

**Minutes of the 240th Settle District u3a Committee Meeting held
on Friday 14th April 2023**

Present: Colin Ashwell (CA), Susan Ashwell (SA) Chris Barnes (CB), Ian Gray (IG), Barbara Herring (BH), Jeanne Hine (JH), Mary Leahy (ML), Sarah Lister (SL), Kathy Parker (KP) and David Uren (DU).

Lis Cribb was welcomed to the meeting as an observer interested in joining the committee.

1. Apologies for Absence: Les Chandler.

2. Minutes of the last meeting

The minutes of the meeting on 10 March 2023 were agreed and signed.

3. Matters Arising

- (a) IT equipment – the memory stick has been added to the new laptop case at Victoria Hall.
- (b) JH has informed Group Leaders of the approval of their funding requests (listed in March 10th minutes) – gratefully received by group members.
- (c) u3a equipment storage: LC has reported that the Catholic Church have said that they cannot store this – **LC and JH to follow up options for alternative storage.**
- (d) JH has provided IG with a grouped list of membership numbers to be used for the New Members' Meeting invites.
- (e) Newsletters for those members not on email are now with the volunteer who collects the entry fees at the monthly meetings to hand out but many newsletters are still not collected in person.
- (f) CB has been made the Group Leader of the refreshment volunteers and the current group leader has been advised of the alternative arrangements put in place whilst she is unavailable.
- (g) Committee vacancies – an advert has been put on Facebook by JH and an article about this by IG has been printed in the latest edition of Community News Lis Cribb has come forward as a result of this).
- (h) Group Leaders' Meeting 12 May – see item 9.
- (i) Trustee Induction – available committee members met to discuss on 21 March 2023 and work on this is ongoing.

- (j) u3a display at Townhead Surgery – no direct referrals under social prescribing have resulted from this but the display is still up.

4. Reports

(a) Chair:

IG reported that LC has received a request from Rosie Feather for the loan of the u3a projector to use at the Friends Meeting House 25 and 26 April.

This request was agreed by the committee as long as a u3a member was in attendance at each event to ensure the equipment is used correctly – **LC to liaise with Rosie Feather and action.**

(b) Secretary:

Issues already covered in Matters Arising.

(c) Treasurer:

BH had circulated the latest bank reconciliation report in advance of the meeting and reported that a payment to TAT for £1700 would be made in April.

(A meeting has been organised by BH and JH on Wednesday 10 May at which BH will provide key financial information/training to the committee.)

(d) Group Coordinator:

JH reported that she is supporting people to set up 4 new groups: Film Appreciation (Annette Kuhn); Solo in Settle (Anne Brennand); Craft (Charlotte Treglown - wef Sept 2023); and Dance (Jill Craig - re-starting on 26 April 2023 for current members only until Sept 2023). All members have been emailed about the new groups.

It is hoped that Circle Dancing (Joan Hedley) and Ballroom (Stephanie Phillips) will restart in Sept 2023.

The dog walking group is temporarily suspended due to the Group Leader's dogs not being well.

The Webmaster (RH) has had to contend with a huge amount of work recently due to the IONOS auto updates breaking our website (and other websites too) - IONOS are having to rethink how they manage our account.

JH has invited all Group Leaders to the Meeting and Afternoon Tea on 12 May 2023.

The committee agreed that invites should also be sent to Richard Hine (Webmaster), Keith Waterson (Beacon Master), Rory Grieve (Auditor) and Alison Tyas (Group Meetings Money Coordinator) as a thank you for their valued contribution to the running of our u3a. Lis Cribb also to be invited.

JH to action.

(e) Membership Secretary

KP reported that our current membership is 427.

3 new members have joined since the last report to committee and sadly one of our members Peter Beech passed away on 20 March 2023 - our condolences to his family and friends.

8 new members have confirmed attendance at the New Members' Meeting to follow the committee meeting at 3pm.

A process for the online feedback form for new members is still to be implemented.

All names from 2022/23 membership forms have been added to the 'No Photos Please' group if this option was selected.

There has been a fairly high response to the email sent out requesting emergency contact details with members not being able to access their Beacon account - all of these have been resolved but KP reported that it indicates that some members might struggle with the new sign-in process being launched by TAT on 18 April.

BH and KP are working on the Gift Aid submission for the last financial year and will report back fully to the next committee meeting, to include a review of how long we need to keep records for - HMRC state that we need to keep Gift Aid declarations for 6 years from the date of the last donation.

The committee discussed the proposal to reduce the individual membership fee to £7.50 for members joining January to June and to stop the current offer of £18 membership fee for members joining April to June for 15 months membership (and associated reductions for joint memberships). This was supported by the Treasurer as £7.50 will cover the TAT and TAM costs), is in line with Ilkley u3a and may help us to attract new members in the New Year.

The amendment to fees was proposed by DU and seconded by CA and the committee voted unanimously to agree this change wef the 2023/24 membership year and for new members only.

KP to action for 2023/24 membership.

The committee discussed whether there should be some recognition for long-serving members eg a life membership but it was decided to give this some more thought before bringing it back to the committee at a later time.

(f) Third Age Trust

Nothing to report.

(g) YAHR

Nick David is the new Recruitment and Retention lead at YAHR and has issued a paper on this. In addition YAHR circulated information from the recent Growth Matters workshop which KP attended.

As time did not allow a full committee discussion on all the issues it was agreed that a sub-group would meet to review the information and ideas and report back to the May committee meeting.

KP will organise a sub-group with DU and SA volunteering to join and also IG.

ML reported that the Community News had printed a full colour advert for us and she would try and get the same in the next edition.

(h) Westnet

IG reported that Bradford u3a are holding a Treasure Hunt on 20 June and there will be a Westnet quiz at Gargrave Village Hall on 7 September.

5. Newsletter

SL has again produced our monthly newsletter and circulated it to all members, including organising the 20 paper copies for those members not using email.

6. Monthly Meeting

The first zoom talk was held on 13 April and was very successful.

There was a discussion about whether to keep zoom as an option at monthly meetings but it was agreed that it is vitally important to keep this access option for those not able to attend in person.

It was noted that any members zooming in must be muted in future.

Assistance dogs only will be allowed at u3a events.

7. Publicity

ML had attended a YAHR Communications workshop and showed the committee an example of an attractive and eye catching advert for u3a volunteers/committee members which she will send to JH for inclusion on Facebook.

ML suggested Group Leaders be asked to communicate to their groups the need for new committee members, especially Chair and Vice Chair

JH to add to the agenda for the GL Meeting on 12 May.

ML reported that the poster distribution is going well.

The committee agreed that we should promote the talk at the Settle Community Library on 19 May – **IG to action.**

8. Coronavirus

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

9. Group Leaders' Meeting on 12 May 2023

To be held on Friday 12 May 2023 at 3pm at the Cricket Club immediately after the committee meeting.

JH has sent out invites and so far has had 25 acceptances (**all committee members need to respond to the invite too**).

LC had circulated a draft agenda which was agreed, subject to the additions agreed in the meeting.

JH to finalise the agenda and send out.

CB reported that The Naked Man café can supply Afternoon Tea on 12 May (sandwiches, cakes and scones) at £6.50 per head - need 2 weeks notice.

CB and JH to liaise over numbers.

Agreed we will provide squash/orange juice as well as tea/coffee.

IG to check facilities/equipment available at the Cricket Club.

10. Committee Membership

There was a discussion around how many committee members in total our constitution allows for – and how many members can be 'without portfolio'.

Currently we have 4 officer posts:

Chair (vacant wef Nov 2023)

Vice chair (vacant now)

Treasurer

Secretary (vacant wef Nov 2023)

And these portfolio roles:

Group Coordinator

IT Support

Membership Secretary

Newsletter

Publicity

Speakers Coordinator

It was agreed that we need to check our constitution – LC nominated to review this.

It was agreed that the subgroup reviewing recruitment and retention would also consider holding an open evening for potential new committee members and report back at the next meeting – **KP to action.**

11. U3a equipment

LC has circulated a list of current equipment.

It was agreed that:

- (a) All the new equipment/books etc for groups recently purchased should be added to the equipment list with the location of where everything is currently kept - **LC to action.**
- (b) The equipment list to note serial numbers etc wherever possible.
- (c) **BH to investigate** the insurance situation regarding our equipment, especially equipment stored in members' homes.
- (d) That every item in the list be labelled u3a property with a tamper proof sticker - **LC to action.**
- (e) As TAT recommend u3as do not hold huge reserves we have some surplus to spend on new equipment, possibly a u3a laminator and/or printer. **ALL to think about what equipment they may need in their roles and send ideas to IG.**
- (f) **CA to check what the requirements are for PAT testing - and to report back on this and also to report on when PAT testing was last**

carried out – and whether this should include items used by Group Leaders in their own homes.

12. AOB

ML reported that she will be away late May to late June when the next newsletter comes out – she will liaise with JH and BH about cover for posters and newsletter collection and distribution.

SL had raised that David Holdsworth has asked for a response about the use of his website - **LC to be asked to draft a response for IG to send.**

A reminder that people can attend 2 taster sessions at normal rate of 50p will be added to the agenda for the Group Leaders' meeting.

JH to action.

IG to obtain a quote from the council for purchase and placing of a possible bench and/or tree to mark the u3a anniversary.

CA requested that a longer lead for the microphone be bought – agreed by the committee - **CA to action.**

CB suggested a Jacob's Join be held annually - to be discussed at the next committee meeting.

LC to contact Lis Cribb to discuss the role of Secretary in more detail.

13. Date and Venue of next meeting: Friday 12 May 2023 at 1pm at the clubhouse, Settle Cricket Club, Kirkgate - to be followed by the annual Group Leaders' Meeting at 3pm.