

Minutes of the 236th Settle District u3a Committee Meeting held on Friday 2nd December 2022

Present: Chris Barnes (CB), Ian Gray (IG), Barbara Herring (BH), Mary Leahy (ML), Kathy Parker (KP), David Uren (DU) and Les Chandler (LC).

- 1. Apologies for Absence:** Colin Ashwell (CA), Sue Ashwell (SA), Jeanne Hine (JH) and Sarah Lister (SL).

2. Minutes of the last meeting

The minutes of the meeting held on 4 November 2022 were agreed and signed.

3. Matters Arising

- a) Group Leader guidelines - there may be GDPR implications around the inclusion of 'Emergency Contact' details on the Application Form and other issues which need to be resolved.

Action: KP to investigate whether it is possible to include 'Emergency Contact' details, and redraft the Application Form.

- b) 'Understory Community Mapping' - the project aims to build a 'primary resource' for community organisations in Settle to facilitate communication between them.

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	£9,517.42
Skipton BS	£5,787.35

Receipts and payments are in line with the figures for the same stage in 2021 but are expected to increase over time with the rise in the cost of living. It was noted that the committee has authority from the 2021 Annual General Meeting to increase the group attendance charge to £1 and the annual membership subscription up to £18 per year if required (£35 per year for two people living at the same address).

Initial investigation indicates that purchasing a card-reader could be worthwhile given the volume and cost of cheque receipts currently, and the likely demand for card payments. Renting a card-reader would be less cost-effective. As well as reducing the cost of the bank charges associated with cheque payments it was noted that a card-reader could speed up the membership renewals process at the 'Sign-up Day' in August when the vast majority of cheque payments are taken. However, a different system could reduce the time taken for renewals.

Action: BH to obtain detailed costings for the purchase and operation of a card-reader and assess whether it would be cost-effective for Settle District u3a.

Action: All to notify KP of possible alternative approaches to renewals at the annual 'Sign-up Day'.

The committee's decision on 18 November 2022 to sign the agreement with NatWest Bank plc to open a Community Account for Settle District U3A was confirmed. The application is now progressing.

d) Group Co-ordinator

The Dance Exercise and Swimming groups have resumed. One member has questioned the validity of the group attendance charge for the Swimming Group given that a fee is also payable for entry to the Pool. It was noted that the payment is not an additional Pool entry charge but reflects the benefits of attending the group. The Garden Visiting, Birdwatching, Badminton, Table Tennis, Weekenders, Card-making, Lunch and Sport Appreciation Groups all incur similar additional costs.

In response to a request from a group leader it was decided that, as an exception, a member who is struggling with mental health issues and is likely to miss group meetings because of an inability to pay should be allowed to attend without payment. It was also decided that this subject should be raised at the Group Leaders' Meeting.

e) Membership Secretary

Membership has increased by five in month, to 408.

Some possible improvements have been identified to the application form and will be investigated in the New Year.

f) Third Age Trust

At a meeting with WestNet representatives Liz Thackeray, the Chair of the Trust, reported that the Trust is planning to reduce the size of its Executive Committee and create a national Council comprising a larger number of regional representatives.

g) YAHR

Nothing to report.

h) WestNet

The meeting scheduled for December 2022 has been postponed to January 2023.

5. Newsletter

The December 2022 Newsletter was approved.

With the retirement of the Membership Secretary it was noted that a volunteer will be needed from January 2023 to supervise the distribution of hard-copy Newsletters.

Action: ML to liaise with the former Membership Secretary with a view to taking over the supervision of the distribution of hard-copy Newsletters.

6. Publicity

It was noted that the retiring Membership Secretary is happy to continue producing posters for u3a events.

7. Coronavirus

Settle District u3a continues to follow government guidance to prevent the spread of coronavirus.

8. Christmas Social 2022

All arrangements for the Christmas meeting are in hand. The headset microphone is no longer useable but Victoria Hall has agreed to provide an additional cable microphone for the event. In addition the Hall's independent sound engineer has agreed to supply a microphone for the 'announcer' and has indicated that he is prepared to donate it to the u3a free of charge. He has also indicated that he may be able to donate a replacement headset microphone to the u3a.

9. Advertising and Promotion

The committee's decision to approve a request from St Mary and St Michael Catholic Church to advertise its Christmas Fair was confirmed, given that the proceeds will be used to repair the car park used by u3a members attending group meetings at the church hall.

A request from 'Action for Climate Emergency' to advertise its *Fair Trade Community* event was approved given its interest to u3a members.

10. New Members

The draft Frequently Asked Questions document produced by the Membership Secretary, for distribution to new members, was approved in principle.

Action: All to advise the Membership Secretary of any additions or amendments required to the draft Frequently Asked Questions so that KP can finalise the document.

11. Group Leaders' Meeting

It was agreed that, subject to the availability of the Group Coordinator, the next Group Leaders' Meeting should be arranged for 14 April 2023. Because it is helpful to hold the meeting immediately after a committee meeting it was also agreed that the April committee meeting should be rescheduled to 14 April.

Action: LC to confirm the availability of the Group Coordinator for the Group Leaders' Meeting and notify The Place that the room booking for 7 April 2023 needs to be put back to 14 April and extended for the Group Leaders' Meeting.

In considering the agenda for the Group Leaders' Meeting it was agreed that it would be helpful to invite a First Aid expert to the meeting.

Action: IG to arrange for a First Aid expert to attend the Group Leaders' Meeting on 14 April 2023.

12. Aide Memoire

- Spring New Members' Meeting - it was agreed that the meeting should be scheduled for 3 March 2023, following the March committee meeting.

Action: LC to notify The Place that the room booking for 3 March 2023 needs to be extended for the Spring New Member's Meeting.

13. Any Other Business

The outgoing Membership Secretary was formally thanked for her hard work in the role.

14. Date, Time and Venue of Next meeting

The committee's next meeting will be held at 1 pm on Friday 6th January 2023 at The Place in Settle and via video conferencing.

Signed: Ian Gray (Chair)

Date: