

Pocklington & District u3a
Minutes of Committee Meeting

Tuesday 21st July 2026, 10am
Pocklington Rugby Club

Present:

Richard Antcliff (Treasurer), Neil Barrett (Chair), Christina Burn, Simon Eggleston (Vice Chair), Polly Fothergill, Simon Graham, David Hebden, Gerry Hutchinson, Rosemarie Kennedy (Secretary), Moira Laverack (President), Michael May, Margaret Stubbs.

Apologies: Rosemary Waugh.

1. Welcome: NB.

2. Approval of minutes of previous meeting:

16th June 2026, RA proposed, SE seconded, all approved.

3. Matters arising:

Approval of minutes of previous month, 19th May 2026, RA proposed, SE seconded, all approved.

4. Chair's report:

NB reported that he has spoken with Steve Gay (Pock u3a member) who has experience of Health & Safety, and will meet him next month to discuss ways in which Steve may be able to advise us on H&S matters.

Action: DH will gather relevant papers to be passed on to give Steve background on what has been done so far.

5. Vice Chair's report:

Nothing to report.

6. Treasurer's report:

Current balances: Current a/c £11,036.81, Membership a/c £100, Paypal a/c £0, Total = £11,136.81.

RA has circulated full statement of accounts to all committee members.

Updates on bank changes: Nat West changed from online banking to Bankline.

RA will raise a payment then RK and CB to login and approve it.

RK is still progressing through the required identity verification process. Once complete CB can be added.

Independent examination of accounts: DH reports that this is expected to be completed by August meeting.

Other updates: RA and CB have been working together to complete the new membership system, and all is now showing correctly on Beacon.

RA has registered P&D u3a with Adobe Pro to allow us to receive discount on the licence. Public price is £238.75, our discounted price is £14.98.

RA is following up on Pock u3a becoming a Charitable Incorporated Institution (CIO).

Action: RA will talk with colleagues at York u3a about CIO status, and report back.

Note: MS is not happy about exactly when RA became an active committee member, and whether this was recorded in the appropriate minutes.

7. Membership Secretary's update:

CB reported that currently we have 689 individual members, and that this will probably rise with a surge in September.

RA recommended that plastic membership cards cease in September 2026. All agreed. The new system will mean that the image of the email from Beacon to

confirm membership will be accepted as proof of membership. This image needs to be saved or printed for reference throughout the year. On 1st February 2027 RA will print out paper 'cards' for the 33 members currently not on email.

8. Secretary's report:

Confirmation of 2027 Drop-ins booked. RK has been able to book all forward dates except the preferred May date, which would be the AGM. Unfortunately this is already booked by the Art group.

Action: DH will ask leader of the Art group if we could have their slot, and he will report back next meeting.

9. Code of conduct:

NB asked if we had all now read the Code of Conduct document. All confirmed that they had. Does anyone have any objections? No-one had. NB therefore proposed that we will all follow this. All agreed. Then the question of if the Code of Conduct is *not* followed what shall we do? What sanctions do we have?

NB proposed that if interpersonal problems arise we should do the following:

1. Email Chair. If this is not appropriate then
2. Email Vice Chair. If this is still not appropriate then
3. Email ML in her role as President.

If, after this procedure is followed, and the matter is still not resolved, then this is to be submitted to the committee for consideration.

Communication within the committee: Note: Whats App is an official means of communication and therefore must be considered as such.

New Trustees & committee members: ML suggested that we have an induction process for all new committee members/trustees, and that their formal acceptance of the Code of Conduct should be minuted. The AGM is the correct time to formalize this. DH suggested that we revisit this in January 2027 in readiness for the AGM in May.

Action: NB and RK to draw up a list of documents and papers that all new trustees should read, and accept.

10. Constitution Subgroup Feedback:

Update: RA reported that there have been two meetings, and each clause has now been considered. Two issues have arisen:

Item 15 – Votes. Proxy and electronic voting will be accepted. Actual procedure needs to be discussed.

Item 16, Officers and Trustees, clause 7 – Members of the committee are only permitted to stand for 9 years, whereas currently we allow 6 years. *Clause 8 –* Members may only hold office for maximum of 3 years. Also there is an annual renewal process for *all* committee members.

Appointing a President: there is no official need for a President. Agreed we will make this our own 'bylaw' which is allowed.

GH had following queries: *Item 18.* Can we really merge with any other charity? Apparently we could, if there was a reason e.g. if two local u3as wanted to merge.

Item 23. Delegation to sub committees and working parties? NB reinforced that all sub committees' recommendations must be reported back to full committee for discussion/acceptance.

NB noted that there is a u3a template for the constitution so we need to personalize this by inserting 'Pocklington & District u3a'.

Action: RA will amend this, and the various typos that he has spotted.

Acceptance of the new Constitution: RA explained that all committee members must sign to agree their acceptance of a new constitution. SE explained that we then send the signed documents to u3a head office to register our acceptance.

NB proposed that we accept this new constitution. All agreed, with one exception: MS disagrees with having to sign because of data protection concerns.

Action: RK will send documents to u3a head office.

11. Groups: Les Smith provided the following:

Sunday Lunch for Singles 2: Christine Peak stood down as Group Leader and has been replaced by Marianne Wallace.

Quilting and Machine sewing: Sally Woods will be standing down as Group Leader on 1st September and will be replaced by Angela Gardner.

Storage of u3a equipment: DH suggested storage boxes on a flat trolley for easier storage at Burnby Hall in future. Approved up to £150 to be spent on this.

Scrapbooking & Papercraft change of group leaders: Sue Simpson has taken over from Bev Austin as group leader.

Action: RA to ask Chris Smith to update website details.

Film Group: GH reported that the group has now released their new season's programme of films.

12. Beacon:

SG presented a document explaining the uses of Beacon for membership management, finance management, and a lot more, and proposed that we decide which items we wish to partake in, after considering all changes, implications, permissions, etc, so we decide 'with eyes open'. All agreed.

Action: SG will prepare a Beacon update to present at next month's meeting.

RK include item to August agenda.

13. Email accounts:

RA advised that Chair, Vice Chair, Secretary and Treasurer all have the new email addresses (emails@pocklingtonu3a.org.uk) and that they should use them from now on. RK reported that Chris Smith is concerned that we will lose the automatic recording of gmail emails. SG advised that gmail mails are set up with 'automatic respond to redirect emails to the new email address'. RA proposed that we accept new email addresses, DH seconded, all agreed.

14. Pock & District u3a publicity:

Information on screen at Beckside: PF has submitted our request + draft copy to Marcia Glover at Beckside for consideration, and will report back at next meeting.

Leaflets: NB proposed that we do have more leaflets printed. DH explained that u3a have a template that we can personalize, then u3a will print leaflets for us. We need to decide on the copy we want.

Action: DH will investigate this further and report back to next meeting.

15. Events:

Pockdown 2026: final arrangements confirmed.

Group Leaders' Social meeting: 'Pie and a pint' suggested as refreshments, and Red Sky Ukuleles to entertain us.

Action: NB will talk with Louise about holding it at Rugby Club in September. PF will ask RSU if they will perform.

Committee Social: Probably September. Members will need to contribute to the costs. Agreed that Chris Smith, Pauline Slater, and Les Smith will be invited.

Action: DH to ask Lily Pad Café to quote for a buffet.

RK to buy a thankyou card for Pauline Slater.

Midwinter Music Event 2026: PF asked that we decide on venue to ensure we book soon to avoid disappointment. Pros and cons of Burnby Hall v. Tom Stoppard theatre considered. (Poll of group leaders showed none in favour of using All Saints church for several reasons). Agreed that Tom Stoppard theatre

would be the preferred choice for reasons of parking, acoustics, etc. The date available is Thursday 17th December.

Action: PF to contact theatre to confirm date, make the booking, and discuss details of catering facilities, seating, etc, and report back next meeting.

16. AOB:

PF reported two requests from Ukulele Group 1: 1. information about insurance cover for safety at venues. Agreed that they may buy a circuit breaker with u3a funds. 2. A request for £60 to buy a banner to use at gigs. Permission granted.

Storage of u3a equipment: DH explained that the refurbished Burnby Hall will allow plenty of storage space.

Action: bring forward to future meeting.

Date of next committee meeting: Tuesday 18th August 2026, 10am, Rugby Club, Burnby Lane.

P.F. 21st July 2026