
    - Covering rolled forward Actions as part of an individual Committee member’s update rather than as a separate item.
    - Committee members letting Secretary know how much time they might need – ***in advance*** of the meeting.

- Moving TAT/YAHR/Accord updates to later in the agenda and focusing on only elements that impact Hornsea & District u3a.
- More action orientated discussions – ‘so what action is arising’ type discussions.
- Limiting the meeting to a 12-noon finish (with a view to shorter meetings in due course).

b. Advice provided by the Charity Commission around Conflict of Interest issues and a related policy. Agreed that this needs to be looked at and it will be covered as part of the strategy planning afternoon in November.

Next meeting:

Tuesday 28th July 2026 at 09:30 Hornsea Inshore Rescue.