Minutes of the 279th Meeting of Settle District U3A
Held 3 July 2026

Present : Susan Clews (SC); Alie Bird (AB); Lis Cribb (LC); Susan Ashwell (SA); Colin Ashwell (CA); Robert Jackson (RJ); Iain Burke (IB); Liz Bland (LB); Denise Fenner (DF); Liz Wade; Sylvia Shepley (SS);

1.Apologies for Absence:
Sarah Lister (SL); Keith Waterson (KW);

2.Minutes of the last meeting
The minutes of the meeting held 6 June 2026 were agreed and signed by SC.

3.Matters Arising
A two-drawer filing cabinet has been bought for £10. It was agreed to move confidential files to the new 2-drawer cabinet, leaving the 4-drawer cabinet available for non-confidential paperwork and equipment. CA reported he had 8 keys cut for the 4 drawer cabinet to enable group leaders to access the stored equipment. It was agreed that certain items of equipment which had become obsolete or irreparable should be written off. It was also agreed to allocate £50 for the purchase of an Epson projector. **ACTION; CA to produce a revised Equipment List before the AGM.**
Minutes of Meetings have to be kept in perpetuity. It was agreed that from the next AGM, minutes would be stored electronically. **ACTION: IB to store all minutes and accompanying reports electronically from November 2026.**

4.Reports

Chair
Report from SC was received and noted.

Secretary
Report from LC was received and noted.

Treasurer
Reports from AB received and noted. The 50p income would show a deficit of £750 for the whole year but overall there will be a surplus for the year. RJ suggested money be put back into the building society fund, from which we borrowed to help finance last year's deficit. This was agreed.

Group Co-ordinator
Report from SS was received and noted. The committee felt the group leaders event was a success and suggestions made by those leaders present were discussed. Four new groups were proposed but only one, Meditation, also had a group leader proposed.
ACTION: SC to send out templates to group leaders in preparation for them sending their Risk Assessment to SS by September. Group Leaders to be briefed about changes required to address special needs, eg font, sound, colours used.

Membership Secretary
Report from DF received and noted. Membership fees are being received.

Programme Coordinator
Report from EB received and noted. The tea rota for next year has now been produced.

Safeguarding - nothing to report

Webmaster -
Report and statistics from IB received and noted.

Beacon - no updates

Publicity and Newsletter
The newsletter was approved. LW will attend the next Recruitment and Retention course run by u3a. There will be a 150 word piece about sdu3a in the next copy of Aspire magazine. Compass has been contacted and a replacement Seated Exercise leader sought. The Tourist Information office will take a poster advertising Information Day.

5. U3a Day/Group Leaders Lunch/Information Day
There had been no positive response from Booths Supermarket regarding a table to display sdu3a activities. LW to contact The Coop instead. The committee has prepared for Information Day. The hall is booked, jobs volunteered for, KW will offer a Beacon Helpdesk, IB will be available to offer help with accessing the website. AB and LC will take fees. LW will prepare and display a list of committee names and generic gmail addresses to enable easier contact with committee members. SS will prompt group leaders to review their list vacancies to ensure information is accurate and up-to-date. Refreshments organised.

6. Succession Planning
Roles requiring replacements are Membership Secretary, Group Co-ordinator and Secretary. SC to concentrate on advertising these roles, and considering emergency measures if no replacements can be found. **ACTION: SC to send a 'personal approach' email to members who have joined sdu3a within the last few years asking if they would be prepared to join the committee.**

7. Any Other Business
- Volunteer drivers. SC to write to Les and let him know the committee did not feel this was an appropriate activity for sdu3a.
- Incident Report. The Incident Report received from Netball was noted. No further action required by the committee.
- First Aid Kits Check. DF volunteered to check the 4 kits, held by Les Chandler, Robert Jackson, Annette Linsdell and Chris Benn.
- Dates on policy reviews. IB to update reviewed dates on the website to January 2026, and insert a 'to be reviewed' date of January 2028.
- Health & Safety individual members risk mitigation. SC had met with the relevant group leader and issued advice.
- Equality and Diversity policy amendment. IB to add "Age" and remove "Class and socio-economic status"
- Apologies for Absence for next meeting given by CA, SA, LW.

8. Date, Time and Venue of Next Meeting
<u>1 pm at The Chase, Bankwell Road 7 August 2026.</u>