

**Minutes of the 242<sup>nd</sup> Settle District u3a Committee Meeting held  
on Friday 2<sup>nd</sup> June 2023**

**Present:** Chris Barnes (CB), Lis Cribb (LC1), Ian Gray (IG), Barbara Herring (BH), Jeanne Hine (JH), Kathy Parker (KP) and Les Chandler (LC2).

**1. Apologies for Absence:** Colin Ashwell (CA), Sue Ashwell (SA), Robert Jackson (RJ), Mary Leahy (ML) and Sarah Lister (SL).

**2. Minutes of the last meeting**

The minutes of the meeting held on 12 May 2023 were agreed and signed.

**3. Matters Arising**

a) u3a equipment:

- All electronic equipment has been labelled with a tamper-proof sticker. Labelling of non-consumable, non-electronic items is in hand.
- It was agreed that the redundant and unserviceable RCF loudspeaker and TOA microphones should not be labelled and should be marked for disposal.

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

- IG is scheduled to attend the next meeting of the Town Council to reiterate the u3a's request for a suitable site for a bench or tree to mark the anniversary.
- IG will also investigate the possibility of a bench or tree being installed at Settle Cricket Club, since the club hosts the u3a's Walking Cricket matches.
- When a suitable site has been identified a decision can be taken on whether to go ahead in light of the likely costs of installation.

c) Trustee induction - the draft 'welcome letter' for new trustees and the proposed agenda for an 'induction/social' evening have been finalised.

***Action: KP to circulate again to all committee members - Trustee induction responsibility to rest with the Chair.***

d) Monthly Meeting - Craven Community Land Trust has accepted a 10 minute slot following the monthly meeting in July 2023.

**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	2,926.79
Skipton BS	5,877.32
Cash	10.00
Unbanked receipts	33.44
Total	<u>8,847.55</u>

A deficit of just under £1,800 is forecast for the year to 30 June 2023, approximately equivalent to the surplus made in 2021-22. However, forecast reserves at year end still represent considerably more than the minimum 50% of annual expenditure recommended by the Third Age Trust.

It was noted that the Third Age Trust has emphasised the need for all u3a's to follow their guidance in relation to Gift Aid as this has been developed from their recent contact and discussions at national level with HMRC. One fundamental requirement is for u3a's to decide whether they have a 'basic' or 'all inclusive' subscription model and the national advisor agrees with the Treasurer's assessment that Settle u3a is a version of all inclusive membership.

Consequently the personal benefit derived from each gift-aiding member's membership must be calculated and, if more than 25% of the subscription including any donation made at the time of application/renewal, gift aid is not reclaimable. For Settle District u3a the benefit derived from belonging to each of the interest groups is considered to be a personal benefit and has been calculated as the cost of providing the group (for example, accommodation charges) - less group members' 50p donations - divided by the number of members in the group.

Gift Aid can be claimed on the 50p donations from groups with no costs under the small donation scheme.

The u3a's Gift Aid income was £1,000 in 2022 and is forecast to be just over £800 this year.

KP informed the committee that we would be requiring all members to complete the new gift aid form as part of this year's membership renewal process to ensure that our records comply with HMRC guidelines.

It was also noted that Settle District u3a needs to nominate an 'authorised official' and 'responsible persons' for dealings with HMRC. It was agreed that BH should be the authorised official.

***Action: IG to invite RJ, and any other volunteers, to be 'responsible persons' for Settle District u3a in dealings with HMRC.***

#### d) Group Coordinator

New groups - Film Appreciation is scheduled to begin on 8 June 2023. Settle Solos is up and running. And the Craft Group now has 25 members with five on a waiting list.

Dance Exercise Group - restarted on a weekly basis but may move to fortnightly.

Art Group - the model for the life class is costing more than anticipated.

**Action: IG to contact the Group Leader to reiterate the need to stick to the agreed budget of £90 for the life drawing model and explore with her the possibility of group members meeting the costs of additional sessions.**

It was noted that Janet Rougvie and Anne Webster are stepping down as group leaders.

**Action: IG to thank Janet Rougvie and Anne Webster, on behalf of the committee, for their hard work in running their groups successfully over the past few years.**

e) Membership Secretary

Membership remains at 426.

It was noted that there may be considerable variation in how, and whether, membership of interest groups is carried over into the next membership year. With the end of the 2022-23 season, group leaders need to actively confirm which of their group members is wishing to remain active in the group in 2023-24.

**Action: JH to contact group leaders to ask them to confirm with their group members whether they wish to remain in the group for 2023-24.**

f) Third Age Trust

It was agreed that BH will attend the Trust's AGM on 18 October 2023 via Zoom.

g) YAHR

Nothing to report.

h) WestNet

It was noted that LC will be attending the meeting of WestNet u3as on 6 June.

## 5. Newsletter

The June 2023 edition of the Newsletter was approved.

## 6. Monthly Meeting

Arrangements are in place for the June monthly meeting.

It was noted that a summary of the programme for 2023-24 will need to be included on the membership cards for the coming year.

**Action: CB to provide KP with a summary of the programme of monthly talks for 2023-24 for inclusion on the membership cards for the coming year.**

## 7. Publicity

In the absence of ML this month's meeting posters will be collected from the printers by BH.

## 8. New Members' Meeting

It was agreed that a sub-group should be established to consider the issues raised at the New Members' Meeting in April 2023.

**Action: IG to seek volunteers to join a sub-group to consider the issues raised at the New Members' Meeting in April 2023.**

## 9. Recruitment and Retention

Deferred to the committee's meeting in July 2023.

## 10. Aide Memoire

Fee structure - the proposed fee structure for 2023-24, to be put to the Annual General Meeting in November, will be determined at the committee's meeting in August or September 2023.

Rugby Club car parking arrangement - there is a possibility that Settle Cricket Club may now be in a position to welcome back the u3a from 1 July 2023.

**Action: IG to contact Settle Cricket Club to see if u3a members will be able to use the club's car park when attending groups' outdoor meetings.**

August Sign-Up Day - it was noted that the renewals process at Sign-Up Day could be streamlined.

**Action: BH, SA and KP to meet to review the arrangements for the August Sign-Up Day and report back to the committee.**

Advertisement for new committee members - given the nature and importance of the Treasurer's role it was agreed to advertise now for the post of 'shadow Treasurer' to take over when BH stands down in 2024.

Trustee Induction - the induction pack has been reviewed and updated.

Autumn New Members' Meeting - to be discussed at the committee's meeting in July 2023.

Policies and procedures review - the updated Financial Policy was approved. The other policies and procedures due for review will be considered at the committee's meeting in July 2023.

## 11. Any Other Business

None.

## 12. Time, Date and Venue of Next meeting

The committee's next meeting will be held at 1 pm on Friday 14 July 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: .....