

**Minutes of the 235th Settle District u3a Committee Meeting held
on Friday 4th November 2022**

Present: Colin Ashwell (CA), Chris Barnes (CB), Chris Chandler (CC), Ian Gray (IG), Barbara Herring (BH), Sarah Lister (SL), Kathy Parker (KP) and Les Chandler (LC).

1. Apologies for Absence: Sue Ashwell (SA) and Jeanne Hine (JH).

2. Minutes of the last meeting

The minutes of the meeting held on 14 October 2022 were agreed and signed.

3. Matters Arising

- a) Group Leader guidelines - 'Emergency Contact' details are being added to the Application Form so that this information can be input to Beacon where necessary.
- b) 20th Anniversary - North Yorkshire County Council has been asked to identify a suitable riverside site for the u3a's anniversary bench and rowan tree and Settle Town Council will be asked if they could be installed on the site of the former bench adjoining Greenfoot car park.
- c) Groups - the former leader of the Art Appreciation Group has been thanked formally for her contribution to the success of the group over several years.
- d) YAHR - a number of subjects have been identified for inclusion in a possible Trustees Workshop.
- e) Monthly Meeting - speakers who might be prepared to replace a scheduled speaker in an emergency have been identified.
- f) Website security - all Trustees have now changed or are changing their e-mail password.

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	£9,896.40
Skipton BS	£5,787.35

Settle District u3a's application to open a Community Bank Account with NatWest is progressing. The account will provide free banking and enable dual authorisation for online payments, neither of which is available on the existing account with HSBC.

d) Group Co-ordinator

- Circle Dancing - the group now looks unlikely to restart until December 2022.
- Art Appreciation - the new leader plans to restart the group in December 2022.
- Family History - the group is increasing its frequency to three times a month, the two additional meetings providing for a 1 to 1 service at The Place in Settle and a Zoomed session.
- Dance Exercise - the group is paused temporarily because of the group leader's ill health.

e) Membership Secretary

Membership now stands at 403.

f) Third Age Trust

The Trust arranged a series of meetings with u3as, including Settle District, which have indicated that the Trust needs to change its top-down approach to one more geared to meeting the needs of u3as locally.

Settle District u3a will be represented at the Group Leaders' Workshop in November 2022.

g) YAHR

- The Speaker list has been updated.
- An inter-regional chess tournament has been proposed.
- There are plans for a 'Music Fest' in June 2023.
- Settle District u3a will be represented at the Trustees Workshop in November 2022.

h) WestNet

- Harrogate u3a has been welcomed into the WestNet network.
- Bradford u3a is seeking ideas for how WestNet u3as could get involved in Bradford's 'City of Culture' celebrations in 2025.
- Craven u3a is arranging a carol service for Wednesday 14 December 2022 and in due course will provide details of its planned Study Days.
- It was noted that some WestNet u3as accept payments via a card-reader.

Action:

- ***BH to research the cost-benefit of accepting payments via a card-reader.***
- ***KP to find out from attendees at the Trustees Workshop in November 2022 whether any of their u3as use a card-reader and, if so, what payments it is used for.***
- Harrogate u3a is planning a walking treasure hunt and a ceilidh for summer 2023.
- WestNet u3as are seeking ideas for equipment which could be shared, such as the u3a tabards held by Ilkley u3a.

5. Newsletter

The November 2022 Newsletter was approved.

6. Publicity

It was noted that the monthly meetings in January and February 2023 will need to be advertised.

Action: CC to prepare a poster advertising the monthly meetings in January and February 2023.

7. Coronavirus

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

8. Annual General Meeting

It was agreed that a café-style layout would be appropriate for the meeting, with a top table for the committee.

It was also noted that there are no glasses for use at St John's Church Hall.

Action: BH to source plastic glasses for use at the Annual General Meeting.

9. Christmas Social 2022

The Line Dancing, Great Lives, Birdwatching, Dance Exercise and Singing For Pleasure Groups have agreed to contribute to the Christmas Social, and the Play-Reading Group has indicated that it might be able to take part. A stage curtain operator has been found and a magician has been invited to 'work the tables'.

The other arrangements for the event are in hand:

Action:

- **IG and LC to draft the programme for the show and agree it with Group Leaders.**
- **IG, LC, stage manager BH, and assistant stage manager CA to produce stage directions for the finalised programme in liaison with Group Leaders.**
- **BH to liaise with Victoria Hall to ensure the room is laid out as required and in accordance with the programme and the stage directions.**
- **IG and LC to agree with the Singing For Pleasure Group Leader the four carols to close the event.**
- **IG to produce introductions for each 'Act' and LC to produce any PowerPoint presentations required, for example the words for the four carols.**
- **LC and CC to produce a scrolling montage of photographs to be shown from 9 am until the start of the show.**
- **IG to produce a printed Christmas Quiz for attendees to do before the show.**

- ***CB and CA to buy the food and drink required and, in liaison with the Refreshments Group Leader, to recruit volunteers to serve drinks before the start of the show and food and drinks in the interval.***
- ***IG to invite members to make table decorations for the event.***
- ***CB to arrange suitable prizes for the Christmas Quiz and the 'best table decoration', and secure the glasses required for mulled wine.***

10. 'Understory' Community Mapping

Given the project's objectives it was agreed that it would be beneficial for Settle District u3a to contribute to the 'Understory Community Mapping' and be represented at the project's Workshop on 9 November 2022.

Action: BH to represent Settle District u3a at the 'Understory Community Mapping' Workshop on 9 November 2022.

In preparation for the workshop it was agreed that u3a members, Settle Community Hub, accommodation providers, Victoria Hall, Townhead Surgery, the u3a's bankers, WestNet u3as, YAHR, and the Third Age Trust are all important to the work of Settle District u3a.

It was noted that given its focus on the local organisations of importance to Settle District u3a the 'Understory' project could prompt a review of the u3a's advertising and promotion policy. In the meantime it was agreed that all requests from local community organisations for advertising or other support should be considered on a case by case basis - decided in committee or via an exchange of e-mails where a decision is required in advance of the committee's next meeting.

11. Aide Memoire

It was agreed that no change is required to the fee structure for the coming year.

12. Any Other Business

- Website - it was noted that the new leader of the Art Appreciation Group has created a web page for the group outside the Settle District u3a site creating several potential issues, for example around GDPR. It was agreed that this issue should be considered with group leaders at the Group Leaders' Meeting in the New Year.
- New Members' Meeting - following feedback at the New Members' Meeting in October KP has produced a note on FAQs for new members.

Action: All to advise KP of any changes required to the FAQs produced for new members, and to suggest the best way of disseminating them.

13. Date, Time and Venue of Next meeting

The committee's next meeting will be held at 1 pm on Friday 2nd December 2022 at The Place in Settle and via video conferencing.

Signed: Ian Gray (Chair)

Date: