

**Minutes of the 233<sup>rd</sup> Settle District u3a Committee Meeting held  
on Friday 2<sup>nd</sup> September 2022**

**Present:** Colin Ashwell (CA), Chris Barnes (CB), Chris Chandler (CC), Ian Gray (IG), Barbara Herring (BH), Sarah Lister (SL), Kathy Parker (KP) and Les Chandler (LC).

**1. Apologies for Absence:** Sue Ashwell (SA), Jeanne Hine (JH) and Jane Jolliffe (JJ).

**2. Minutes of the last meeting**

3c) Health and Safety - ADD: "In addition to risk assessments it was reiterated that, to ensure insurance coverage, a register needs to be kept of all those attending u3a meetings."

The minutes of the meeting held on 5 August 2022, as amended, were agreed and will be signed in due course.

**3. Matters Arising**

a) 20<sup>th</sup> Anniversary:

- Poster - the poster advertising the events planned for the Anniversary week in September 2022 has been distributed.
- Bird Trail - the risk assessment has been completed and summarised as safety advice in the trail leaflet.
- Group display space: Group Leaders have confirmed the display space required for their groups at the Anniversary Party.

b) Social prescribing - a meeting has been arranged with the local NHS contact to discuss the possibility of local doctors' surgeries prescribing u3a membership for some patients.

c) Trustee induction - the induction pack has been reviewed and is being refreshed to emphasise the positive aspects of Trusteeship.

d) Third Age Trust AGM: Settle District u3a's amendment to the Trust's proposed resolution - seeking an automatic annual increase in the affiliation fee - was seconded by Craven u3a and submitted to the Trust within the deadline.

e) WestNet: the Chair of Craven u3a has offered reassurances that a recent article in the local press and subsequent e-mails do not represent attempts to poach Settle District u3a members.

f) Publicity: an A5 version of u3a posters has been produced. The Town Council is to be asked if a poster can be displayed on the community noticeboard adjacent to the Town Hall.

**4. Reports**

a) Chair

- Nothing to report.

b) Secretary

- Nothing to report.

c) Treasurer

- Receipts and payments: the accounts for the year to 30 June 2022 have been approved by the Financial Examiner and the Annual Return has been submitted to the Charity Commission.
- The bank reconciliation was noted. Income received to date is in line with the previous year. The balances to date are:

HSBC	£9,254.97
Skipton BS	£5,785.35

- Reserves: it was noted that cash reserves exceed the recommended six months' worth of expenditure but in the current economic climate this seems appropriate.

d) Group Co-ordinator

- Groups - a new, home-based group - Classical Music Appreciation - has been established.
- Website - the Third Age Trust's risk assessment templates and checklists have been uploaded.
- Group Leader guidelines - it was noted that these need to be updated, including the guidance on risk assessment.

***Action: KP to review the Group Leader guidelines - including the guidance on risk assessment - in liaison with JH.***

- Monthly meeting: the u3a's booking for St John's Church Hall for the coming year has not yet been confirmed.
- Group expenditure - it was noted that cost constraints can sometimes have a negative impact on group activities.

***Action: IG to ask JH to advise Group Leaders that, while remaining prudent, they should liaise with the Group Coordinator if they feel cost constraints might have a negative impact on their group's activities.***

e) Membership Secretary

- Membership at the end of 2021-22 stood at 423. To date 281 members have renewed, 29 have joined since 1 July, and 21 members who joined towards the end of 2021-22 have been carried over making a total of 331 (231 female and 100 male).
- There are 119 outstanding renewals which have until October to re-join.

f) Third Age Trust

- AGM resolutions: with Settle District u3a's amendment to the Trust's proposed resolution being declared invalid it was agreed that it would be appropriate to

support amendments submitted by other u3as, where they match the effect of Settle District's proposed amendment.

