

**Minutes of the 243rd Settle District u3a Committee Meeting held
on Friday 14th July 2023**

Present: Chris Barnes (CB), Ian Gray (IG), Barbara Herring (BH), Jeanne Hine (JH), Robert Jackson (RJ), Mary Leahy (ML); Sarah Lister (SL); Kathy Parker (KP) and Les Chandler (LC2).

1. Apologies for Absence: Colin Ashwell (CA), Sue Ashwell (SA) and Lis Cribb (LC1).

2. Minutes of the last meeting

The minutes of the meeting held on 2 June 2023 were agreed and signed.

3. Matters Arising

- a) Trustee induction: the draft 'welcome letter' for new trustees and the proposed agenda for an 'induction/social' evening has been circulated to all committee members.
- b) Responsible persons: RJ has agreed to act as a 'responsible person' for Settle District u3a in dealings with HMRC.
- c) Art Group - the Group Leader has been advised of the need to stick to the agreed budget of £80 for the life drawing model and is considering the possibility of group members meeting the costs of additional sessions.
- d) Retiring Group Leaders - Janet Rougvie and Anne Webster have been thanked formally for their hard work in running their groups successfully over the past few years.
- e) Group membership - group leaders have been asked to confirm with their group members whether they wish to remain in the group for 2023-24.
- f) Membership cards - a summary of the programme of monthly talks for 2023-24 has been included on the membership cards for the coming year.
- g) New Members' Meeting - the sub-group considering the issues raised at the New Members' Meeting in April 2023 has scheduled its first meeting.
- h) Rugby Club parking arrangement - at a cost of £80 a year Settle Cricket Club has agreed to allow u3a members to use the club's car park when attending groups' outdoor meetings.
- i) August Sign-Up Day - see item 12.

4. 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	4,089.79
Skipton BS	5,877.32
Cash	10.00
Unbanked receipts	34.59
Total	<u>10,011.70</u>

The receipts and payments account for the year to 30 June 2023 is being prepared, but it will not reflect the forecast deficit for the year because of advance payment of membership subscriptions for 2023-24.

In view of the u3a's strong financial position it was agreed that no changes are required to the existing fee structure.

d) Group Coordinator

Art - the group has been rebranded as Art Study and will meet at St John's Church Hall from September.

Circle Dancing - the group has been disbanded.

Craft - because of the level of interest a second group is being considered.

Crime Novels - a new group leader has been appointed and the group will now meet on the second Friday of each month at The Place.

Dog Walking - the group has been disbanded.

Action: IG to thank Michael Lowe, on behalf of the committee, for his efforts in organising the group.

Geology - the group has been suspended until September 2024.

Wine Appreciation - a new group leader has been appointed.

Sport Appreciation - to reflect its more active nature the group is to be re-named the Sport Group.

e) Membership Secretary

Membership is recorded as 427 but this is subject to change as the renewals process unfolds. Currently 108 members have been renewed. 7 new members have been signed up but 7 existing members have confirmed their resignation, two of whom are leaving the area.

To rationalise the renewals process it has been decided that existing members will not be required to complete a full membership application form each year in future.

f) Third Age Trust

Board representative for the Yorkshire and Humberside region - it was agreed that Nick David is doing an excellent job in advising u3as on recruitment and retention and that it would be helpful if he maintained that focus. In light of this, and because she has already served the region well in the role, it was agreed that Settle District u3a should

cast its vote, in the forthcoming elections, in favour of Margaret Fiddes as the region's representative on the Trust Board.

Action: LC, on behalf of Settle District u3a, to vote in favour of Margaret Fiddes as the region's representative on the Third Age Trust Board in the forthcoming elections.

AGM resolutions - it was noted that two resolutions have been put forward for consideration at the AGM, one requesting devolution to intra-regional networks of u3as and one requesting the adoption of a membership target for the Trust. It was agreed that neither resolution is likely to impact on Settle District u3a.

Action: As Settle District u3a's representative at the Third Age Trust's AGM BH should abstain in the vote on the resolutions about adopting a membership target for the Trust and requesting devolution to intra-regional networks of u3as.

g) YAHR

Nothing to report.

h) WestNet

It has still not been confirmed whether Harrogate u3a is formally a member of WestNet.

