Hornsea & District u3a

Committee Meeting Minutes – Tuesday 25th August 2026

Present: Hazel Adamson (Chair), 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), and Trina Rowe (prospective Committee Member).

1. Apologies.

Adam Wilkinson (Secretary and Publicity Officer), Paddy Thompson (Vice-Chair).

2. Minutes of meeting of 28th July 2026 agreed and signed.

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

4. Chair's report

a. Communications Officer, Ken fed back on the proposed move from Microsoft as they are now going to charge which would prove expensive. It is proposed that we move to Libre office which is free. The committee discussed this and asked questions re the implications of the changeover. Ken assured members that there would not be any detrimental effects in terms of usage. Kath mentioned that she has used libre and has been happy with how it works.
   Adam raised some specific questions which were addressed directly with him.
b. Website update, this is progressing and Diana is updating the website. Please note the address for sending website updates is, hornseau3a.webmaster@gmail.com
c. YAHR management meeting – 1st September, Hazel will be attending committee members were asked if they would also like to attend. Unfortunately, no one was available on that date.
d. Content for Hornsea Community News, there are ongoing discussions regarding someone taking over the community

news. We have till mid-September to submit news before closure.

Action: Communications Officer to continue with changeover to Libre.

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

5. Vice-Chair's report

a. No update for this meeting
Action: Vice-Chair to continue progress re planning of the January meal.

Action: Vice-Chair to complete follow up phone calls with non-renewing members and report back to Membership Secretary.

6. Treasurer's report

a. Transition, this is going well and almost complete, Kevin now has access to mobile and internet banking and is just waiting for his PIN.
b. Bank balance remains healthy. No major expenses to report.
c. Year-end accounts – Again progressing well, Kevin's wife has kindly offered to assist with reconciliations.
d. Gift Aid, Kevin did not have all the data he needed to submit the Gift Aid claim and needed to confirm dates covered. This was confirmed as March 2025 – April 2026. Sheila will send Kevin the membership list for this,
e. Asset Register to be reviewed and re-shared with the Committee. Kevin has sent out the asset register to the relevant people to complete. Once he has this information he will share with the committee.
f. Contingency fund account to be set up. Not yet done

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: Gift Aid claim to submit to HMRC.

Action: Treasurer to update the Assets Register and share with the Committee.

7. Secretary's report (written report provided in Secretary's absence)

a. Trustee Training St Georges Conference Centre Leeds, there are three events to be held and members were asked if they could attend any as Adam will be away for two of the dates. This was discussed and results are as follows:
   22nd September 2026 – Workshop on role of trustee – no one was available.
   23rd November 2026 – Outdoor activity groups to include grants, insurance risk assessment and inter u3a competitions. – Angela will attend.
   15th March 2027 YAHR AGM and best practice/good ideas sharing workshop. – Adam will attend
b. It was noted that the agenda for next months meeting may be sent out a little later than normal.

c. 1 Day Summer School idea progressed. Will be Tuesday 8th June 2027 at Hornsea Village. Committee approved the idea and to allocating grant funds to help pay for the event.
d. HOT Meetings, these restart on the 30th September with the second one on the 25th November. Adam will attend the 30th September but asked for volunteer/s to go on 25th November. Angela and Simon will attend.

Action: Angela to attend training in 23rd November
Action: Angela and Simon to HOT meeting on 25th November

8. Grants Officer's report

a. Withernsea Wind Farm grant has been received,

b. Cookbook progressing slowly, Angela could do with help putting this together preferably someone with good IT skills. Sheila kindly offered to help.
c. CO-OP funding, this round closes in 10 weeks so please can we remind people, friends, families and members to vote for us when shopping. We currently have 837 votes. Voting is possible when swiping Co-op membership cards, it should prompt people to vote.
d. Angela has also been approached to apply to the next round with a very short deadline – next day! She has submitted a proposal with the summer event in mind and continuation of this year's project.
e. Bra Bank, the return on this is very low so it was agreed that Angela would end this after the next collection date.
f. Summer Event June 2027 – Angela has a few ideas on whom to approach. She felt that TAT funding would not work for us and the committee agreed that we will not be applying. Possible funders are Withernsea Wind farm who open their next round in September.
g. Dogger Bank, this funding will be for our next round of printing, newspaper ads and similar costs.

***Action: Angela and Sheila to work together on putting the* cookbook and feedback to committee as work progresses.**

9. Membership Secretary's report

a. Current members; 234 with 24 new members since 1 April 2026.
b. Monthly meeting on Tuesday 4th August was attended by 103 people, including 13 visitors (the 'bring a friend for free' session) and 6 new members.

Action: Membership Secretary to update at next meeting

Group Coordinator's report

a. New Groups
   Creative Writing group- There has been interest in reviving this group and enough people have now put their names down for it to become viable. We also have a potential leader Rosemarie will contact them to sort out an initial meeting.

   Where to go on a bus pass- This group has been surprisingly popular, Kath has contacted interested members and has included it alongside the Outings group although we understand it is going to be advertised separately. They have already made plans for some trips.

   Culinary-Capers – They have had two successful outings. One to Hornsea Garden Centre for afternoon tea and one to Gerty's for Fiver Friday. Another trip is planned to Inshore rescue for a tour and fish and chips.

b. As requested at the last monthly meeting Rosemarie put out some Did You Know sheets outlining some information from the u3a website regarding support for new groups from subject advisers, specific information with regard to creative writing and regular u3a events such as U3a eye and paint and draw.
c. For information- U3a eye- U3a has a rolling photographic project encouraging members to submit photographs of their surroundings. They post a different theme every two months and invite you to submit your photo on that topic.
   The current theme is "Disruption" and the deadline for submission is 12 mid-day Thursday 24th September
   The October November theme is "Starting with S"

   Action: Group Coordinator to message members interested in Creative Writing group so they can organise an initial meeting.

10. Speaker Seeker's report

a. Feedback on Stephen Brailsford's entertainment session was overwhelmingly positive.

b. Simon asked for a discussion regarding having a nominal budget for speakers as this makes it much easier to plan. Obviously, this is subject to there being sufficient funds. The committee approved a nominal budget of £1,500 per annum subject to the above caveat.
c. Simon asked for the committees' approval for a possible entertainer for next December. Richard Kay who offers a whistlestop tour of Christmas including carols and songs interspersed with poems, stories and information. He isn't cheap £425 however this is not unusual for professional performers so this was also approved.
d. One other speaker has been booked for October Dr. Anne Featherstone who will speak about Sweeney Todd the demon Barber of Fleet Street cost £60
e. Speakers for the summer event – this is covered under that agenda item.

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

a. Several cards have been sent out to members or their families.
b. There was some discussion about whether or not the name of welfare officer should be changed as sometimes expectations from external organisations may be different to the role. Rita is very clear on her role and its boundaries and feels able to manage this so it was agreed to keep the title.

12. Publicity Officer's report

a. No update necessary.

13. Discussion Topic – One Day Summer School

a. A report/update was sent out prior to the meeting following Adam, Angela and Simon's visit to Hornsea village. It included an outline of plans and progress so far and some action points/responses required. For the purposes of the minutes the key matters discussed and agreed are set out below in the order they were discussed.

    a) All agreed that the title of the day would be Hornsea & District U3a Summer Event

b) Adam will be the overall lead for this.

c) Sheila has requested that she can visit the space to be used by therapists to better inform planning for the day.

d) For therapies sign in sheets would be used in order that people can book a slot.

e) Therapies will be provided free of charge to attendees and Sheila will agree a daily fee with therapists who are not offering their services for free

f) Angela requested a budget for each activity from the activity leaders.
Angela is looking at a provisional budget of £5,000. For the day. We also discussed how much Hornsea U3A would fund from this. Kevin will look at the accounts and suggest an achievable figure for the organisation to contribute.

g) Sheila kindly agreed to lead on risk assessments and work with activity leaders in completing risk them.

h) Sheila has investigated regarding TAT cover and we are covered provided we let HQ know in advance.

i) Non committee volunteers will be recruited around February next year, Rita is confident her volunteers will help.

j) It was noted that with the exception of speakers anyone booking therapists etc will need to get a copy of their Public Liability Insurance.

k) Rosemarie will invite group leaders as appropriate to showcase their groups.

l) Hazel and Rosemarie kindly agreed to lead on Craft Activities

m)There was some discussion regarding the need for parental consent forms if children have a therapy. It was agreed that the onus for this rests with the therapists.

n) There was some discussion about how the provision of free therapies aligned with the overall purpose of U3A. This was recognised as a valid point. It was agreed that this serves more as a draw to bring people in so that we can raise awareness/recruit new members.

o) A hold the date communication will be sent out to members and repeated regularly.

p) It was agreed that the programme will need to be finalised by the end of February.

q) Angela had approached the new café at Hornsea Village to try and negotiate a possible discount for people attending on the day. Unfortunately, the only staff member available did not have the authority to make any decisions. In referring the matter to her management – an arm's length company – she managed to miscommunicate the discussion. Long story short this idea had been abandoned.

r) Simon has booked most of the speakers for the event but needed authorisation for one speaker, who will be talking about coastal gardening. He is quite well known so is not cheap at £287. It was agreed that this was ok as hopefully he will be a draw, and as we now know the gardening group are giving up their trip serves as some compensation for them. Adam has kindly agreed to speak to a contact of his for the final slot.

Immediate Actions:
Adam to liaise with Sheila re a site visit.
Hazel to promote the event at the next monthly meeting.
Kevin to look at accounts and come back with a reasonable figure for Hornsea U3a to fund.

Any Other Urgent Business

Hazel raised the matter of the proposal to cancel the 1st June meeting and asked that we reconsider. It was agreed to go ahead with the 1st June meeting.

Someone mentioned to Simon that they felt it was a shame that, "there was no real celebration", of Bernards work for and involvement in the U3A after he died. This

was discussed and it was agreed that Hazel would speak with Audrey about putting something in the newsletter.

Action: Hazel to contact Audrey to seek her views and progress as appropriate.

Next meeting:

Tuesday 29th September 2026 at 09:30 Hornsea Inshore Rescue.