



Board of Trustees Meeting

WEDNESDAY 9 July 2025 10AM
Office, 15a Clifford Street

MINUTES

1. Welcome and apologies for absence

1.1 Present:

Chair	Karen Sawyer (KS)
Secretary	Alice Leyland (AL)
Treasurer	Jeff Todd (JT)
Membership Treasurer:	Andrew Pilot (AP)
Groups Coordinator	Samantha Triggs (ST)
Communications	Phil Walters (PW)
Equipment Manager	Quinn Smith (QS)
Trustee	Jenny Slee (JS)
Minutes	Philip Firth (PF)

1.2 Apologies for absence:

Beryl Oppenheim (BO)

2. Confirmation of approval of the minutes and actions.

The minutes and action list of 14 May 2025 Board of Trustees (BoT) meeting were confirmed as approved.

3. Board of Trustee Actions not on the agenda.

See separate Action List.

4. Chair's Report.

4.1 Appointments

Paul Tiplady has been appointed as Web Administrator.

4.2 National and Regional updates

4.2.1 YAHR Regional Chair's Forum

KS attended the first YAR Chair's forum. The meeting was well attended and was overall very positive. The forum agreed to compile and take forward to the national u3a a few issues / suggestions.

4.2.2 Festival 26

KS confirmed that Festival 26 will be held in York and that she was part of the organizing team.

5. **Feedback from the Operational Team**

5.1 11 June 2025 Operational Team (OT) meeting

KS chaired the June OT meeting and reported back that it had been beneficial. There was a long discussion about communications including the NewsMail, its content, distribution and frequency of publication

5.2 Operational Team Chair

A new Chair for the Operational Team Chair is required. JT volunteered.

ACTION: KS to send a list of requirements for Operational Team Chair to JT.

6. **Finance**

6.1 Financial Position Statement

JT confirmed that the financial position had not changed since the previous report.

KS made an observation that the expected income from Saturday Socials was a lot less than expected. JT advised that the figures would be reviewed prior to year end and submission to the Independent Examiner.

JT asked the Trustees to review the reports provided to see if the level of detail could be reduced.

ACTION: Trustees to review their department reporting to see if the number of lines being reported could be reduced.

6.2 Cash payments

KS advised that a request had been made to make a cash payment, this had been refused as mandated by the Internal Financial Controls Policy. However, it was felt that the clause required review.

ACTION: KS and JT to Review the clause regarding cash payments in the Internal Financial Controls Policy.

QS asked if token of appreciation could be given to a volunteer at the Saturday Talks. It was **AGREED** that a gift voucher could be given.

7. Governance

7.1 Annual Return 2025

It was **NOTED** that all the annual returns had been submitted.

7.2 Policies

7.2.1 Health & Safety Policy

The policy had been circulated prior to the meeting for consideration. This policy was **APPROVED**.

7.3 Scheme of Delegation

No changes to report.

7.4 Governance Report 2024

KS presented the previously circulated Governance Report for the period up to 31 December 2024.

As the report had been delayed the policy status had now changed with a number of policies now being approved and in place. The Risk Management and Serious Incident policies were scheduled to be in draft before the year end. A question was raised about the frequency of the report however it was agreed to keep it as timetabled at the present time.

7.5 Licenses

AL reported good progress in producing the Licenses report, with help from JT.

ACTION: AL to develop a central register of license agreements.

7.6 Complaints

AL confirmed that the complaint raised at the previous BoT had now been resolved. However, a new complaint was now under investigation.

7.7 Role Descriptions

7.7.1 Wellbeing Lead

The Wellbeing Lead role description had previously been reviewed for comment and feedback. The general opinion was that, whilst the need for this type of role was supported, the complexity and level of responsibility of the role would require a clear framework to work within and may need a team rather than one individual. It was **AGREED** that this required further exploration.

ACTION: AP and BO to establish a Task & Finish Group to review the framework and structure required for the role.

8. Interest Groups

8.1 Groups update

ST had circulated a report prior to the meeting. Currently there are 142 active groups and interest has been expressed in establishing more. The report was **NOTED**.

A discussion took place about the best way to promote potential new groups, it was **AGREED** that, although emails seemed to be the most effective, other methods should also be adopted e.g. publication on the website.

8.2 GL Training

ST reported that the development of the Group Leader refresher training package is progressing well. On a positive note, 27 Group Leaders had signed up to attend the GL Training event scheduled for August 2025.

9. Events & Volunteering

9.1 Events & Volunteering Report

In BOs absence KS gave a brief report.

The New Members' meeting and gone well and feedback from the event had been very good.

The Sheltered Housing Pilot (Marjorie Waite Court) had gone exceptionally well. Next steps were being discussed. The Trustees agreed that the project should be taken forward subject to having the capacity to manage the work likely to be involved, especially that of BO.

The Trustees were asked to approve

- The continuation of the pilot, including further meetings with interested parties to discuss the logistics of using space, bookings, and communications.
- A New Members Meeting on site to include the non-resident couple
- Planning for events for the rest of 2025 based on discussion with the residents

The above actions were **AGREED**.

9.2 Saturday Talks

A program for Saturday Talks and Socials up to March 2026 had been completed. The report was **NOTED**.

9.3 Open Day

KS presented a project plan for the Open Day on 25 September 2025 and confirmed that work was in progress. Promotion had started and ST was working on the development of taster sessions.

10. **Membership Recruitment and Retention**

10.1 Membership report

A report had been circulated prior to the meeting. Membership at the end of June stood at 1862 and grew at 4.2%.

Workload was reported as an issue. AP advised that he was recruiting another member to support the team.

10.2 Membership cancellation refunds

Recently, a person joined and then soon after cancelled their membership and asked for a refund. In this instance a refund was granted. The Third Age Trust had been contacted for guidance they had advised that this was a local policy decision. A decision needed to be made as to when refunds might be given.

ACTION: KS/JT to draft a policy for Membership cancellation refunds to bring back to the BoT for approval

11. **Communications**

11.1 Website report

PW had circulated a report prior to the meeting.

The Email Communications Taskforce had been established and had held its first meeting.

PW reported that he had met with the Editors to discuss the future of the NewsMail. Further discussions would be taking place, and a proposal would be brought to the September meeting.

12. **Equipment & Technology**

12.1 Equipment Report

QS had circulated a report prior to the meeting. He confirmed that expenditure against budget would be met. The report was **NOTED**.

13. Risk

13.1 Risk Register

KS presented an updated Risk Register. There were no further updates.

13.2 Risks identified during the meeting

No new risks were identified.

QS informed the Trustees about a recent incident; the details had been logged. The incident was **NOTED**.

14. Operational Team Update

14.1 Updates for the Operational Team

No matters arising from today's meeting were identified as requiring the attention of the Operational Team meeting.

ADDITIONAL AGENDA ITEMS

14. Any Other Business

No other business was raised.

15. Next meeting

Board of Trustees: Wednesday 10 September 2025 at 9.45 am.
Operational Team: Wednesday 13 August 2025 at 10am

Board of Trustees Action Record
Wednesday 9 July 2025

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
08/05/24	4.2.ii	24.19	Branding strategy To develop a proposal for the Branding strategy by November 2024	KS	10/07/24 – Ongoing 11/09/24 – Ongoing 27/11/24 – This has been delayed until the Communications Trustee can be involved. 08/01/25 – Ongoing 12/03/25 – Will be affected by the move to CIO, see agenda 7.1.1 14/05/25 – Ongoing 09/07/25 – Ongoing	
10/07/24	9.1	24.33	NewsMail Distribution To develop a script for volunteers to use. To identify Office Volunteers who may be able to assist.	MO	27/11/24 – ongoing 08/01/25 – ongoing 14/05/25 – KS to contact MO for an update. 09/07/25 – Response from MO (June) total of 49 members <ul style="list-style-type: none"> • 21 members have been contacted with • 9 agreeing to change to email/pick up at the office • 12 have opted to continue with a paper copy • 8 - no answers to calls • 5 - no response to messages • 16 sill to contact 16 plus the ones that have not responded to call or messages Mo has written to the Volunteers asking that each of them rings 2/3 members every day that they are in the office.	
08/01/25	4.3	25.1	Contingency Plans To complete their section of the Contingency Plan which would be made available as a shared document.	ALL	12/03/25 – Events & Volunteering and Comms have been completed. Ongoing. 14/05/25 – Ongoing 09/07/25 – Ongoing	

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Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
08/01/25	12.4	25.9	Carol Concert To look into how the Carol Concert would be managed in the future.	BO/LS	12/03/25 – Front of house believed that no-one was turned away but there was a long queue. It was felt that introducing ticketing would not resolve the problem as it would not create any further places and may exclude people who couldn't use an on-line system. Other solutions: 1) Move into the church next door. Discussions would have to be held with the Choir to make sure it is suitable. 2) Could make it members only. The possible solutions are being explored further and will be reported back. 14/05/25 – Further discussions to be explored, including the use of the Chapel however, the use of a ticketing system needs further discussion	
12/03/25	6.3	25.12	Items for Expenditure To continue to consider identify ideas for improvement and to let JT and KS know what they are in particular to consider the use of assistive technology.	ALL	14/05/25 – ongoing. 09/07/25 – ongoing	
12/03/25	7.6	25.15	Governance Report 2024 To bring to the May BoT meeting.	AL	14/05/25 – not available. To be circulated outside of the meeting. 09/07/25 – On the agenda – action closed.	Jul 25
12/03/25	7.7	25.16	Annual Health Check To put on the September BoT agenda.	AL		
12/03/25	7.8	25.17	Licenses AL to work with AP to bring a report to the May BoT meeting.	AL	14/05/25 – see agenda item 7.6. 09/07/25 – On the agenda – action closed.	Jul 25

