



Board of Trustees Meeting

WEDNESDAY 22 September 2025 11:00AM
Office, 15a Clifford Street

MINUTES

1. Welcome and apologies for absence

Present:

Chair	Karen Sawyer (KS)
Secretary	Alice Leyland (AL)
Treasurer	Jeff Todd (JT)
Events & Volunteering:Lead	Beryl Oppenheim (BO)
Trustee	Jenny Slee (JS)
Technology Trustee	Quinn Smith (QS)
Groups Coordinator	Samantha Triggs (ST)
Communications Trustee	Phil Walters (PW)

1.1 Apologies for absence:

Membership Trustee Andy Pilot (AP)

2. Confirmation of approval of the minutes and actions.

The minutes and action list of 10 September 2025 Board of Trustees (BoT) meeting were confirmed as approved.

3. Board of Trustee Actions not on the agenda.

See separate Action List – this has been reviewed on 10th September, 2025. Only one action required update (action 25.28)

4. CIO Application

4.1 Charitable Object

KS explained why the draft submission showed that a change had been made to the charitable object. This was an idiosyncrasy of the Charity Commission system, and no change had been made.

A discussion took place on whether the charitable object could be amended to include a reference to social welfare. It was **AGREED** to consult with the Third Age Trust on whether the charitable object could be changed to:

The charity's object ('the object') is the advancement of education, and in particular the education of older people and those retired from full-time work, by all means including associated activities conducive to learning and personal development and activities that are in the interest of their social welfare, in York and the surrounding area.

If agreed, this would have to be approved by the membership.

ACTION: KS to contact the Third Age Trust to see if the charitable object could be changed.

4.2 Friendship Café Group

The trustees discussed whether or not this group could be formed, under the current constitution, as the group was for social purposes only and did not demonstrate any element of personal development or learning. It was **AGREED** that the group could not be formed at this time.

4.3 Operational Area

A question was raised about the operational area that we operate in. It was confirmed that this was defined as operating in England but did not restrict where members lived.

4.4 Non-Members

A question was raised about the limitations to events only being available to members a. It was confirmed that a non-member could attend a taster session only to see if they want to join. Events were different as non-members were categorised as third parties and would not be attending a u3a interest group.

5. **Finance**

5.1 Budget 2025/26

The budget for 2025/26 had been circulated prior to the meeting. It was noted that the Saturday Talk speaker honorarium fees had been increased from £70 to £100. This was **APPROVED**.

It was agreed that the following amendments would be made:

- Provisions would be added for the use of an external consultant to develop our internal and external communications strategy.
- To add the D Groups into the budget.

A discussion took place about the need to change purchasing procedures when York u3a became a CIO. This would form part of the work being undertaken by the Implementation Group.

5.2 Zoom License

KS explained that payment for the renewal of the Zoom licenses had been made by a Trustee using their personal debit/credit card. The Treasurer had not authorised payment to be made in this way and it had raised a concern about who the owner of the license would now be.

The Zoom license had been checked and it would appear that the license was still registered to a York u3a Gmail account.

The Trustees **NOTED** that the correct procedure had not been followed and recognized that this would form part of the changes to the purchasing process going forward.

5.3 Donations from York u3a

It was confirmed that no donations had been made.

5.4 Financial Position Statement

JT had circulated the accounts prior to the meeting. The Trustees reviewed the budget versus income report. It was explained that this was not a complete report as the D groups income was yet to be included. The complete set would be presented at the November meeting. The Trustees **NOTED** the report

The Trustees discussed the membership fee and **AGREED** that this should remain at £17.50 for the financial year 2025/26.

6. **Risk**

6.1 Risk Register

KS led a review of the risk register.

Ref	Category	
1	Financial	No change
5	Financial	The risk should be increased. It was AGREED to increase the severity to 5.
9	Financial	Additional controls were identified: <ul style="list-style-type: none">• Introducing a finance system• Looking at the resource requirements for the finance team.

6.2 Risks identified during the meeting

No new risks were identified.

ADDITIONAL AGENDA ITEM

7. **Any Other Business**

7.1 Third Age Trust Vice-Chair

KS confirmed that Sheila Crawley had been appointed as the vice-chair for the Third Age Trust.

14. Next meeting

Board of Trustees: Wednesday 12 November 2025 at 9:45 am.

Operational Team: Wednesday 8 October 2025 at 10 am

Board of Trustees Action Record
Wednesday 22 September 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 Revised to February 2025	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 10/09/25 – The Branding Strategy would be developed following the Trustee development day.	
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. 1 10/09/25 – This will now form part of the Communications Strategy. Action to be closed.	Sep 25
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 10/09/25 – Ongoing	

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 Wednesday 22 September 2025

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 used of the Chapel however, the use of a ticketing system needs further discussion 10/09/25 – PW advised that the concert was being moved to a larger venue. Action to be closed.	Sep 25
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 10/09/25 – No further ideas have been suggested. Action to be closed.	Sep 25
12/03/25	7.7	25.16	Annual Health Check To put on the September BoT agenda.	AL	03/09/25 – deferred to November meeting	
12/03/25	11.2	25.19	Communications Task and Finish Group 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.	PW	14/05/25 – ongoing 09/07/25 – for the September meeting. 10/09/25 – Deferred to November as further work was being undertaken with an external consultant.	

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Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
14/05/25	7.8	25.23	Complaints Procedure To review timescales in the Complaints Procedure.	KS / AL	10/09/25 – The timescales had been reviewed, and the updated procedure would be presented at the November meeting.	
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	10/09/25 – Action is complete as the participation on the Parade has now been communicated to members.	Sep 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	22/09/25 – meeting will be planned for late October or early November. Action closed	Sep 25
14/05/25	14	25.33	Photography Policy To draft a photography policy.	AL	09/07/25 – ongoing 10/09/25 – 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 10/09/25 – ongoing	
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 10/09/25 – 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	10/09/25 – JT attended the last Ops Team meeting to be introduced and see the meeting format. Action complete	Sep 25
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	10/09/25 – Complete. Revised reporting to be presented at the meeting on 22 nd September	Sep 25

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Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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	01/09/25 - ongoing	
09/07/25	7.5	25.40	Register of License Agreements AL to develop a central register of license agreements.	AL	10/09/25 – Register has been started and will continue to be updated	Sep 25
09/07/25	7.7.1	25.41	Wellbeing Lead To establish a Task & Finish Group to review the framework and structure required for the role.	AP/BO	10/09/25 – A new lead has been found, Paddy Neligan, and he will set up a team.	Sep 25
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	10/09/25 – Membership forms now say “no refunds”. Action complete	Sep 25
10/09/25	9.1	25.43	Membership Team To review the roles and responsibilities for the Membership Team and put together an outline of the team requirements going forward.	AP		
10/09/25	9.1	25.44	Membership Renewals To establish a task and finish group to review the process for renewals and Beacon reconciliation.	AO		
10/09/25	11.1	25.45	Microsoft Office Licenses To arrange the purchase of more Microsoft Office licenses.	QS		

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Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
10/09/25	13.1	25.46	Honorary Member's Articles To arrange the publication of the articles.	KS / PW		
22/09/25	4.1	25.47	CIO Charitable Object To contact the Third Age Trust to see if the charitable object could be changed.	KS		