Minutes of the 280th Meeting of Settle District U3A
Held 7 August 2026

Present : Susan Clews (SC); Robert Jackson (RJ); Alie Bird (AB); Lis Cribb (LC); Iain Burke (IB); Denise Fenner (DF); Liz Bland (LB); Keith Waterson (KW);

1.Apologies for Absence:
Sylvia Shepley (SS); Sarah Lister (SL); Colin Ashwell (CA); Susan Ashwell (SA); Liz Wade (LW);

2.Minutes of the last meeting
The minutes of the meeting held July 2026 were agreed.

3 Matters Arising
- Equipment List for Limestone View completed.

ACTION: CA to prepare a full list of all equipment for AGM.

- Risk Assessments and Special Needs.

SS reported 4 risk assessments had been returned to date. **ACTION: SC to ask SS to chase up the missing RAs and decide how best to make special needs information available.** RJ was thanked for preparing Special Needs Guidance.

- Table at Coop for advertising u3a.

No further information or action unless LW wishes to pursue the idea.

- First Aid Box review.

DF was thanked for checking and replacing items necessary in the first aid boxes.

- New filing cabinet at Limestone View.

CA had bought keys for the new cabinet. **ACTION: SC to give a list to CA of who had been given a key.**

4.Reports

Chair
Report from SC was received and noted.

Secretary
Report from LC was received and noted.

Treasurer
Reports were received from the Treasurer and noted by the committee. It was suggested that an additional £1,000 be added to the Room Hire section on the budget for next year, in anticipation of increased fees. AB reported that R Greenhalgh has got the accounts for examination. **ACTION; The Treasurer will prepare an amended version of the proposed budget for the next meeting.**

Group Co-ordinator
Report from SS was received and noted. It is disappointing that we are unable to find a group leader for the popular Chair Exercise group. SC will discuss with SS to have a final attempt at resolving this. Spanish Conversation and Walking Group will be closing.

Membership Secretary
Report from DF received and noted. Membership is 485.

Monthly Programme Coordinator
Report from LB received and noted.

Webmaster
Report from IB received and noted.

Beacon
National U3A has a new way of identifying available training on line. The committee discussed a suggestion made by a member concerning a different system for managing groups and memberships. After consideration and discussion, it was decided that the current system works well and is secure.   **ACTION: KW will send round an email to members clarifying the hacking situation. SC will contact member DH before next Wednesday to explain our decision.**

Safeguarding
Nothing to report.

Newsletter and Publicity
Thanks extended to Sarah Lister for another good issue. The newsletter was approved. Publicity report received and noted. It is requested that we put items on social media and offer photos of group activities to LW. **ACTION: LW to contact Community News to get sdu3a mentioned in the 12 November edition.**

5. Information Day 13 August
All planning complete.

6. Succession Planning
<u>Required immediately from the date of the AGM</u>
Secretary
Membership Secretary
Group Co-ordinator
Enquiries Manager

<u>Required by November 2027</u>
Programme Organiser
Treasurer

<u>Required by November 2028/29</u>
Beacon Master

SC has received 9 responses from possible volunteers.
ACTION: SC to identify the skills available and discuss options with the potential volunteers.

RJ suggested proposing LC as Vice-Chair at the next AGM. When the possible new volunteers can be matched with any of the roles on offer, any gaps can be filled by existing committee members.

7. Any Other Business

A New Members Meeting will be planned for the Autumn.

8. Date, Time and Venue of Next Meetings

4 September 2026 at The Chase, Bankwell Road

2 October - ***NOT*** *at The Chase (Lis is away)*

13 November at The Chase,

AGM 19 November at St John's Methodist Church