

**Minutes of the 246<sup>th</sup> Settle District u3a Committee Meeting held  
on Monday 16<sup>th</sup> October 2023**

**Present:** Colin Ashwell (CA), Sue Ashwell (SA), Chris Barnes (CB), Lis Cribb (LC1), Ian Gray (IG), Barbara Herring (BH), Robert Jackson (RJ), Kathy Parker (KP) and Les Chandler (LC2).

**1. Apologies for Absence:** Jeanne Hine (JH); Mary Leahy (ML) and Sarah Lister (SL).

**2. Minutes of the last meeting**

The minutes of the meeting held on 8 September 2023 were agreed and signed.

**3. Matters Arising**

- a) Film Appreciation Group - the Group Leader has indicated that she is happy to run the group from home.
- b) Monthly Meeting - the subjects for the talks in February and June 2025 have now been finalised.
- c) Publicity - the advertisement in the Craven Herald for the monthly meeting in January 2024 and an addition to the 'paper's local listing are in hand. Efforts to improve the stability of the display panels ready for reinstallation at Townhead Surgery are also in hand (see item 12).
- d) New Member feedback:
  - an invitation to members with an interest or experience to join a sub-group to develop the u3a's marketing and publicity was included in the October edition of the Newsletter;
  - the Membership Sub-group is investigating practical measures for ensuring consistency in how members sign-up for groups and ensuring registers and waiting lists are kept up to date;
  - Group Leaders have access to group members lists; and
  - the production of a list of new members for 2023-24, to facilitate a telephone survey of how easy they found joining groups, is in hand.
- e) Craven District of Sanctuary - the Craven District of Sanctuary has been advised that, while the u3a shares many of its values, it lacks the resources to contribute to the project effectively.
- f) Christmas Social - see item 9.
- g) New Members' Meeting - see item 4e).
- h) Accounts and equipment storage - the relocation of the equipment cabinet from Victoria Hall to Limestone View is in hand.
- i) Request for past-member assistance - the request to support a former member of the u3a has been referred to the Settle Community Hub and The Place in Settle.

#### 4. Reports

a) Chair:

Nothing to report.

b) Secretary

Nothing to report.

c) Treasurer

The bank reconciliation was noted. The balances to 30 September 2023 are:

	£
Current account	8,813.62
Skipton BS	5,877.32
Cash	10.00
Unbanked receipts	10.89
Total	<u>14,711.83</u>

Expenditure against budget shows that donations made with annual fee payments are much reduced on the same period last year but group income is slightly up.

It was noted that the interest rate on the u3a's account with Skipton Building Society has been increased but that a higher rate is available from a different account with the same provider.

**Action: BH to make arrangements to move the u3a's funds with Skipton Building Society to an account with the same provider offering a higher rate of interest.**

The Annual Return to the Charity Commission will be submitted in November after the Annual General Meeting.

d) Group Coordinator

Armchair members - very few members have expressed an interest in the proposed Zoom-based group so the Group Leader is considering inviting all u3a members to the first meeting.

Crafts - the group's first meeting went well.

Film Appreciation - the Group Leader is happy with the way the group is developing.

Walking Netball:

- The purchase of a netball, posts, bibs, and court markers for the group - at a cost of £266.45 - was ratified and it was agreed that the member contribution per session should be set at £1 in line with the Badminton and Table Tennis Groups.
- It was noted that the group's equipment will need to be added to the Equipment Register and tamper-proof labels applied to each item.

**Action: CA to apply tamper-proof labels to the equipment purchased for the Netball Group and LC to add the equipment to the Equipment Register.**

- It was also noted that Craven u3a uses a health questionnaire to help prospective group members to decide whether they should join the group, given the physical nature of the group's activity.

***Action: IG and JH to investigate whether it would be appropriate for Settle District u3a to use a health questionnaire to help prospective group members to decide whether they should join any of its groups involving physical activity, and confirm the GDPR implications.***

e) Membership Secretary

Membership now stands at 416 - including 87 new members since April 2023.

Membership renewals: the renewals process has been completed; recommendations from a u3a member, which mirror improvements already under consideration, will be reviewed by the Membership Working Group.

Beacon: the system has been adjusted to accommodate the revised fee policy of £7.50 (£14.50 joint) for members joining in the period from January to June each year.

New Members Meeting: it was agreed that, at the meeting scheduled for 7 pm on 30 October 2023 at Settle Social Club, attendees should be offered soft drinks and nibbles. IG will introduce the meeting.

Postage: it was noted that to avoid the Membership Secretary having to use their home address would be helpful to have forms delivered to a single, accessible delivery/collection point.

***Action: IG to investigate the possibility of membership mail being delivered to, or collected by (in the case of hand-delivered forms), Victoria Hall.***

f) Third Age Trust

Nothing to report.

g) YAHR

Nothing to report.

h) WestNet

The next WestNet 'committee' meeting is scheduled for 2pm on 17 October 2023 at the Friends' Meeting House in Settle. IG and LC will attend as Settle District u3a's representatives.

## 5. Newsletter

The October 2023 edition of the Newsletter was approved.

## 6. Monthly Meeting

It was noted that some group meetings clash with monthly speaker meetings forcing members to choose between one or the other.

***Action: CB to identify the groups which have meetings simultaneously with monthly meetings to see if there is any scope for ensuring they don't clash.***

It was also noted that the problems the hard of hearing have had at St John's Church Hall seem to have been resolved by reserving space for them at the front of the hall.

## **7. Publicity**

Nothing to report.

## **8. Annual General Meeting**

The agenda for the Annual General Meeting (AGM) was approved. It was agreed that a summary of the latest Equipment List, with current valuations, should be included with the information sent to members with the Notice of the AGM.

It was also confirmed that the committee has no resolutions to put to the AGM.

## **9. Christmas Social**

Preparation for the Christmas Social on 14 December is underway:

- Victoria Hall has been booked from 9 am to allow time for setting up;
- several groups have indicated that they will take part in the stage show; and
- the stage curtain operator has been appointed.

All other arrangements are in hand.

## **10. Policies and procedures**

A small number of minor changes were agreed to the Privacy, Safeguarding and Advertising Policies.

***Action: KP to advise RJ of any further amendments or additions required to the Privacy and Safeguarding Policies and RJ to arrange with JH for the revised policies to be uploaded to the Settle District u3a website.***

## **11. Third Age Trust Health Check**

It was noted that the Health Check is a useful tool and it has highlighted that we need to investigate retention of new members. We will continue to use it to monitor our performance and also continue to improve how we monitor key statistical information.

## **12. Display Panels**

It was noted that the display panels promoting the health benefits of joining the u3a cannot be reinstalled at Townhead Surgery until they have been made more stable and that substantial feet, set at 90° to the panels, should resolve the problem.

***Action: CA to purchase and fit an appropriate number of substantial feet for the display panels so they can be reinstalled at Townhead Surgery to promote the health benefits of joining the u3a.***

## **13. IT Support**

It was agreed that the volunteer Webmaster and the volunteer Beacon Coordinator maintain Settle District u3a's IT systems to a high standard and should be provided with a suitable gift in recognition of their efforts. HMRC's guidance for charities allows for such gifts provided the cost is reasonable in relation to an organisation's total income.

***Action: IG to purchase appropriate gifts for the volunteer Webmaster and the volunteer Beacon Coordinator, up to a value of £50 each.***

#### **14. Any Other Business**

Catholic Church Hall - it was noted that the sound system at the Hall is unreliable and that attempts to resolve the problem using the equipment used for monthly meetings have failed.

***Action: CA to purchase appropriate sound equipment, up to a value of £100, for use at the Catholic Church Hall on a sale or return basis so that it can be returned if it proves unsuitable.***

#### **15. Date, Time and Venue of Next meeting**

The committee's next meeting will be held at 1pm on Friday 3 November 2023 in the **Committee Room at the Friends' Meeting House** and via video conferencing.

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

Date: .....