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Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
12/03/25	11.2	25.19	<p>Communications Task and Finish Group</p> <p>To set up a task and finish group to develop proposals on the future of communications. This would need to take into account the work being undertaken with the external consultant. The group members to be PW / LP / BO. A report to BoT to be made in September 2025.</p>	PW	<p>14/05/25 – ongoing</p> <p>09/07/25 – for the September meeting.</p>	
14/05/25	7.1	25.21	<p>AGM minutes</p> <p>Publish draft AGM 2025 minutes on the website</p>	AL	09/07/25 – Action complete	Jul 25
14/05/25	7.3.1 / 7.3.2 / 7.3.3	25.22	<p>Policies</p> <p>The following policies to be sent to the Web Administrator for publication on the website:</p> <ul style="list-style-type: none"> • Environmental • Gifts & Hospitality • Donations 	AL	09/07/25 – Action complete	Jul 25
14/05/25	7.8	25.23	<p>Complaints Procedure</p> <p>To review timescales in the Complaints Procedure.</p>	KS / AL		
14/05/25	7.8	25.24	<p>Safeguarding</p> <p>To write a role description for a safeguarding / pastoral care lead</p>	KS	09/07/25 – On the agenda – action complete.	Jul 25
14/05/25	8.2	25.25	<p>GL Training</p> <p>BoT members to forward ideas to STS for other areas to include in the Group Leader refresher training package.</p>	All	09/07/25 – no ideas forwarded. Action closed	Jul 25

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Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
14/05/25	9.1	25.26	International Day for Older People Task and Finish Group to be established to look at how this could be progressed.	BO / ST /AP		
14/05/25	9.2	25.27	Saturday Talks To investigate the possibility of producing a report of contributions, broken down by: <ul style="list-style-type: none"> • Entrance fees at the live event • Watching live on Zoom • Watching the recording 	JT	09/07/25 – details available have been identified. Action complete	Jul 25
14/05/25	10.1	25.28	New Members' Meeting Plan a New Members' Meeting in October that can follow on from Open Day planned for September 25.	BO		
14/05/25	10.3	25.29	SumUp To take immediate action to remove the SumUp payment options	AP	09/07/25 – action was taken however SumUp is now working so this has been reversed	Jul 25
14/05/25	11.1	25.30	NewsMail link. To change the email on how the NewsMail is accessed.	PW	09/09/25 – action complete	Jul 25
14/05/25	13.1	25.31	Risk Register To update the Risk Register.	KS	09/07/25 – on the agenda. Action complete.	Jul 25
14/05/25	14	25.32	CIO Implementation Set up a CIO Implementation Group to prepare for submission to the Charities Commission.	AL	09/07/25 – action complete	Jul 25

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14/05/25	14	25.33	Photography Policy To draft a photography policy.	AL	09/07/25 - ongoing	
14/05/25	14	25.34	Digital Legacies To review the recording to see whether anything useful to the organisation can be identified.	AP	09/07/25 - ongoing	
14/05/25	14	25.35	Room calendar access Give BoT members access to the rooms calendar	ST	09/07/25 – action complete	Jul 25
14/05/25	14	25.36	Trustee Verification – Co-Op bank To add ID verification for the Coop Bank account to BoT Induction.	AL	09/07/25 – ongoing	
09/07/25	5.2	25.37	Ops Team meeting chair To send a list of requirements for Operational Team Chair to JT	KS		
09/07/25	6.1	25.38	Finance Reporting Trustees to review their department reporting to see if the number of lines being reported could be reduced.	All		
09/07/25	6.2	25.39	Internal Financial Controls Policy Review the clause regarding cash payments in the Internal Financial Controls Policy.	KS/JT		
09/07/25	7.5	25.40	Register of License Agreements AL to develop a central register of license agreements.	AL		

Board of Trustees Action Record
Wednesday 9 July 2025

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
09/07/25	7.7.1	25.41	Wellbeing Lead To establish a Task & Finish Group to re-view the framework and structure required for the role.	AP/BO		
09/07/25	10.2	25.42	Membership Refunds To draft a policy for Membership cancellation refunds to bring back to the BoT for approval	KS/JT		