

**Minutes of the 239th Settle District u3a Committee Meeting held
on Friday 10th March 2023**

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

1. Apologies for Absence: Sue Ashwell (SA) and Sarah Lister (SL).

2. Minutes of the last meeting

The minutes of the meeting held on 3 February 2023 were agreed and signed.

It was noted that SL and LC had reiterated their availability as stand-in speakers in the event of a scheduled speaker not being available for a monthly meeting.

3. Matters Arising

- a) IT equipment - the memory stick containing the 'standby speaker talk' has been added to the inventory of Settle District u3a equipment.

Action: LC to add the memory stick containing the 'standby speaker talk' to the carrying case holding the laptop used at general monthly meetings.

- b) Credit card payments - a 'Square POS' card-reader has been purchased at a cost of £19.20 to enable Settle District u3a to accept credit card payments.
- c) Lapsed members - group leaders have been reminded to remove lapsed members from their group lists on Beacon.
- d) Newsletter distribution - members have been advised of the return to pre-pandemic arrangements for the distribution of hard-copy Newsletters.
- e) Donation to Settle Community Hub - a representative of the Hub attended the March monthly meeting to appeal for contributions to its fund to counter rural poverty and deprivation. It was noted that under paragraph 4 (vi) of the constitution Settle District u3a has the power to support any organisation whose objectives align with those of the u3a.
- f) Membership subscription - following the committee's decision to offer payment options to anyone needing help in paying their annual membership subscription it was agreed that authority should be delegated to the Membership Secretary and Treasurer (joint decision) to decide on appropriate payment options for people in hardship, depending on their individual circumstances.

4. Reports

- a) Chair:
Nothing to report.
- b) Secretary
Nothing to report.

c) Treasurer

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

Current account	£8,477.76
Skipton BS	£5,787.35

In the absence of a standard mileage rate it was agreed that Settle District u3a should adopt the advisory HMRC rate of 45p per mile for cars used on u3a business.

d) Group Coordinator

Member photographs - a new group has been created identifying members who do not wish to have their photographs published on the website or in the Newsletter.

Walking Groups - following considerable assistance from the Webmaster and Group Coordinator the new leaders can now manage the groups' webpage, which hasn't been updated since August 2022.

Circle Dancing - the group should be back up and running by September 2023.

Basic French - JH has negotiated a considerably reduced rate with Settle Pool so the group does not need to find alternative accommodation.

Swimming Group - because members are reluctant to contribute 50p for u3a sessions the group has been closed down.

Dog Walking - the group has been paused because the leader is currently unable to attend sessions.

Group funding requests - to assist in the delivery of group activities the following funding requests were approved (as group leaders BH and LC did not vote):

Group	Request	Cost £
Ukulele	8 music books	80.00
Birdwatching	Binoculars	<200.00
Circle Dancing	Laptop and speaker	-
Philosophy	Multi-directional mic (already purchased)	-
Art	Paper and pencils for demonstration purposes	<50.00
Bridge	Bidding boxes, cards, boards and score pads	100.00
Scrabble	Collins Scrabble dictionary	12.50
Card-making	Pogi A5 die-cutting machine	65.00

Action: JH to inform the relevant Group Leaders of the approval of their requests for funding to assist in the delivery of their group activities.

u3a projection equipment - in response to the group funding requests a group leader has asked if the equipment stored at Victoria Hall could be transferred to the Catholic Church Hall since several groups now meet there and none at Victoria Hall.

Action: JH and LC to investigate the possibility of transferring the u3a projection equipment stored at Victoria Hall to the Catholic Church Hall.

Website - direct links to 'Beacon for Existing Members' and the current Newsletter have been added to the home page, and an updated membership form added to the membership pages. In addition an easier way to view and print pdfs has been introduced, with 1 to 1 assistance offered to group leaders wishing to upload pdfs.

Room hire costs - it was noted that room hire costs are reviewed on an ongoing basis and at least annually.

e) Membership Secretary

Membership has increased to 425.

A new batch of membership cards has been printed.

Forms submitted for the year 2022/23 showed that 89 people have ticked to say they do not want their photo used. When time allows KP will add these names to the new group created as decided by the committee. The committee also agreed the need to remind group leaders that if they take photos of group activities they must check that people are happy to have their photo taken and understand how these photos may be used.

Following the mention in the last newsletter KP will send out the email to all members re emergency contacts, but first checking with national u3a that the planned change to Beacon member login is not going to happen very soon.

In light of the heating issues at the cricket club the Spring New Members' Meeting has been postponed to 14 April 2023 at The Place in Settle. It was noted that only a small number of members had signed up for the meeting.

Action: JH to provide IG with a grouped list of membership numbers to facilitate an additional invitation to the Spring New Members' Meeting.

f) Third Age Trust

The Spring Network Link meeting highlighted the difficulties charities face in finding and using banking services, and set out the criteria for good governance of u3as. Encouragingly Settle District u3a is performing well against the criteria.

g) YAHR

Nothing to report.

h) WestNet

Settle District u3a has agreed to prepare the questions for this year's WestNet quiz.

5. Newsletter

It was noted that some members had not picked up their hard copy of the Newsletter at the March monthly meeting.

Action: IG to check if the volunteer who collects the entry fees at monthly meetings would be prepared to hand out Newsletters to members as they arrive, as appropriate.

6. Monthly Meeting

The speaker for the April meeting will be joining via Zoom.

Refreshments - it was noted that CB has been managing the Refreshment Volunteers Group in the absence of the Group Leader.

Action:

- ***JH to make CB a leader of the Refreshment Volunteers Group to enable him to facilitate communication with the group members via Beacon.***
- ***IG to advise the current group leader of the Refreshment Volunteers Group of the arrangements being put in place for the management of the group while she is unavailable.***

Speaker Programme 2023-24 - the programme has been approved.

7. Publicity

The number of posters delivered to each area has been increased.

In the absence of volunteers from within the u3a it was agreed that the committee vacancies for 2023-24 should be advertised through the community group pages on Facebook.

Action: IG to produce a suitable advertisement for the committee vacancies for 2023-24 and JH to post the advertisement on the community group pages on Facebook.

8. Coronavirus

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

9. Group Leaders' Meeting

With the New Members' Meeting being postponed to 14 April 2023 the Group Leaders' Meeting will now be held at 3 pm on 12 May 2023 at Settle Cricket Club - following the committee meeting.

Action:

- ***LC to cancel the booking for the committee meeting at The Place in Settle for 5 May 2023 and book the Cricket Club for 12.30 pm to 5 pm on 12 May 2023.***
- ***LC to circulate to the committee the previously agreed draft agenda for the Group Leaders' Meeting so it can be finalised for 12 May 2023.***
- ***IG to invite Group Leaders to the meeting on 12 May 2023, enclosing the finalised agenda and asking for details of any additional items attendees would like to discuss.***

It was noted that catering is usually supplied at the Group Leaders' Meeting given that it

is a 'thank you' to Group Leaders for their efforts as well as an opportunity to explore issues. It was also noted that the Naked Man café in Settle is a sponsor of the cricket club, the venue for the meeting.

Action: CB to arrange with the Naked Man café suitable catering for the Group Leaders' Meeting on 12 May 2023 when the approximate number of attendees is known.

10. Trustee Induction

It was noted that while the induction pack on the website provides all the information new trustees need it might be beneficial to review the induction process to see if it could be made more personal.

Action: committee members to meet at 10 am on 21 March 2023 at 2 Branwell Court, Settle to review the trustee induction process.

11. Member Attendance at Group Meetings

It was noted that member attendance at group meetings has returned to pre-pandemic levels. The new Classical Music Group had failed to attract a regular attendance but this was due to a number of unique issues.

12. Aide Memoire

The annual gift aid claim is being prepared.

13. Any Other Business

The display promoting u3a membership has been installed at Townhead Surgery. It was noted that the leaflet dispenser will need to be replenished regularly.

Action: ML to maintain the leaflet dispenser on the promotional display at Townhead Surgery.

14. Date, Time and Venue of Next meeting

The committee's next meeting will be held at 1 pm on Friday 14th April 2023 at The Place in Settle followed by the Spring New Members' Meeting at 3 pm.

The committee meeting will be accessible via video conferencing.

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

Date: