

**Minutes of the 244<sup>th</sup> Settle District u3a Committee Meeting held  
on Friday 4<sup>th</sup> August 2023**

**Present:** Colin Ashwell (CA), Sue Ashwell (SA), Chris Barnes (CB), Lis Cribb (LC1), Ian Gray (IG), Mary Leahy (ML); Kathy Parker (KP) and Les Chandler (LC2).

**1. Apologies for Absence:** Barbara Herring (BH), Jeanne Hine (JH), Robert Jackson (RJ) and Sarah Lister (SL).

**2. Minutes of the last meeting**

The minutes of the meeting held on 14 July 2023 were agreed and signed.

**3. Matters Arising**

- a) Dog Walking Group - the group leader has been thanked for his efforts in organising the group.
- b) Third Age Trust Board - Margaret Fiddes has been elected as YAHR's representative on the board of the Third Age Trust.
- c) Third Age Trust AGM - as Settle District u3a's representative BH will abstain in the vote on resolutions about adopting a membership target for the Trust and requesting devolution to intra-regional networks of u3as.
- d) Publicity - Townhead Surgery has advised that the rolling screen in the waiting area is restricted to internal messages so cannot carry an advertisement for the u3a.
- e) Group attendance - the leaders of low attendance groups have been asked if they wanted their groups to be advertised in advance of Sign-Up Day.
- f) Recruitment and retention - see item 8.
- g) Policies and procedures - see item 9.
- h) August Sign-Up Day - updating of the Sign-Up Day annex to the Aide Memoire is in hand.
- i) North Craven Building Preservation Trust - the Chair has written to the Trust in support of its project to secure the future of the former NatWest building in Settle.
- j) CLA Licence - the licence has been renewed for 2023-24 at a cost of £64.20.
- k) Equipment and records storage - the manager at St John's has been asked whether the u3a's equipment and records could be accommodated at the Church Hall.

**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	6,161.82
Skipton BS	5,877.32
Cash	10.00
Unbanked receipts	37.89
Total	<u>12,087.03</u>

It was noted that the final accounts for 2022-23 have been signed off. It was agreed that the volunteer Financial Examiner should be provided with a suitable gift since he works hard to ensure the u3a's accounts meet the required standards and HMRC's guidance for charities allows for such a gift provided the cost is reasonable in relation to an organisation's total income.

**Action: BH to purchase an appropriate gift for the volunteer financial examiner, up to a value of £50.**

d) Group Coordinator

Film Appreciation - the group is looking to move to The Place in Settle, but that may be viable only if another group takes a slot on the same Thursday afternoon.

Wine Appreciation - a group leader has now been appointed.

Online Group - the possibility is being investigated of starting a group for members who find it difficult to attend live meetings.

It was noted that, with the start of the new season and the recruitment of several new members, it would be appropriate for the Chair to ask all u3a members to familiarise themselves with the u3a's principles and policies to ensure group activities run smoothly.

**Action: IG to contact all u3a members to ask them to familiarise themselves with the u3a's principles and policies to ensure group activities run smoothly.**

e) Membership Secretary

30 new members were recruited at Sign-Up Day and 71 existing members renewed. 160 existing members have yet to renew.

It was noted that appointing an experienced Trustee or long-standing member to offer advice and answer questions at future Sign-Up Days would help to improve members' experience.

It was also noted that several members seem to have difficulty with information technology and in particular accessing Beacon, for instance to join groups online and update their personal information.

**Action: IG to contact all u3a members to gauge whether there is any interest in a session on Beacon in particular and information technology in general, and if so to ask what topics and issues it should cover.**

f) Third Age Trust

Nothing to report.

g) YAHR

IG has registered interest in the first-ever national u3a Festival to be held in York in July 2024.

h) WestNet

It was noted that Harrogate u3a has decided not to join WestNet. It was also noted that some Craven u3a members may be unaware that they can now join Settle District u3a only as Associate Members following the withdrawal of Craven u3a from WestNet.

***Action: IG to advise all Settle District u3a members that Craven u3a and Harrogate u3a are not now members of WestNet so any Settle District u3a member wishing to join those u3as can now do so only as Associate Members.***

Arrangements for the annual WestNet Quiz in September are well in hand and intra-WestNet walking cricket matches have been arranged between Settle District u3a and Ilkley u3a, on 9<sup>th</sup> and 14<sup>th</sup> August.

The next WestNet 'committee' meeting is scheduled for 2pm on 12<sup>th</sup> September at the Friends' Meeting House in Settle. IG will attend as Settle District u3a's representative.

## 5. Newsletter

The August 2023 edition of the Newsletter was approved.

## 6. Monthly Meeting

The list of potential speakers for 2024-25 has been circulated.

***Action: All to advise CB of any thoughts on the list of potential speakers for 2024-25.***

The speaker on fraud for the September meeting has had to withdraw but he will be replaced by a colleague.

The October meeting will be followed by a Jacob's Join.

## 7. Publicity

It was noted that Lamberts can no longer print the monthly Newsletter. A quote has been requested from iPrint and it may be possible to have copies printed at The Place. A decision on which option to go with will need to be made at the September meeting of the committee.

***Action: ML to obtain a price for printing monthly Newsletters at The Place in time for the September meeting of the committee.***

It was agreed that the advertising posters for future Monthly Meetings should carry details of the next two talks.

## 8. New Member Feedback and Questions

Deferred to next meeting.

## 9. Review of Policies and Procedures

In considering the findings of RJ's review of Settle District u3a's policies and procedures it was agreed that:

- the advertising policy on the u3a website should be updated to the latest version;
- the possible appointment of a designated person responsible for safeguarding should be discussed at the next meeting of the committee; and
- all of the policies and procedures should be tidied up to remove overlaps, conflicts of style, and variations in review dates.

***Action: RJ to arrange for the advertising policy on the u3a website to be updated to the latest version and for all of Settle District u3a's policies and procedures to be tidied up to remove overlaps, conflicts of style, and variations in review dates.***

## 10. Christmas Social

It was agreed that responsibility for each of the tasks required to deliver the Christmas Social in December 2023 should be allocated at the committee's September meeting.

***Action: All to decide which of the tasks required to deliver the Christmas Social in December 2023 they can take on.***

It was also agreed that the Christmas Social should be held at Victoria Hall.

***Action: BH to book Victoria Hall for Settle District u3a's Christmas Social on 14 December 2023.***

## 11. U3A Day

It was agreed that Settle District u3a should hold a Sports Day on 25 September 2023 to celebrate this year's u3a Day, featuring a range of activities including walking cricket, croquet, boules, and skittles as well as a 'Bring Your Own Cakes' tea party.

***Action:***

- ***IG to book Settle Cricket Club as the venue for a 'u3a Sports Day' on 25 September 2023 and advise the Third Age Trust of Settle District u3a's plans for u3a Day.***
- ***ML to arrange a poster advertising the Sports Day on 25 September 2023.***
- ***IG to notify members of the event via the monthly Newsletter.***

## 12. Laptops for Charities

Deferred to next meeting.

## 13. Craven District of Sanctuary

Deferred to next meeting.

## 14. Any Other Business

Health and safety - a minor incident involving a member's fall at a meeting of the

Table Tennis Group was noted. It was agreed that no further action is required given the freak nature of the incident.

Zoom account - it was noted that an annual subscription to Zoom is still required to maintain access to u3a activities for members who are unable to get to live meetings. But it was also noted that Settle Community Hub is no longer in a position to meet the cost of the u3a's account. Because of the limited payment options available it was agreed that it would be preferable if The Hub could maintain the payments to Zoom and seek reimbursement from the u3a.

***BH to liaise with Settle Community Hub to see if it could continue meeting the cost of Settle District u3a's Zoom account seeking reimbursement as appropriate.***

#### **15. Time, Date and Venue of Next meeting**

The committee's next meeting will be held via video conferencing at 1pm on Friday 8 September 2023.

Signed:..... Ian Gray (Chair)

Date: .....