



Board of Trustees Meeting

WEDNESDAY 14 May 2025 10AM
Office, 15a Clifford Street

MINUTES

1. Welcome and apologies for absence:

1.1 Present:

Chair	Karen Sawyer (KS)
Secretary	Alice Leyland (AL)
Groups Coordinator	Samantha Triggs (ST)
Events & Volunteering	Beryl Oppenheim (BO)
Communications	Phil Walters (PW)
Membership	Andrew Pilot (AP)
Equipment Manager	Quinn Smith (QS)
Trustee without portfolio	Jenny Slee (JS)
Minutes	Philip Firth (PF)

1.2 Apologies for absence:

Jeff Todd (JT), Treasurer

2. Confirmation of approval of the minutes and actions.

The minutes and action list of 12 March 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

The following appointments have been made:

- Treasurer: Jeff Todd
- Membership Trustee: Andy Pilot

4.2 National and Regional updates

Yorkshire and Humber region: Margaret Fides has been appointed as the new Chair.

5. Feedback from the Operational Team

5.1 9 April 2025 Operational Team meeting

BO advised that a discussion had taken place about the benefits of continuing the meeting and the associated membership. As the meetings were very well attended and the sharing of information was useful it was felt that there was no need to change the format, membership or location. The BoT were asked to provide more strategic guidance, this was AGREED.

Discussions around communications also took place, an example included reducing the number of emails sent to members. It was confirmed that an action was already in place to address this (action 25.19).

6. Finance

6.1 Finance Department Update

AP presented a Finance Department update in JT's absence. It was AGREED that JT will need some time to review current systems and plan the way forward.

6.2 Financial Position Statement

KS reported that a new accounts database, for reporting the financial position, was under review. Of particular concern was that it had not been possible to report performance against budget as at 31 March 2025.

6.3 Income and Expenditure Group

No updates to report.

7. Governance

7.1 AGM 2025

KSa asked that the draft AGM minutes be **RECOMMENDED** for approval and publication on the York u3a website. This was **AGREED**.

ACTION: Publish draft AGM 2025 minutes on the website (AL).

7.1.1 Annual Return 2025

KS advised that the Third Age Trust annual return had been submitted. However, the Charity Commission return was still being prepared for submission as some information was outstanding. This would be completed before the deadline of 31st May 2025.

7.3 Policies

7.3.1 Environmental Policy

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

7.3.2 Gifts & Hospitality Policy

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

7.3.3 Donations Policy

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

ACTION: All the above policies to be sent to the Web Administrator for uploading to the website (AL).

7.4 Scheme of Delegation

No changes to report.

7.6 Governance Report 2024

The Governance Report had not been received. In order that there was no further delay AL was tasked to circulate the report for comment and feedback prior to the next meeting.

7.7 Licenses

AL reported that the work to produce a 'Master' list of licenses was in progress and, once this was available it would be reported to the trustees.

7.8 Complaint

Although this item was not on the agenda, KS advised that a formal complaint had been received, and a resolution was being worked towards. The BoT would be updated at the next meeting.

A question was raised about the effectiveness of the Complaints Procedure, and it was AGREED that the process would be reviewed as the timescales could not be met.

Concerns were also raised about the need to have someone for who could support members on how to manage mental health issues.

ACTION: KS, AL to review timescales in the Complaints Procedure.

ACTION: KS to write a role description for a safeguarding / pastoral care lead.

8. Interest Groups

8.1 Groups update

ST had circulated a report prior to the meeting. Currently there are 139 active groups. The report was NOTED.

8.2 GL Training

STS reported that a Group Leader training package was being put together. Colin Lewisohn had AGREED to facilitate the training days and put together an order of the day.

ACTION: BoT members to forward ideas to STS for other areas to include in the Group Leader refresher training package.

9. Events & Volunteering

9.1 Events & Volunteering Report

BO had circulated a report prior to the meeting which was NOTED.

The annual Open Day had been booked for 25 September 2025 to coincide with both the York 50+ Festival and u3a week nationally. The venue had been changed from previous years to The Priory Centre. There was also going to be a celebration of the International Day for Older People which would involve a parade ending in St. Helen's Square. There needs to be agreement on how members get involved and represent the u3a including the preparation of an "installation" and lapel badges.

ACTION: Task and Finish Group to be established to look at how this could be progressed (BO, ST, AP)

BO reported back on the meeting that took place in April with some of the residents of Marjorie Waite Court and York u3a. Feedback was positive, and the initiative was already leading to residents joining York u3a.

9.2 Saturday Talks report

The programme for Socials, Talks and Events was complete and current details are available on the website.

In general, these events are breaking even financially. However, it was AGREED that a more detailed financial report was needed to monitor these finances more effectively, particularly in relation to the Zoom contributions.

ACTION: JT to investigate the possibility of producing a report of contributions, broken down by:

- Entrance fees at the live event
- Watching live on Zoom
- Watching the recording

9.3 Speaker's fees – Payments to charities

KS advised that confirmation had been received from the u3a that speaker fees can now be donated to a charity of the speaker's choice. Speakers would be required to sign a form which would be the responsibility of the Events & Volunteering Lead.

10. **Membership Recruitment and Retention**

10.1 Membership report

A report had been circulated prior to the meeting. Membership at the end of April 2025 stands at 1815, an increase of 3.8%. The report was NOTED.

A discussion then took place about how this continued growth could eventually lead to a number of logistical issues such as insufficient room capacity, an increase in groups with no available places, a consequent reduction in choice etc. It was AGREED that this should be closely monitored.

PW raised an issue about the dates of the New Members Meetings and suggested planning the dates in advance. It was AGREED that one should be planned for October following the Open Day.

ACTION: Plan a New Members' Meeting in October that can follow on from Open Day planned for September 25 (BO).

10.2 Part-year cost of TAM 2025/26

The part-year reduction fees were AGREED in principle; however, this would have to be confirmed as part of the budget setting process.

10.3 Sum-Up

AP advised that Sum-Up was not working. It was highlighted that the option to use SumUp was still available on-line and members thought they were making payment, but this was not the case. It was AGREED that payment options should be part of the CIO Implementation work.

ACTION: AP to take immediate action to remove the SumUp payment options.

11. **Communications**

11.1 Website report

A report on visits to the website report had been circulated prior to the meeting. The report was NOTED.

PW advised that the figure regarding the number of people opening the NewsMail was not a true reflection as it did not capture those that accessed it via the link sent out by

email. It was AGREED that changing the email to include a link to the website and not the NewsMail would enable more accurate reporting.

ACTION: PW to change the email on how the NewsMail is accessed.

12. Equipment & Technology

12.1 Equipment Report

QS had circulated a report prior to the meeting. There was a query about YouTube licenses. QS stated that we would need to be a registered educational institute in order to obtain a group license. This would be investigated further during the transfer to CIO status. The report was NOTED.

12.2 Asset Register

QS had circulated an updated Asset Register prior to the meeting. This was NOTED.

13. Risk

13.1 Risk Register

KS led a review of the Risk Register.

Risk 1: Finance - It was AGREED to reduce the score to low (target of 6 achieved) to reflect system improvements and appointment of a new Treasurer.

Risk 2: Health & Safety - Activity checklists had been circulated but needed to be collated so no change was made.

Risk 3: Recruitment - It was AGREED to reduce the score to low (target of 4 achieved) as most vacancies had now been filled and a number of members had come forward.

Risk 4: Communications – Whilst improvement in this area were acknowledged, no change was made as further work was required.

Risk 5: Finance - Whilst improvements in this area were acknowledged, no change was made as further work was required.

Risk 7: Regulatory - It was AGREED to close the risk as a qualified accountant had been appointed as Treasurer.

Risk 8: Reputational – It was AGREED to reduce the risk likelihood *unlikely (2)* as all the trustees have been appointed.

Risk 9: Finance – It was AGREED to reduce the likelihood to *possible (3)* as a new Treasurer had been appointed but still needed to settle into the role.

ACTION: KS to update the Risk Register.

13.2 Risks identified during the meeting

No new risks were identified.

ADDITIONAL AGENDA ITEM

14. Any Other Business

KS advised that, as she was the only person who could authorise payments through the bank, she had to authorise her own expenses which included the purchase of a u3a banner and some travel expenses.

KS reported that approval to become a CIO was AGREED at the AGM.

ACTION: Set up a CIO Implementation Group to prepare for submission to the Charities Commission (AL.)

BO raised whether or not a policy was required on the taking of photographs.

ACTION: AL to draft a photography policy.

There was a discussion about the recent Digital Legacies Talk and how ideas raised could be useful to York u3a.

ACTION: AP To review the recording to see whether anything useful to the organisation can be identified.

Access to the rooms calendar was raised.

ACTION: Give BoT members access to the rooms calendar (ST).

PW informed the trustees that all trustees, even those not requiring access to the bank account, needed to verify their ID.

ACTION: AL to add ID verification for the Coop Bank account to BoT Induction.

QS asked about training on the use of Google. It was confirmed that this was still work in progress and the Trustees would be updated as things progressed.

15. Next meeting

Board of Trustees: Wednesday 9 July 2025 at 9.45 am.

Operational Team: Wednesday 11 June 2025 at 10am

Board of Trustees Action Record
Wednesday 14 May 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	
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.	
27/11/24	4.5	24.43	Outreach Groups To contact the CYC Information and Activity Officer to investigate further.	BO	08/01/25 – on the agenda (item 11.2) 12/03/25 – on the agenda (item 9.2.1) 14/05/25 – In progress, will be monitored on the agenda. Close action	May 25
27/11/24	9	24.47	Communications Reports To consider a communications report and bring to next meeting.	PW	08/01/25 – ongoing 12/03/25 – ongoing 14/05/25 – KS to work with PW – action closed	May 25
27/11/24	11.2	24.51	Volunteer Event To investigate the feasibility of holding a summer BBQ	BO	08/01/25 – On the agenda 12/03/25 – On the agenda (9.1) 14/05/25 – It was decided not to pursue this for 2025 because of all the other events being organised. It would be deferred to 2026. Action to be closed	May 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	

Board of Trustees Action Record
Wednesday 14 May 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	
12/03/25	5.2	25.10	Operational Team Membership To review the OT membership.	BO	14/05/25 – no change required. See agenda item 5.1	May 25
12/03/25	6.1	25.11	Treasurer vacancy To place an advert to recruit a Treasurer.	KS	14/05/25 – Advertised and post filled. Action complete	May 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.	
12/03/25	7.3.1	25.13	Gifts & Hospital Policy To review the draft Gifts & Hospital Policy and return comments to KS in time for the next BoT meeting.	ALL	14/05/25 – on the agenda – approved. Action closed.	May 25

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Wednesday 14 May 2025

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
12/03/25	7.3.2	25.14	Donations Policy To review the draft Donations Policy and return comments to KS in time for the next BoT meeting.	ALL	14/05/25 – on the agenda – approved. Action closed.	May 25
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.	
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.	
12/03/25	10.3	25.18	u3a Matters Price Increase To inform LP and AP of the u3a matters price increase.	KS	14/05/25 – Action complete	May 25
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	
12/03/25	12.1	25.20	Asset Register QS to present the Asset Register at May BoT meeting	QS	14/05/25 – on the agenda – action complete	May 25

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Wednesday 14 May 2025

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14/05/25	7.1	25.21	AGM minutes Publish draft AGM 2025 minutes on the website	AL		
14/05/25	7.3.1 / 7.3.2 / 7.3.3	25.22	Policies The following policies to be sent to the Web Administrator for publication on the website: <ul style="list-style-type: none"> • Environmental • Gifts & Hospitality • Donations 	AL		
14/05/25	7.8	25.23	Complaints Procedure To review timescales in the Complaints Procedure.	KS / AL		
14/05/25	7.8	25.24	Safeguarding To write a role description for a safeguarding / pastoral care lead	KS		
14/05/25	8.2	25.25	GL Training BoT members to forward ideas to STS for other areas to include in the Group Leader refresher training package.	All		
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		

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Wednesday 14 May 2025

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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		
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		
14/05/25	11.1	25.30	NewsMail link. To change the email on how the NewsMail is accessed.	PW		
14/05/25	13.1	25.31	Risk Register To update the Risk Register.	KS		
14/05/25	14	25.32	CIO Implementation Set up a CIO Implementation Group to prepare for submission to the Charities Commission.	AL		
14/05/25	14	25.33	Photography Policy To draft a photography policy.	AL		

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Wednesday 14 May 2025

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
14/05/25	14	25.34	Digital Legacies To review the recording to see whether anything useful to the organisation can be identified.	AP		
14/05/25	14	25.35	Room calendar access Give BoT members access to the rooms calendar	ST		
14/05/25	14	25.36	Trustee Verification – Co-Op bank To add ID verification for the Coop Bank account to BoT Induction.	AL		