**Action: LC, as Settle District's representative, to vote at the Third Age Trust's AGM in October 2022 for:**

- ***the resolution - submitted by Pembury u3a and seconded by Tunbridge Wells u3a - to increase the affiliation fee to £4.20/member from 1 April 2023 with any further increases having to be approved at a future AGM to which detailed accounts have been provided; and, if that falls, for***
- ***the resolution - submitted by Todmorden u3a and seconded by Clitheroe and Burnley u3as - to increase the affiliation fee to £4.40/member from 1 April 2024 with any further increases having to be approved at a future AGM.***

g) YAHR

- Events: YAHR has established a working party, of which Settle District u3a is a member, to increase and improve the range of activities offered to members. The main types of activities to be explored are role-based and issue-based workshops, study days, and one-off events.

h) WestNet

- It was noted that Harrogate u3a has asked to join the WestNet group of u3as. It was agreed that this would open up another range of group activities for Settle District u3a members.

**Action: IG to advise WestNet contacts at the next WestNet meeting that Settle District u3a has no objection to Harrogate u3a joining WestNet.**

## 5. Newsletter

The September 2022 Newsletter was approved.

## 6. Publicity

The next two monthly meetings can now be advertised.

**Action: CB to provide CC with details of the next two monthly meetings so that a poster can be prepared to advertise the events.**

## 7. Coronavirus Pandemic

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

## 8. 20<sup>th</sup> Anniversary

Everything is in place for the Anniversary Party on 8 September.

**Action: All to arrive at St John's Church Hall from 9 am on 8 September 2022 to set up for the Anniversary Party.**

It was noted, in response to a request from a Group Leader exhibiting at the Anniversary Party, that - in line with government guidance - it is not possible for a u3a event to be used to raise funds for a charity with different objectives to those of the u3a.

## **9. October New Members' Meeting**

The autumn New Members' Meeting has been scheduled for 3 pm on 14 October 2022.

## **10. Christmas Social**

The Christmas Social will be held at Victoria Hall on 8 December 2022.

### **Action:**

- *JH to e-mail Group Leaders to see which group wants to perform in the show.*
- *IG - with assistance from LC where appropriate - to draft a programme for the show and agree it with Group Leaders and the committee.*
- *IG, LC, stage manager BH, and assistant stage manager CA to produce stage directions for the finalised programme in liaison with Group Leaders.*
- *BH to liaise with Victoria Hall to ensure the room is laid out as required and in accordance with the programme and the stage directions.*
- *IG to recruit a stage curtain operator.*
- *IG to produce introductions for each 'Act' and LC to produce any PowerPoint presentations required, for example the words for the four carols.*
- *LC and CC to produce a scrolling montage of photographs to be shown from 9 am until the start of the show.*
- *IG to produce a printed Christmas Quiz for attendees to do before the show.*
- *LC to make table reservation signs for the groups performing in the show, as required.*
- *CB and CA to buy the food and drink required and, in liaison with the Refreshments Group Leader, to recruit volunteers to serve drinks before the start of the show and food and drinks in the interval.*
- *CB and CA to arrange table decorations.*
- *CB to arrange a suitable prize for the Christmas Quiz and secure the glasses required for mulled wine.*

## **11. Annual General Meeting - 10 November 2022**

To ensure maximum accessibility for members it was agreed that the AGM should be held live and via teleconferencing.

## **12. Health and Safety**

It was agreed that risk assessment templates for u3a activities (indoor and outdoor), and for indoor meetings, would be a useful resource for Group Leaders.

***Action: BH and LC to produce a risk assessment template for meeting venues and one for u3a activities (indoor and outdoor).***

### **13. Aide Memoire**

- Renewal reminders: in hand.
- New Committee members' Social Evening/Induction: to be held in the New Year.

### **14. Any Other Business**

20<sup>th</sup> Anniversary: it was noted that Settle Town Council might allow the u3a to install a bench on the High Road, and plant a rowan tree somewhere in the parish, to mark the 20<sup>th</sup> Anniversary of the u3a in Settle.

***Action: IG to ask the leader of the Play-reading Group to approach Settle Town Council re:***

- ***the planting of a rowan tree to mark the 20<sup>th</sup> Anniversary of the u3a in Settle; and***
- ***the installation of a bench on the High Road.***

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

The committee's next meeting will be held at 1 pm on Friday 14<sup>th</sup> October 2022 at The Place in Settle - subject to confirmation - and via video conferencing.

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

Date: .....