5. Newsletter

SL was thanked for her work in putting together the July 2023 edition of the Newsletter.

Looking ahead it was agreed that it would be helpful to members for the August edition of the Newsletter to include a list of the interest groups currently available.

6. Monthly Meeting

It was noted that the seating arrangements for monthly meetings needs to be reviewed to ensure all members of the audience have a good view of the speaker and any presentation materials being used.

It was also noted that for future programmes it would be appropriate to choose subjects, where possible, that will appeal to members - and then find a suitable speaker to deliver them - rather than booking a speaker and accepting whatever subject they offer.

7. Publicity

A volunteer has now been found to put up posters in Ingleton. Additional sites for posters are being identified in Settle.

It was agreed that it would be helpful if the rolling screen at the surgery could accommodate some publicity for the u3a.

Action: ML to investigate the possibility of a simple advertisement for the u3a being accommodated on the rolling screen at Townhead Surgery.

8. 20th Anniversary

Given the difficulty the Town Council is having identifying a suitable site, and in view of the likely costs involved, it was agreed to defer the installation of a bench or tree to mark Settle District u3a's 20th anniversary.

9. Autumn New Members' Meeting

Arrangements for the Autumn New Members' Meeting will be considered by the Membership Sub-group which is reviewing the feedback from the Spring New Members' Meeting.

10. Recruitment and Retention

In considering the findings of the Recruitment and Retention Sub-group it was agreed that it might be worthwhile publicising the groups with low attendance in advance of Sign-Up Day.

Action: JH to ask the leaders of low attendance groups if they would like their groups publicised in advance of Sign-Up Day.

It was also agreed that it might be worthwhile putting out a call to see if any u3a members have an interest in marketing and recruitment.

Action: Membership Sub-group to consider whether it would be worthwhile putting out a call to see if any u3a members have an interest in marketing and recruitment and would be willing to join a sub-group in the new membership year.

11. Policies and Procedures Review

It was noted that several procedures and policies are due for review.

Action - RJ to review and recommend any changes required to the following policies and procedures: Code of Conduct; Disciplinary Procedure; Advertising; Data Protection; Equality and Diversity; Legitimate Interests: Next of Kin and u3a Membership; Privacy; Safeguarding; and Health and Safety.

12. August Sign-Up Day

Arrangements are in hand for the Sign-Up Day in August. It was noted that the annex to the Aide Memoire needs to be updated to the recently revised plan for Sign-Up Day.

Action - KP to update the Sign-Up Day annex to the Aide Memoire.

It was agreed that it would be helpful to have the whiteboard available on the day for members to post any suggestions or ideas they have.

Action - BH to retrieve the whiteboard from the Quaker Meeting House for use at the Sign-Up Day in August.

It was also agreed that the display boards, currently in use at Townhead Surgery, will be needed at St John's Church Hall for Sign-Up Day.

Action - IG to retrieve the display boards, currently in use at Townhead Surgery, for use at the Sign-Up Day in August.

13. North Craven Building Preservation Trust

It was agreed that it would be appropriate for Settle District u3a to provide non-financial support to the North Craven Building Preservation Trust's project to secure the future of

the former NatWest building in Settle in view of its contribution to the character of the local environment.

Action - IG to write a letter of support for the North Craven Building Preservation Trust's project to secure the future of the former NatWest building in Settle and LC to arrange for delivery.

14. Aide Memoire

It was noted that the cost has increased from £60.00 to £64.20 but the annual CLA licence is still required to enable group leaders and members to use copyrighted material in the delivery of u3a activities.

Action - BH to renew the CLA licence for the coming year at a cost of £64.20.

15. Any Other Business

Equipment and records storage - alternative, more convenient, storage arrangements are still required for the Settle District u3a's equipment.

Action: IG to ascertain whether St John's Church Hall would be able to accommodate the u3a's equipment and records if suitable storage furniture is provided.

16. Time, Date and Venue of Next meeting

The committee's next meeting will be held at 1 pm on Friday 4 August 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: