

**Minutes of the 247th Settle District u3a Committee Meeting held
on Friday 3rd November 2023**

Present: Colin Ashwell (CA), Sue Ashwell (SA), Chris Barnes (CB), Lis Cribb (LC1), Robert Jackson (RJ), Mary Leahy (ML), Kathy Parker (KP) and Les Chandler (LC2).

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

2. Minutes of the last meeting

The minutes of the meeting held on 16 October 2023 were agreed and signed.

3. Matters Arising

- a) Savings Account - arrangements to move the u3a's funds with Skipton Building Society to an account with the same provider offering a higher rate of interest are in hand.
- b) Walking Netball Group:
 - Tamper-proof labels have been applied to the group's equipment and the individual items have been added to the Equipment Register.
 - It was agreed that while some members may wish to do so there is no requirement for prospective group members to complete a health questionnaire when deciding whether they should join any groups involving physical activity. It remains the responsibility of the u3a, however, to make group members aware of any risks involved in group activities.
- c) Postage - Victoria Hall has confirmed its willingness to take delivery of Membership Secretary mail and hand-delivered membership forms.
- d) Monthly Meeting - it was noted that only the Line Dancing and Bridge Groups' meetings clash with monthly speaker meetings.
- e) Review of policies and procedures - it was noted that the next review needs to confirm that Settle District u3a fulfils all commitments set out in its policies and procedures.
- f) Promoting the health benefits of joining the u3a - the display panels have been reinstalled at Townhead Surgery and stabilised with substantial feet at a cost of £56.52 including VAT.
- g) IT support - the purchase of an appropriate gift for the Webmaster is in hand. The Beacon Coordinator has declined to accept a gift.
- h) Catholic Church Hall sound system - sound equipment for use at the Catholic Church Hall has been purchased at a cost of £66.82 including VAT. The equipment is being tested and will be returned at no cost if it proves unsuitable.

4. Reports

- a) Chair:
Nothing to report.

b) Secretary

Nothing to report.

c) Treasurer

The bank reconciliation was noted. The balances to 31 October 2023 are:

| | |
|-------------------|------------------|
| | £ |
| Current account | 8,385.72 |
| Skipton BS | 5,877.32 |
| Cash | 28.39 |
| Unbanked receipts | - |
| Total | <u>14,291.43</u> |

50ps from group meetings total £1,196.20 to date. Donations are just under £400 down on the same period last year while computer expenses are higher than anticipated because the cost of an ongoing Zoom payment was not included in the budget.

d) Group Coordinator

Walking groups - the Group Leader now covers both groups.

Walking Netball - the Group Leader has reported that the group's first meeting was a great success and thanked the Committee for its support. The committee acknowledged the group leader's efforts in getting the group up and running.

Action: LC2 to email the Walking Netball Group Leader to thank her for her efforts in getting the group up and running.

It was noted that it would be helpful to recruit a shadow Group Coordinator going forward, given that JH will have to step down from the role in November 2024.

e) Membership Secretary

Membership now stands at 423.

Membership renewals - Group Leaders have been asked to remove lapsed members from their membership lists and to check that all members attending their group meetings have joined the u3a or renewed for the current year. Any members showing as lapsed after 31 October were removed from groups by the Membership Secretary.

Membership cards - the distribution of cards is ongoing. Members whose cards which cannot be collected or distributed will be advised of the dates of monthly meetings by email.

New Members - the meeting at Settle Social Club proved very successful. It was agreed that a follow-up telephone survey of all new members would be appropriate but impractical because of the numbers involved.

Action: KP to send the New Members' questionnaire to all new members with a message to say that if they would like to talk through anything a Committee member will get back to them.

It was also agreed that a survey of all current members should be considered in due course.

Membership records - it was agreed that:

- Paper copies of membership forms should be kept until the end of the membership year and then destroyed.
- Gift aid forms should be kept for seven years after the person's membership ceased or they notified the u3a that they are no longer eligible for gift aid.
- Beacon records of resigned, lapsed or deceased members should be kept for seven years and then permanently deleted.
- The email address of deceased members should be deleted as soon as the u3a is notified of their death and any shared address details amended.

It was noted that the role description for the Membership Secretary has been updated.

f) Third Age Trust

Nothing to report.

g) YAHR

Nothing to report.

h) WestNet

It was noted that Cookridge and Horsforth u3a has joined WestNet.

5. Newsletter

The November 2023 edition of the Newsletter was approved.

6. Monthly Meeting

It was noted that hiring the foyer at St John's to house the reception desk costs £20 for each monthly meeting. It was agreed that to eliminate this cost in the future the reception desk should be located in the main hall.

7. Publicity

The latest batch of posters has been distributed.

It was agreed that it would be appropriate to include advertisements for u3a meetings in Settle Community News.

Action: ML to check whether there is a cost to the u3a for advertising its meetings in Settle Community News.

It was noted that ML will be standing down from her role as Publicity Officer at the Annual General Meeting, but is happy to continue distributing posters and Newsletters. The committee thanked ML for all her efforts in the role and expressed its thanks for her continued commitment.

In response to a request from Langcliffe Institute it was agreed that, given its close relationship with the u3a, it would be appropriate to advertise to u3a members the Institute's Christmas coffee morning on Saturday 2nd December from 10 am to 12.30 pm.

8. Annual General Meeting (AGM)

It was noted that it would be helpful to have a membership list at reception so that members can be checked in as they arrive at the AGM.

Action: KP to produce a membership list so that members can be checked in as they arrive at the AGM.

9. Christmas Social

Preparation for the Christmas Social on 14 December is well underway:

- the Programme has been finalised;
- the Stage Manager has been appointed; and
- the scrolling montage to show while attendees arrive has been prepared.

All other arrangements are in hand.

10. Any Other Business

None.

11. Date, Time and Venue of Next meeting

The committee's next meeting will be held at **MIDDAY** on Friday 8 December 2023 in the Committee Room at the Friends' Meeting House and via video conferencing.

Signed:..... Robert Jackson (Chair)

Date: