

**Minutes of the 234th Settle District u3a Committee Meeting held
on Friday 14th October 2022**

Present: Colin Ashwell (CA), Sue Ashwell (SA), Chris Barnes (CB), Chris Chandler (CC), Ian Gray (IG), Barbara Herring (BH), Jeanne Hine (JH), Kathy Parker (KP) and Les Chandler (LC).

1. Apologies for Absence: Sarah Lister (SL).

2. Minutes of the last meeting

The minutes of the meeting held on 2 September 2022 were agreed and signed.

3. Matters Arising

- a) Group Leader guidelines - the guidelines have been updated. The relative significance in the document of the terms 'u3a' and 'U3A' was noted and it was agreed that the latter should be used only in formal contexts such as legal documents and correspondence with banks or the Charity Commission. It was also noted that Group Leaders need emergency contact details for their group members and that the Beacon database does not always provide this information.

Action: KP to add 'Emergency Contact' details to the Application Form so that this information can be input to Beacon where necessary.

- b) Group expenditure - reassurance that economy should not inhibit the effectiveness of group activities has been added to the group leader guidelines.
- c) WestNet: Settle District u3a's approval to Harrogate u3a joining WestNet will be reported at the October WestNet meeting.
- d) Publicity: a poster has been issued for the latest monthly meetings.
- e) Health and Safety: risk assessment templates have now been produced for both indoor and outdoor meetings.
- f) 20th Anniversary: Settle Town Council has advised that the High Road already has sufficient benches and has suggested that the u3a installs its anniversary bench and rowan tree on Castleberg Crag. It was agreed that it would be more appropriate for the installation to be on the site of the former bench adjoining Greenfoot car park.

Action: IG to ask Settle Town Council if the u3a's anniversary bench and rowan tree could be installed on the site of the former bench adjoining Greenfoot car park.

4. Reports

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

c) Treasurer

- The bank reconciliation was noted. Income received to date is slightly higher than in the same period last year. The balances to date are:

HSBC	£10,117.77
Skipton BS	£5,787.35

d) Group Co-ordinator

- Art Appreciation - a new leader has been found for the group. The committee noted the excellent contribution of the former leader who ran the group for several years.

Action: IG to thank the former leader of the Art Appreciation Group for her contribution to the success of the group over several years.

- Ballroom Dancing - it is hoped the group will resume in January 2023.
- Circle Dancing - it is planned to restart the group in November 2022.
- Theatre Visiting - the group is planning to get underway in November 2022, with group members sharing responsibility for organising trips. The Group Coordinator is acting as convenor until a volunteer comes forward.

e) Membership Secretary

- Membership now stands at 400 compared to 380 at the same stage in 2021.

f) Third Age Trust

- Thanks to the idiosyncrasy of the voting system adopted by the Trust none of the resolutions to increase the affiliation fee succeeded at the Annual General Meeting. So despite almost universal agreement amongst u3as that an increase is appropriate the fee cannot be raised until 2024 at the earliest - unless the Trust arranges an Extraordinary Meeting to revisit the issue.

g) YAHR

- Trustees Workshop: Settle District u3a has been asked to suggest subjects to be included in a YAHR Trustees Workshop.

Action: All to advise LC of the subjects thought to be appropriate to a YAHR Trustees Workshop.

- Study Days: it was noted that YAHR is keen to promote subject-specific Study Days, but that local resources currently prevent Settle District u3a from staging one.
- Group Leaders Workshop: it was agreed that provided enough time was allowed it would be appropriate to manage the annual Group Leaders Meeting as a workshop covering topics such as the use of Beacon, First Aid, Risk Assessment, Insurance, Group web page maintenance, and dealing with difficult or unusual group situations.

h) WestNet

- The next network meeting is scheduled for 26 October 2022.

5. Newsletter

The October 2022 Newsletter was approved.

6. Publicity

CC is standing down from the committee in November 2022 but has volunteered to continue producing advertising posters after that date.

7. Coronavirus

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

8. Monthly Meeting

- Speaker budget: reflecting the current economic climate it was agreed to set an annual budget of £700 for monthly meeting speakers.
- Vested interests: it was agreed that u3a monthly talks should not be used to promote individual commercial organisations. The authors of publications of interest to u3a members - and speakers from charities and not-for-profit organisations - are acceptable provided the talk is for information only ie it is not used to sell products or raise funds directly.
- Back-up speakers: at present there is no formal directory of speakers who could replace a scheduled speaker, if required, in an emergency.

Action: All to notify CB of speakers who might be prepared to replace a scheduled speaker in an emergency.

- 2023-24 Programme: following the success of the 'Jacob's Join' at the 20th Anniversary Party in 2022 it was agreed that a Jacob's Join should be arranged to follow the Annual General Meeting.
- Health and safety: it was noted that trailing power leads present a tripping hazard at monthly meetings.

Action: CA and LC to investigate the possibility of arranging equipment differently at the next monthly meeting to minimise the risk of attendees tripping on trailing power leads.

9. Annual General Meeting 2022

The draft agenda and Annual Report were agreed. It was also agreed to arrange a Jacob's Join for after the meeting.

10. Christmas Social

Several groups have indicated a willingness to take part in the Christmas Social to be held at Victoria Hall on 8 December 2022 and arrangements for the event are in hand.

Action:

- ***IG - with assistance from LC where appropriate - to draft a programme for the***

show and agree it with Group Leaders and the committee.

- *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 to recruit a stage curtain operator.*
- *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.*
- *LC to make table reservation signs for the groups performing in the show, as required.*
- *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.*
- *CB and CA to arrange table decorations.*
- *CB to arrange a suitable prize for the Christmas Quiz and secure the glasses required for mulled wine.*

11. Advertising and Promotion Policy

To avoid being seen as favouring one individual, group or organisation over another it was agreed that Settle District u3a should endorse, promote or advertise - when requested - only u3a activities.

12. Trustee Induction Pack

It was noted that the Trustee Induction pack has been updated and can now be reissued.

13. U3A Health Check

In the latest assessment against the Third Age Trust's 'health check' criteria for u3as (relating to membership numbers, financial performance, administration, communication with members, and the number of interest groups) Settle District u3a has scored 10/10.

14. Aide Memoire

- Annual return: submitted to the Charity Commission.
- AGM: all arrangements are in hand.

15. Any Other Business

Website: following evidence of malicious activity additional security measures have

been applied to the edit function on the website. The webmaster has advised that as an additional precaution Trustees should change their u3a e-mail password.

Action: all Trustees to change their u3a e-mail password.

16. Date, Time and Venue of Next meeting

The committee’s next meeting will be held at 1 pm on Friday 4th November 2022 at The Place in Settle and via video conferencing.

Signed: Ian Gray (Chair)

Date: