

Minutes of the 229th Settle District u3a Committee Meeting held on Friday 8th April 2022

Present: Chris Barnes (CB), Chris Chandler (CC), Ian Gray (IG), Barbara Herring (BH) and Les Chandler (LC).

1. Apologies for Absence: Jeanne Hine (JH) and Sarah Lister (SL).

2. Minutes of the last meeting

The minutes of the meeting held on 4 March 2022 were agreed and signed.

3. Matters Arising

- a) Disposal of old laptop: the Hub has advised that the old laptop is unsuitable for its IT support scheme but there is a charity in Bradford [*Solidaritech*] which refurbishes laptops and provides them to Ukrainian and other refugees who have been forced to abandon their own equipment when fleeing their country.

Action: LC to arrange for the old laptop to be donated to Solidaritech in Bradford so it can be provided to a refugee who has been forced to abandon their own equipment when fleeing their country.

- b) SBS deposit account: the new Community Saver account has been opened with Skipton BS.
- c) Publicity - St John's Church Hall: the A5 poster has been amended to ensure it highlights u3a activities at that venue only.
- d) NatWest Community Bank Account: the application for a new Community Bank Account has been submitted.
- e) Theatre Visits Group: members have been canvassed but as yet no-one has volunteered to lead the group.
- f) Membership application form: the question "Where did you hear about Settle District u3a?" will be added to the application form.
- g) New Members' Meeting: members joining since the last Spring New Members' Meeting have been invited to the next meeting in April 2022.
- h) Health and safety: the risk assessments for St John's Church Hall have been updated where appropriate and provided to the speaker for the March monthly meeting.
- i) Monthly meeting - talk: a background note for the March speaker has been provided and the cash box has been returned to the Treasurer.
- j) Publicity - poster sites: the list of sites has been provided.
- k) Coronavirus pandemic: group leaders have been advised of the procedure to follow when advised by a group member that they have tested positive for coronavirus following a group meeting.

- l) 20th Anniversary - celebratory cake: a blue and yellow, square sponge cake with icing, for approximately 100 people, can be procured for around £80.

Action: IG to ask JH to order the celebratory cake for the 20th anniversary party at a cost of approximately £80.

- m) 20th Anniversary - party planning and group events: volunteers have been invited to help with planning for the 20th anniversary party and Group Leaders have been asked to keep the committee informed of progress with any special group events marking the 20th anniversary.
- n) Gift Aid claim: the gift aid claim for the year is being prepared.
- o) Rents paid - reporting: actual and forecast expenditure is now reviewed regularly at committee meetings, and group leaders have been reminded to advise the relevant venues if their group meetings will be adjourned during the summer.
- p) Newsletter distribution: members have been advised that hard copies of the Newsletter will now be available only at monthly meetings, and arrangements are in hand to ensure this does not result in hardship.
- q) Committee membership - members have been advised of the need to fill the vacant posts on the committee.

4. Reports

a) Chair

- The coffee morning in aid of Ukrainian refugees raised in excess of £800.

b) Secretary

- Nothing to report.

c) Treasurer

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

HSBC	£7,750.42
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Skipton BS	£5,785.35
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- Group meetings: the income from group meetings currently stands at £3,063.33.
- Forecast for receipts and payments for the year to 30 June 2022: it is now clear that expenditure on rents in the year will be much lower than anticipated thanks to the efforts of the Group Coordinator and Group Leaders in finding alternative, cheaper accommodation for group meetings. As a result the increases in the membership subscription and the group attendance charge approved on a contingency basis at the 2021 AGM, if applied, are likely to produce a larger surplus than is required to maintain the recommended level of reserves [six months' worth of expenditure].

Action: LC to add 'Membership subscription and group attendance charge' to the agenda for the committee's meeting in May 2022 so that a decision can be

taken on whether or not to apply the increases approved on a contingency basis at the 2021 AGM.

- U3a Finance Workshop: in accordance with Third Age Trust best-practice Settle District u3a analyses financial performance regularly, reviews the bank reconciliation at its monthly committee meetings, does not allow subject groups to operate independently, reviews its banking arrangements regularly, and handles payments to speakers correctly. However, the Asset Register is not currently presented to the AGM.

Action: BH and LC to ensure that the Asset Register is presented to the AGM in 2022.

d) Group Co-ordinator

- Painting Group - the group has been re-named 'Art' to better reflect its activities.
- Ballroom, Swimming, Recorders and French - temporarily suspended for a variety reasons.
- Art Appreciation Group - a replacement has yet to be found for the current group leader who is retiring.
- Scrabble - BH has volunteered to take over from the current group leader who is retiring.
- Theatre Visits Group - to date no-one has volunteered to lead the group.
- Proposed new groups - members have suggested Tai Chi, Archaeology, Yoga and Wood Carving but no-one has volunteered to lead these groups.

e) Membership Secretary

- The current membership now stands at 406, just one short of the total when covid struck in March 2020.

f) National u3a

- Nothing to report.

g) YAHR

- Nothing to report.

h) WestNet

- 'Running Your u3a' Workshop: BH and CB will attend the workshop on 21 April 2022 on behalf of Settle District u3a.
- Member recruitment: to focus its member recruitment efforts Ilkley conducted a postcode analysis to identify areas where it was under-represented - and has increased its membership as a result.

Action: CC to conduct a postcode analysis to identify areas where Settle District u3a is under-represented.

- Ilkley u3a Summer Programme: all WestNet members can attend sessions by registering on the [Ilkley u3a website](#).

5. Newsletter

The April 2022 Newsletter was approved.

6. Monthly Meeting

IG will not be available for the April monthly meeting.

Action: LC to introduce the April monthly meeting and send out the Zoom link.

7. Publicity

All poster distribution sites are now covered.

8. Coronavirus Pandemic

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

9. 20th Anniversary

To date no-one has volunteered to help plan and deliver the anniversary party in September or to help create u3a-themed flower pot displays for the Settle Flower Pot Festival in 2022.

Action: IG to invite members to a meeting to agree the arrangements for planning the anniversary party in September 2022 and CC to arrange, and invite members to, a workshop to create u3a-themed flower pot displays for the Settle Flower Pot Festival in 2022.

10. Queen's Jubilee

- St John's Church Hall: the u3a has been invited to book a table at the 'Jubilee Showcase' event being staged at the Church Hall on Saturday 28 May 2022 from 10 am to 2.30 pm. The event will provide the opportunity to promote the u3a to the local community.

Action: LC to book a table at the 'Jubilee Showcase' event being staged at the Church Hall on Saturday 28 May from 10 am to 2.30 pm.

- Victoria Hall: as part of Victoria Hall's jubilee celebrations the u3a has been invited to take a stall in the market place in Settle on the afternoon of Thursday 2 June 2022, which will provide another opportunity to promote the u3a to the local community.

Action: LC to book a stall in the market place in Settle on the afternoon of Thursday 2 June 2022, as part of Victoria Hall's jubilee celebrations.

11. Aide Memoire

- Financial update: see item 4c above.
- National capitation fee payment: this will be actioned when the invoice is received.
- Group Leaders 'Thank You' meeting: scheduled for 2.30 pm on 6 May, following the committee's next meeting.

***Action: IG to invite Group Leaders to the 'Thank You' meeting at 2.30 pm on 6 May.
BH to make the tea and coffee box available and IG to supply the milk required.***

- YAHR AGM: the meeting has been postponed to May 2022.

12. Any Other Business

None.

13. Date and Time of Next meeting

The committee's next meeting will be held **in person at the Friends' Meeting House** on Friday 6th May 2022 at 1 pm, followed by the Group Leaders 'Thank You' Meeting at 2.30 pm.

Action: LC to book the accommodation for the committee meeting and the Group Leaders' 'Thank You' meeting on 6 May 2022.

Signed: Ian Gray (Chair)

Date: