

**Minutes of the 232nd Settle District u3a Committee Meeting held
on Friday 5th August 2022**

Present: Chris Barnes (CB), Chris Chandler (CC), Ian Gray (IG), Barbara Herring (BH), Jeanne Hine (JH), Jane Jolliffe (JJ) Kathy Parker (KP) and Les Chandler (LC).

1. Co-option of committee members

Jane Jolliffe and Kathy Parker were welcomed to the committee and co-opted unanimously.

Colin and Sue Ashwell, who could not be present because of Sue's hospital treatment, were also co-opted unanimously - *in absentia*. The committee extended their best wishes to them both and their hopes for a speedy recovery.

2. Apologies for Absence: Colin Ashwell (CA), Sue Ashwell (SA) and Sarah Lister (SL).

3. Minutes of the last meeting

The minutes of the meeting held on 1 July 2022 were agreed and signed.

4. Matters Arising

a) Zoom: the licence provided to the u3a by The Hub has been renewed.

b) Website: flipbook software has been implemented on the website.

c) 20th Anniversary:

- 'Inside Looking Out' Exhibition - contributors to the online exhibition have been reminded of the opportunity to display their work at the Anniversary Party in September.
- Programme - the poster advertising the events planned for the Anniversary week in September 2022 needs to be available for the Enrolment and Renewals Meeting on 11 August 2022.

Action: CC to draft a poster advertising the events planned for the Anniversary week in September 2022 and circulate it to the committee in time for the Enrolment and Renewals Meeting on 11 August 2022.

- Insurance - guidance received from the broker suggests that to ensure public liability and personal accident coverage u3a activities should be restricted to u3a members only.
- Health and Safety - the risk assessment for St John's Church Hall will cover the Anniversary Party but a separate risk assessment will be required for the Bird Trail. Away from the anniversary events it was noted that the Dog Walking Group may not be producing risk assessments for all of its meetings. Group Leaders are reminded regularly of the need to assess the risks associated with their groups' activities, and of establishing appropriate control measures; and they are given every assistance in preparing risk assessments. But there is a possibility that the Dog Walking Group is not an isolated case. In addition to risk assessments it was

noted that, to ensure insurance coverage, a record should be kept of all those attending u3a meetings.

Action: LC to produce the risk assessment for the Birdwatching Group's 20th Anniversary Bird Trail.

Action: Committee to consider the need for a central register of risk assessments to enable any gaps in group coverage to be closed.

- d) Social prescribing: the local NHS contact has agreed to meet with u3a representatives to discuss the possibility of local surgeries prescribing u3a membership for some patients.

Action: IG and JH to meet with the local NHS contact to discuss the possibility of local surgeries prescribing u3a membership for some patients.

- August enrolment and renewals meeting: the available table space has been confirmed and arrangements for the provision of refreshments are in place.

- e) Trustee induction pack: the pack needs to be reviewed to ensure it is up to date.

BH to review the trustee induction pack to ensure it is up to date.

- f) Copyright licensing: the CLA licence has been renewed.

5. Reports

- a) Chair

- Nothing to report.

- b) Secretary

- Nothing to report.

- c) Treasurer

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

HSBC	£5,487.27
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Skipton BS	£5,785.35
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- Receipts and payments: the draft accounts for the year to 30 June 2022 have been submitted to the Financial Examiner.

- d) Group Co-ordinator

- Art Appreciation - no replacement group leader has come forward so the group will be shut down.
- Ballroom Dancing - it is hoped that classes can resume in the autumn.
- Circle Dancing - the group will probably rest until January 2023.
- Recorders - the group has been shut down.
- Swimming - the group hopes to restart in October when Settle Pool reopens after the refurbishment.

- Puzzle Group: if the support promised to the Group Leader fails to materialise the group will have to be restricted to crossword solving and setting.
- Monthly meeting: St John's has been booked for the coming year.

e) Membership Secretary

- Current membership remains at 422, with a new member having replaced another who has moved out of the area.
- 87 members have either renewed or been carried over from 2021-22 but the membership picture won't be clarified until after October 2022 when non-renewals are formally cancelled.

f) Third Age Trust

- AGM resolutions: the proposal to peg the annual membership subscription to the increase in the State Pension would provide the Trust with a guaranteed annual increase in income without reference to its expenditure requirements and sits uncomfortably with the u3a's efforts to throw off its 'just for pensioners' image. Amendments to the resolutions need to be seconded by another u3a, such as Settle's Twitter partner Lostwithiel, and submitted by 15 August 2022.

Action: BH to draft an amendment to the Third Age Trust's proposed AGM resolutions, together with a suggested supporting statement, and circulate it to the Chair and Secretary for comment in time for it to be submitted within the 15 August deadline.

Action: LC to contact Lostwithiel u3a to see if it would be prepared to support the proposed amendment.

g) YAHR

- Nothing to report.

h) WestNet

- The annual quiz is going ahead on 11 August - around 60 people have registered for the event.
- It was noted that Craven u3a has contacted the Settle District u3a members who attended its summer schools this year encouraging them to join Craven u3a, apparently attempting to poach Settle District u3a members. An article that Craven u3a has placed in the *Craven Herald* could also give the impression to Settle residents who might be tempted to join the u3a that Craven u3a is their only option. Settle District u3a was not consulted by Craven u3a about either the newspaper article or the direct communication with Settle District u3a members.

Action: IG to contact Craven u3a to:

- ***express Settle District u3a's disappointment regarding the lack of consultation about e-mails encouraging Settle members to join Craven u3a and the Craven Herald article which could mislead Settle residents about the u3a opportunities locally.***

- *explore what can be done to correct any misunderstandings created by the e-mails and the newspaper article.*

6. Newsletter

The August 2022 Newsletter was approved.

7. August Enrolment and Renewals Meeting

Arrangements for the meeting are in place.

8. Publicity

It was noted that on some noticeboards there is insufficient space for A4 posters. It was also noted that u3a events are not currently advertised on the noticeboards by the Town Hall, at the junction of Church Street and Marshfield Road, and in the lychgate at the parish church.

Action: CC to produce an A5 version of u3a posters and contact poster distributors to see if they would prefer the smaller size.

Action: BH to place posters on the noticeboards at the junction of Church Street and Marshfield Road, and in the lychgate at the parish church, and contact the Town Council to ask if a poster can be placed on the noticeboard by the Town Hall.

The Enrolment and Renewals Meeting in August has been advertised on Facebook and with the £5 credit available the post can be boosted for five days at a cost of £14.

Action: JH to boost the advertisement for the Enrolment and Renewals Meeting in August at a cost of £14.

9. Coronavirus Pandemic

Settle District u3a continues to follow government guidance to prevent the spread of coronavirus. It was noted that the number of cases has begun to fall again.

10. 20th Anniversary

There seems to have been little progress with the memorial bench and tree but the Sport Appreciation Group's invitation match in walking cricket had proved to be a great success, and the u3a flowerpot display is drawing a lot of attention. Looking ahead arrangements are in hand for the Singing for Pleasure Group's open session in the 20th Anniversary week in September, and the Bird Trail is almost ready for printing. It was agreed that the Trail should be promoted to WestNet u3as as well as Settle District u3a members.

Arrangements are taking shape for the 20th Anniversary Party but the room layouts and detailed timings for the activities on the day need to be finalised.

Action: IG to confirm with Group Leaders the space requirements for their displays at the 20th Anniversary Party in September.

Action: All to meet up after the Enrolment and Renewals Meeting on 11 August to agree the room layout and event timings for the 20th Anniversary Party in September.

11. Autumn New Members' Meeting

With the 20th Anniversary Party in September it was agreed that the Autumn New Member's Meeting should be staged in October.

12. Annual General Meeting - 10 November 2022

It was agreed that the AGM at St John's Church Hall in November 2022 should be made available to members via teleconferencing and that a resolution will be required amending the constitution to allow online banking. The committee's nominations for the officer and other posts were also agreed.

13. Christmas Social 2022 - 8 December 2022

A request to stage the Christmas Social at Victoria Hall has been submitted and arrangements for the event now need to be put in place.

Action: All to review the 'Christmas Meeting Jobs List' and decide which tasks they could volunteer to complete so that final responsibilities can be determined at the committee's meeting in September 2022.

14. Aide Memoire

- August enrolment and renewals meeting: everything is in place for the meeting.
- Christmas Social planning: in hand.

15. Any Other Business

None.

16. Date, Time and Venue of Next meeting

The committee's next meeting will be held at the Friends' Meeting House in Settle and via video conferencing on Friday 2nd September 2022 at 1 pm.

Signed: Ian Gray (Chair)

Date: