

**Minutes of the 238th Settle District u3a Committee Meeting held
on Friday 3rd February 2023**

Present: Colin Ashwell (CA), Sue Ashwell (SA), Chris Barnes (CB), Ian Gray (IG), Barbara Herring (BH), Jeanne Hine (JH), Mary Leahy (ML), Kathy Parker (KP), Sarah Lister (SL), Les Chandler (LC) - and Richard Hine (RU) for item 1.

1. Apologies for Absence: David Uren (DU).

2. Newsletter - Webpage

RH advised that in response to feedback from members the Newsletter will now be available in pdf rather than flipbook format. It was noted that Birdwatching Group members had indicated a strong preference for the flipbook format and it will still be available to any website editors wishing to use it. A tutorial on the use of pdfs and flipbooks has been uploaded to the website. RH was thanked for his continuing efforts in keeping the website secure and accessible to members.

3. Minutes of the last meeting

The minutes of the meeting held on 6 January 2023 were agreed and signed.

KP reported that the Third Age Trust has advised that 'Emergency Contact' details can be requested on the Application Form.

4. Matters Arising

- a) Spring New Members' Meeting - the meeting has been rescheduled for 10 March 2023, following the March committee meeting.
- b) Settle COBRA - see item 12.
- c) Social prescribing - Settle District u3a's offer to provide membership to patients who might benefit has been reiterated to local surgeries.
- d) Insurance - the current cover note for the insurance provided to Settle District u3a by the Third Age Trust has been circulated to committee members.
- e) Art Appreciation Group - the group's webpage is now accessible via the Settle District u3a website so it can be referenced in the Newsletter.
- f) Standby speaker - a memory stick containing a pre-prepared talk has been purchased to provide cover in the event of a live speaker not being available for a scheduled monthly meeting.
- g) Publicity - posters are available for upcoming u3a events.
- h) IT equipment - a review of the inventory has indicated that no replacements, disposals or acquisitions are required but it was noted that the recently purchased 'standby speaker talk' will need to be added to the inventory.

Action: LC to liaise with CB to ensure details of the memory stick containing the 'standby speaker talk' are added to the inventory of Settle District u3a equipment.

It was noted that the Circle Dancing Group may require a CD player or similar music reproduction equipment in order to remain active. The acquisition of suitable equipment to be held by the group leader was approved in principle.

It was also noted that other groups may feel constrained by a lack of equipment.

Action: JH to contact group leaders to ascertain if they need any appropriate equipment to facilitate group activities.

5. Reports

a) Chair:

The First Aid talk for group leaders has been postponed because of an injury to the u3a member scheduled to host the event.

b) Secretary

Nothing to report.

c) Treasurer

Settle District u3a's community account with NatWest, which currently provides free banking is now up and running. The account with HSBC has been closed. The NatWest account allows for the dual authorisation of online payments, as required by the constitution, so there is now little need for cheques which were each costing 40p under the former account with HSBC. A procedure for making payments from the new account is being written to ensure payments are made efficiently and correctly. Cash can be deposited into the NatWest account at the Post Office but only round sums are accepted so a small 'float' now has to be maintained.

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

Current account	£4,453.16
Skipton BS	£5,787.35

The Third Age Trust has advised that several u3as now accept credit card payments successfully via the 'Square POS' system. At a cost of £19.20, and ongoing fees of 1.75% per transaction, the non-receipting card reader that Settle District u3a requires represents value for money given the likely savings compared to manual deposits. And although Settle District u3a currently enjoys free banking, NatWest is likely to follow other High Street banks in charging for cheque deposits into community accounts. When it does credit-card deposits via the 'Square' system will be significantly cheaper than cheque deposits.

Action: BH to order a 'Square POS' card-reader at a cost of £19.20 to enable Settle District u3a to accept credit card payments.

d) Group Coordinator

Circle Dancing and Ballroom Dancing - it is still hoped that these groups will resume soon.

Walking Groups - new leaders have been appointed to both groups and one of the group members has indicated an interest in updating the groups' webpage, which hasn't altered since August last year.

Continuing French - the group has moved from Langcliffe Institute (now £8/hour) to Settle Swimming Pool.

e) Membership Secretary

Membership has increased to 414.

Lapsed members - it was noted that despite reminders from the Group Coordinator some group leaders do not remove lapsed members from their group lists on Beacon.

Action: JH to remind group leaders, as appropriate, to remove lapsed members from their group lists on Beacon.

FAQs document - this is now available on the website and in future will be e-mailed out to all new members.

Third party authorisation - a form has been drawn up to give us permission to communicate with a chosen third party on behalf of a member if requested.

New Member feedback - the feedback form has been amended to allow for comments on the joining process. In future the form will be e-mailed to all new members with the invitation to the New Members' Meeting to facilitate feedback from those who can't come to the meeting.

Membership application form - this has been updated to cover both joint and individual members and to include:

- emergency contact details - following confirmation from the Third Age Trust that they can be included;
- information about the membership year and the arrangements for people joining towards the end of the period;
- revised WestNet details; and
- the facility for people to advise if they feel they might need help paying the annual membership fee.

It was noted that the request on the application form for specific donations may be inappropriate. It was agreed that the form should be amended to indicate that donations are not expected but are always welcome.

Website - the Webmaster has agreed to include a button on the website home page to make login easier for members.

f) Third Age Trust

Nothing to report.

g) YAHR

ML has agreed to attend the Communications Workshop on 6 March 2023.

h) WestNet

It was noted that Harrogate u3a has decided to join WestNet, but that Craven u3a has decided to accept WestNet members only as Associates. A significant number of its members have joined other WestNet u3as to avoid Craven's higher annual

membership fee but have then gone back to join Craven groups as WestNet members. So to prevent the lost income Craven has decided to abandon WestNet's 'open door' policy.

6. Newsletter - Distribution

It was noted that there is now no need to continue with the hand-delivery of Newsletters to members with no access to electronic copies. The arrangement was put in place during the covid pandemic but is time-consuming and no longer required. It was agreed to return to pre-pandemic arrangements where members picked up their copies of Newsletters at monthly meetings.

Action: IG to advise members, in his editorial for the March Newsletter, of a return to the pre-pandemic arrangements for the distribution of Newsletters from April 2023 onwards.

7. Monthly Meeting

Risk assessment - it was noted that the risk assessments for monthly meetings at St John's Church Hall are due for review.

Action: CB and LC to review the risk assessments for monthly meetings at St John's Church Hall.

Refreshment Volunteers Group management - discussion deferred to next meeting.

8. Publicity

It was noted that arrangements are in hand to publicise upcoming u3a events.

9. Coronavirus

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

10. New Members' Meeting

The New Members' Meeting has been deferred to 10 March 2023.

11. Group Leaders' Meeting

Discussion deferred to next meeting.

12. Donation to Settle Hub

Settle Community Hub has asked community organisations like the u3a for urgent cash contributions to a fund to counter rural poverty and deprivation. It was noted that while this is a good cause Settle District u3a may be acting *ultra vires* if it contributes to the fund.

Action: IG to invite Settle Community Hub to a future monthly meeting to enable an appeal for contributions from attendees to its fund to counter rural poverty and deprivation.

13. Trustee Induction

Discussion deferred to next meeting.

14. Member Attendance at Group Meetings

Discussion deferred to next meeting.

15. Aide Memoire

Speaker programme for 2023-24 - discussion deferred to next meeting.

16. Any Other Business

None.

17. Date, Time and Venue of Next meeting

The committee's next meeting will be held at 1 pm on Friday 10th March 2023.

It was noted that The Place in Settle may not be large enough to accommodate the Spring New Members' Meeting which is scheduled to follow the committee meeting, at 3 pm.

Action: LC to investigate the capacity, availability, and cost of the meeting rooms at Settle Swimming Pool and of the clubhouse at Settle Cricket Club.

The committee meeting will be accessible via video conferencing.

Signed: Ian Gray (Chair)

Date: