

**Minutes of the 228<sup>th</sup> Settle District u3a Committee Meeting held via teleconferencing on Friday 4th March 2022**

**Present:** Chris Barnes (CB), Chris Chandler (CC), Ian Gray (IG), Barbara Herring (BH), Jeanne Hine (JH) and Les Chandler (LC)

**1. Apologies for Absence:** Sarah Lister (SL).

**2. Minutes of the last meeting**

The minutes of the meeting held on 7 February 2022 were agreed and will be signed in due course.

**3. Matters Arising**

a) Disposal of old laptop - none of the attendees at February's general monthly meeting expressed an interest in acquiring the old laptop.

**Action: LC to offer the old laptop and associated training to Settle Community Hub.**

b) SBS deposit account - additional paperwork is required before a new Community Saver account can be opened with Skipton BS.

**Action: IG to provide the additional paperwork required to open the u3a's new Skipton BS deposit account.**

c) Publicity - the A4 poster for March/April 2022 has been printed, but the A5 poster displayed at St John's Church Hall needs to be amended to ensure it highlights u3a activities at that venue only.

**Action: CC to amend the A5 poster at St John's Church Hall to highlight u3a activities at that venue only.**

d) St John's Church Hall - a new hire agreement has been signed and the church has been notified of the u3a keyholders. A number of the attendees at the February monthly meeting completed one of the Hall's travel forms.

e) New members' - no changes have been recommended to the New Members' Questionnaire. The 'Members by status' report from Beacon cannot be analysed by year to allow comparison of current year figures with previous years.

f) YAHR Network Link Meeting - the meeting in February outlined the u3a's future strategy and provided advice on networking.

g) New Members' Meeting - the PowerPoint presentation used at the New Members' Meeting in November 2021 has been updated ready for the next meeting in April 2022.

h) 20<sup>th</sup> Anniversary - Group Leaders have been asked if their groups would like to undertake a 20<sup>th</sup> Anniversary activity. St John's Church Hall has been booked for September's anniversary party but the church has confirmed that no alcohol can be consumed.

i) Rugby Club Parking Arrangement - the Club has confirmed that Settle District u3a

members can continue to use the Club car park when attending off-site activities. The Club has also confirmed the cost of the parking arrangement at £100/year, payable in advance on 1 July each year.

#### 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	£7,817.05
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Skipton BS	£5,785.55
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- The total 'national' u3a bill for the year, including the capitation fee and charges for the *Third Age Magazine* and Beacon hosting, will be approximately £3,000.
- Expenditure on rents in the year to date has been lower than anticipated thanks to the efforts of the Group Coordinator and Group Leaders in finding alternative, cheaper accommodation for group meetings.
- Group meetings: the income from group meetings currently stands at £2,489.20.
- NatWest Community Bank Account: this would provide Settle District u3a with dual authorisation online banking and cash deposit facilities at the local Post Office. Any u3a member with a NatWest account is eligible to apply.

***Action: NatWest joint account holders LC/CC to apply for a NatWest Community Bank Account on behalf of Settle District u3a.***

##### d) Group Co-ordinator

- Painting Group - the revamped group now has 21 members.
- Dog Walking Group - the new group is now meeting twice a month, on the second and fourth Thursdays.
- Beginners and Rusty French - both groups will be taking a break during April.
- Theatre Visits Group - it's been suggested that the Theatre Visits Group should be revived.

***Action: JH to canvass members to see if anyone would be prepared to lead the Theatre Visits Group.***

##### e) Membership Secretary

- The current membership now stands at 403, just 4 short of the total when covid struck in March 2020.

- In publicity terms it would be helpful to know where new members heard about Settle District u3a.

**Action: the question ‘Where did you hear about Settle District u3a?’ to be added to the membership application form.**

- New members joining since the last Spring New Members’ Meeting need to be invited to the meeting in April 2022.

**Action: IG to invite members joining since the last Spring New Members’ Meeting to the meeting in April 2022, and CC to notify IG of the relevant contact details.**

f) National u3a

- Workshops - committee members can register for the following workshops on the u3a Trust website:
  - Running your u3a - Information for Trustees: 1 April 2022
  - Finance Matters: 5 April 2022
  - Keeping It Legal: 6 April 2022
  - Growth Matters: 13 April 2022
  - Polls, Screen share and Breakout rooms on Zoom: 27 April 2022
  - Recruiting and Valuing Volunteers: 29 April 2022
- Toolkits - the Retention and Recruitment toolkit has been expanded to include guidance on “making your committee bigger and better” and “how to make your u3a more inclusive”.

g) YAHR

- Nothing to report.

h) WestNet

- Nothing to report.

## 5. Newsletter

The March 2022 Newsletter was approved.

## 6. Monthly Meeting

The speaker for the March monthly meeting has asked for copies of the risk assessment for the event.

**Action: LC to review, and update where required, the general and covid risk assessments for monthly meetings at St John’s Church Hall and forward them to CB for onward transmission to the speaker for the March monthly meeting.**

The speaker has provided a background note to support the Chair’s introduction to the meeting.

**Action: CB to forward the background note provided by the speaker to IG to support his introduction to the March monthly meeting.**

Because the Treasurer is unable to attend the meeting the cash box will need to be collected prior to the event.

**Action: IG to collect the cash box for the March monthly meeting from the Treasurer.**

The programme of monthly meetings for 2022-23 was approved.

## 7. Publicity

Another volunteer has been recruited for poster distribution. Volunteers now need to be allocated to each site.

**Action: CC to forward the list of poster sites to IG.**

## 8. Coronavirus Pandemic

Group Leaders need to be advised of the action to take when notified by a group member that they have tested positive for coronavirus following a group meeting.

**Action: IG to advise Group Leaders that when advised by a group member that they have tested positive for coronavirus following a group meeting they should notify the other members attending the meeting and advise them to follow current government advice on staying safe [<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>].**

## 9. 20<sup>th</sup> Anniversary

St John's Church Hall has been booked for the extended monthly meeting/anniversary party in September 2022.

**Action: JH to investigate the possibility of a special cake being prepared for the anniversary party.**

**Action: IG to ask, at the March monthly meeting, for volunteers to help plan and deliver the anniversary party in September.**

Several Group Leaders have indicated their intention to arrange special events to mark the 20<sup>th</sup> anniversary.

**Action: IG to ask Group Leaders to keep the committee informed of progress with the special events arranged to mark the 20<sup>th</sup> anniversary.**

## 10. Aide Memoire

- Gift Aid claim: preparation of the claim is in hand.

**Action: BH and CC to submit the gift aid claim for the year as soon as it is finalised.**

- New Member's Meeting: the Quaker Meeting Room has been booked for 2.30 pm to 4.00 pm on 8 April 2022. Tea, coffee and biscuits will be offered to attendees.

- Review of rents paid: rents are now reviewed routinely throughout the year.

**Action: BH to advise spend to date and year end forecast.**

It was noted that, to prevent avoidable costs, venues need to be advised of any groups taking a break during the summer.

**Action: JH to remind Group Leaders to advise the relevant venues if their group meetings will be adjourned during the summer.**

## 11. Any Other Business

Settle Swimming Pool: from August 2022 the Pool will be able to offer a large, dividable room for hire for group and other u3a meetings.

Newsletter: the distribution of Newsletters can now revert to the pre-pandemic arrangements where copies are available at monthly meetings rather than being hand-delivered or posted.

**Action: in his column in the April Newsletter IG to:**

- **warn members that copies of Newsletters will no longer be distributed by hand or posted but instead will be available at monthly meetings, as was the case before the covid pandemic; and**
- **ask members to notify the committee if this will incur unnecessary hardship for them.**

Fixed projection screen - the Friends Meeting House, the Catholic Church Hall, and St John's Church Hall have yet to confirm that they would like to provide a home for a fixed projection screen like the one bought originally for the Castleberg Room at Victoria Hall.

Committee membership: the Vice-Chair and Publicity Officer posts remain vacant, and the Membership Secretary will need to stand down at the next AGM.

**Action: IG to advise members at the March monthly meeting of the need to fill the vacant posts on the committee.**

## 12. Date and Time of Next meeting

The committee's next meeting will be held **in person at the Friends' Meeting House** on Friday 8<sup>th</sup> April 2022 at 1 pm, followed by the New Members' Meeting at 2.30 pm.

Signed: ..... Ian Gray (Chair)

Date: .....