

**Minutes of the 241st Settle District u3a Committee Meeting held
on Friday 12th May 2023**

Present: Chris Barnes (CB), Ian Gray (IG), Barbara Herring (BH), Jeanne Hine (JH), Mary Leahy (ML), Robert Jackson (RJ), Lis Cribb (LC1) and Les Chandler (LC2).

1. RJ, as Vice-Chair, and LC1, as shadow Secretary, were co-opted to the committee.
2. **Apologies for Absence:** Colin Ashwell (CA), Sue Ashwell (SA), Kathy Parker (KP), Sarah Lister (SL) and David Uren (DU). IG explained that DU had tendered his resignation as a trustee for personal reasons.

3. Minutes of the last meeting

The minutes of the meeting held on 14 April 2023 were agreed and signed.

4. Matters Arising

a) u3a equipment:

- Alternative storage arrangements are still being investigated.
- The new equipment and books purchased for groups recently have been added to the equipment inventory.
- Tamper-proof labels indicating 'u3a property' and a unique asset number have been purchased at a cost of £94.20.

Action: CA and LC2 to label each of the items on the equipment inventory with a unique tamper-proof sticker.

- Apart from a £250 excess the u3a's insurance covers all of the items on the equipment inventory for loss and damage, including anything stored in individual members' homes. Any items kept at a venue must be stored in a locked cupboard or cabinet.
 - All of the u3a's equipment has been PAT tested where appropriate. It was agreed that PAT testing should be completed every three years.
- b) Loan of u3a projector - LC2 ensured that the equipment was used correctly and the projector has now been returned in full working order.
 - c) Group Leaders' Meeting - RJ, LC1, the Webmaster, Beacon Coordinator, Auditor, and Group Meetings Money Coordinator have all been invited to attend the meeting. The agenda and catering arrangements have been finalised.
 - d) Recruitment and Retention - see item 5e).
 - e) Settle Community Library - the talk on 19 May 2023 was promoted to u3a members.
 - f) Committee membership - the Constitution restricts the number of trustees with voting rights to 12, but allows for an unlimited number of non-voting committee members.
 - g) 20th Anniversary - Settle Town Council has yet to respond to the u3a's request to identify a location for a bench or tree to mark the anniversary.

Action: IG to attend a meeting of Settle Town Council to reiterate the u3a's request for a suitable site for a bench or tree to mark the anniversary.

- h) Zoom - a longer lead for the multi-directional microphone used at committee meetings is being procured.

5. 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	3,928.16
Skipton BS	5,877.32
Unbanked receipts	38.40
Total	<u>9,853.88</u>

It was noted that because only full coin bags are accepted for banking, per the amounts specified on the bags, surplus amounts now have to be retained as 'unbanked receipts'. To avoid cash having to be banked some group leaders are now retaining the cash and paying the equivalent amount into the u3a's account via online banking, in accordance with advice from the Third Age Trust's financial adviser.

The forecast to the end of June 2023 shows a deficit of approximately £1,500 and closing cash balances of around £9,500. This figure is well within with the Third Age Trust's advice that u3as should carry six months worth of expenditure to meet any unexpected financial pressure.

The u3a's Gift Aid Return is being processed.

Since BH's term as Treasurer comes to an end in November 2024 it was agreed that a shadow Treasurer should be sought in the meantime.

- d) Group Coordinator

The three new groups now each have a page on the website. 25 members have applied to join the Film Appreciation Group and 10 to join the Settle Solos Group.

Bridge Group - a 'beginners' group is being considered.

Dance Exercise Group - it is still hoped to restart the group in September 2023.

Ballroom Group - still temporarily suspended because of the group leader's ill-health.

- e) Membership Secretary

Membership now stands at 426.

Seven members attended the Spring New Members' Meeting. The issues raised will be considered by the committee at its meeting in June 2023.

The Recruitment and Retention Sub-Group identified a number of possible actions arising from YAHR's recent 'Growth Matters' workshop including: publicising groups ahead of sign up day; creating a marketing and recruitment sub-group; and reviewing the arrangements for the annual Sign-Up Day. These will be considered at the committee's meeting in June 2023.

Trustee induction: a draft 'welcome letter' for new trustees, and a proposed agenda for an 'induction/social' evening, have been circulated to committee members.

Action: All to provide feedback to KP on the draft 'welcome letter' for new trustees and the proposed agenda for an 'induction/social' evening.

f) Third Age Trust

It was agreed that Settle District u3a should register to vote in the forthcoming election to the Board of Directors.

g) YAHR

Nothing to report.

h) WestNet

The next meeting of WestNet u3as has been postponed but the Treasure Hunt in Bradford is going ahead on 20 June. So too is the WestNet quiz in Gargrave on 7 September.

6. Newsletter

It was noted that the latest edition of the Newsletter has been well-received.

7. Monthly Meeting

Given the support it offers to the local community it was agreed that it would be appropriate to meet the Craven Community Land Trust's request to address members briefly at one of the u3a's regular monthly meetings.

Action: CB to offer the Craven Community Land Trust a 10-15 minute slot following the monthly meeting in either June or July 2023.

8. Publicity

31 posters are now being distributed across the district.

The display at Townhead Surgery is still being maintained.

It was agreed that it would be appropriate to relocate the display to St John's, temporarily, for the Sign-Up Day in August.

9. New Members' Meeting

Deferred to the committee's meeting in June 2023.

10. Aide Memoire

Open Door Policy - given their continued success it was agreed to maintain the reciprocal arrangements giving Settle District u3a members access to the interest groups of other WestNet u3as without the need to incur additional membership fees.

11. Any Other Business

None.

12. Time, Date and Venue of Next meeting

The committee's next meeting will be held at 1 pm on Friday 2 June 2023 in the Meeting Room at The Place in Settle, Unit 10d, Commercial Yard, Settle.

The committee meeting will be accessible via video conferencing.

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

Date: