

**Minutes of the 224th Settle and District u3a Committee Meeting held via teleconferencing
on Friday 5th November 2021**

Present: Chris Barnes (CB), Chris Chandler (CC), Barbara Herring (BH), and Les Chandler (LC)

1. Apologies for Absence : Ian Gray (IG), Jeanne Hine (JH) and Sarah Lister (SL).

2. Minutes of the last meeting

The minutes of the meeting held on 1 October 2021 were agreed and will be signed in due course.

3. Matters Arising

- a) Joint working - a response is awaited from Age UK.
- b) Click and Save - Settle District u3a is unable to promote the scheme because it lacks the resources required.
- c) HSBC dual authorisation - Barclays has advised that it is not taking on new accounts at present so there are three options available for online payments: wait until Barclays can offer us online banking; change the constitution to allow single-authorised online payments, and put in place appropriate financial controls; or continue with cheque payments.

Action: to be decided at the committee's meeting in December.

- d) Settle Cobra Meetings - all members were invited to attend.
- e) Group 50ps - a summary of the sums banked to date was noted.
- f) Painting Group life class - the Group Leader had been notified of the committee's approval of additional accommodation costs.
- g) Monthly Meetings:
 - bookings at St John's Church Hall from 1 January 2022 have been confirmed
 - LC will present the talk at the November meeting
 - Arrangements are in hand for the collection of entry fees at monthly meetings
- h) U3a Trust correspondence - to be circulated to members as appropriate.
- i) Diversity and Inclusion - LC's report on the recent YAHR workshop was noted.
- j) Newsletter - hard copies of the October edition had been circulated.
- k) Website - the full minutes of committee meetings are now uploaded to the website.
- l) 20th Anniversary - a Founding Members Group has been set up on Beacon.
- m) Travel rates - Group Leaders have been notified of the advisory £2/hr rate.
- n) Annual Return - the latest return has been lodged with the Charity Commission.

4. Reports

a) Chair

- Nothing to report.

b) Secretary

- Nothing to report.

c) Treasurer

- The bank reconciliation was noted. The balances to date are:

HSBC	£8,982.06
Skipton BS	£5,782.66

- Many more invoices are being received for accommodation now that groups are meeting at more venues, and there is a risk that charges may be made for accommodation that has not been booked or used.

Action: BH to liaise with JH to agree a procedure for checking that groups' accommodation costs are correctly charged.

d) Group Co-ordinator

- Group Leaders have been reminded to collect the 50ps for their groups.
- Group information on Beacon and the website has been updated.

e) Membership Secretary

- The current membership is 384 including 57 new members from 1 April 2021. This is 53 less than at the end of the previous year.

f) National u3a

- Nothing to report.

g) YAHR

- A Special General Meeting has been called to propose the adoption of a new banking policy and model constitution to facilitate online payments.

Action: LC to attend the YAHR SGM, if IG is unable to, and vote in favour of the proposed banking policy and constitution.

h) WestNet

- The next meeting of WestNet u3as has been scheduled for 25 November at 10.30 am at Keelham Farm Shop in Skipton.

Action: LC to attend the next WestNet meeting if IG is unable to.

5. Newsletter

The November 2021 Newsletter was approved and SL was thanked for her efforts in producing it. It is encouraging that more groups are contributing to the Newsletter.

6. Monthly Meeting

The PAT Testing of equipment will be completed, free of charge, in time for this month's hybrid (virtual and live) meeting. With hybrid meetings being the norm for the foreseeable future the u3a needs to consider purchasing its own camera and microphone.

Action: CB to research suitable camera and microphone equipment and, with LC, make the necessary arrangements for the November monthly meeting.

If the booking at St John's Church Hall allows it seems appropriate to return to the café style room layout of pre-pandemic meetings.

Action: LC to check with JH whether the St John's Hall booking allows for a café style room layout.

7. Publicity

It has been suggested that monthly meetings should be advertised via posters throughout the district.

Action: A decision on whether to produce posters for monthly meetings to be taken at the committee's next meeting.

8. Christmas Social

The programme comprises contributions from the Birdwatching, Dance, Great Lives and Play Reading groups, rounded off by carol-singing using the four carols sung at the Christmas Party in 2019. In the circumstances it seems appropriate to complete the Christmas Quiz as part of the show rather than as a table exercise before the show starts.

A scrolling montage of photographs based on the 2020 Covid Exhibition - to be shown from 9 am until the start of the show - has been prepared. Keith Waterson has agreed to act as Stage Manager. Work is in hand to produce stage directions, introductions for each 'Act' and table reservation signs for the groups performing in the show. Glasses have been ordered and arrangements are in hand to: buy the food and drinks required; recruit volunteers to serve drinks and food; produce table decorations; and procure a suitable prize for the Christmas Quiz.

9. Coronavirus Pandemic

The latest figures show a slight fall in the number of cases in Craven District following the recent increase. The situation will continue to be monitored and meetings will continue to be offered both live and via teleconferencing for the time being.

10. Ageism Toolkit

The contents of the u3a Trust's 'Ageism Toolkit' were noted.

11. Aide Memoire

- Christmas 'Do' - arrangements in hand.

12. Any Other Business

None.

13. Date and Time of Next meeting

Friday 3rd December 2021 at 1 pm.

Signed: Ian Gray (Chair)

Date: