



## Board of Trustees Meeting

**WEDNESDAY 12 November 2025 9:45AM**  
**Office, 15a Clifford Street**

### MINUTES

#### 1. Welcome and apologies for absence

Present:

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

##### 1.1 Apologies for absence:

Events & Volunteering: Beryl Oppenheim (BO)

#### 2. Confirmation of approval of the minutes and actions.

JT questioned minute 5.4 for the Board of Trustee meeting held on 22 September 2025. The minutes were therefore not confirmed as approved.

**ACTION:** KS agreed to review the recording of the meeting of 22 September 2025 and confirm whether the minutes needed to be revised or could remain as they were.

#### 3. Board of Trustee Actions not on the agenda.

See separate Action List

#### 4. Chair's Report.

##### 4.1 Appointments

- Communications Trustee: Phil Walters has resigned. BO has agreed to pick any internal publicity in the interim. KS advised that this was an opportunity to review the BoT structure and requirements for the Communications Trustee role.
- Groups:  
There had been ongoing discussions about splitting the Group Coordinator role to

reduce the burden on one individual and more effectively cover the administrative support and the need for someone to take responsibility for health & safety.

- Finance  
JT gave a brief update: -  
The task of developing the Group Accountant role was work in progress.  
There had also been discussions about reducing volunteer workload by creating a Membership Accountant role to support the Membership Secretary.
- Membership:  
The membership roles had been reviewed and two new roles developed (Beacon Administrator and Membership Secretary) to reduce volunteer workload. The current incumbent will continue solely in the Beacon administrator role and a new volunteer was due to be interviewed for the Membership Secretary role.
- Wellbeing:  
KS has asked the Wellbeing lead to write an article for NewsMail to promote the new service and recruit team members.

#### 4.1 National and Regional updates

##### Third Age Trust AGM

KS attended the Third Age Trust AGM.

Shirley Crawley had been appointed as Vice Chair with 81% of the vote.

It was reported that:

- 50% of staff at the Third Age Trust are either new or are now in new roles. u3as have been asked to be patient whilst staff settle into their new positions.
- The average age of membership is increasing.
- Membership continues to grow and now stands at 420,302.

#### 4.2 Charitable Incorporated Organisation (CIO) Application

AL gave an update on progress towards becoming a CIO. An application had been completed and submitted to the Charity Commission. This was returned with a request to make some minor changes which were subsequently made. The application was waiting to move to the next stage.

JT reported that he was working on the required accounts submission to the Charity Commission for year ending 2024/25. The only outstanding item is the account information from the Water Fitness Group. JT is liaising with the group leader to complete this task asap. KS agreed to contact them.

**ACTION:** KS to chase up the return with the Water Fitness Group.

#### 4.3 Office layout and BoT meetings

KS reported back on a meeting with the Office Manager about the Office layout. The changes would enable a better working environment for volunteers and a more welcoming space for visitors. If the changes were to go ahead the size of the meeting room would be reduced. Because of this and other factors a decision has been made to move the BoT meeting to the Friends Meeting House.

### 5. **Feedback from the Operational Team**

#### 5.1 8 October 2025 Operational Team meeting

JT chaired the Operational Team meeting and promised to circulate notes of the meeting. Nothing was raised at the meeting that needed to be brought to the attention of the Trustees.

### 6. **Finance**

#### 6.1 Financial Position Statement

JT presented the Finance Report in the new combined accounts format. Income stands at £136K and Expenditure at £123K, leaving a healthy £13K surplus.

#### 6.2 D Groups

A lot of work has gone into an analysis of D Group accounts which JT had circulated to the Trustees for information.

KS and ST had very productive meetings with the D Groups leaders. It was explained that changes in the way accounts were recorded were necessary in order to gain CIO status. Concerns were taken on board including the way payment authorisations are managed.

### 7. **Governance**

#### 7.1 Policies & Procedures

##### 7.1.1 Privacy Policy

KS had circulated a revised Privacy Policy prior to the meeting. The revised Privacy Policy was **APPROVED**.

##### 7.1.2 Complaints Procedure

KS had circulated a revised Complaints Procedure prior to the meeting.

The following changes were suggested:

- The wording should state that the complaint would be dealt with within the agreed timescales '**whenever possible**' (final paragraph on page 6). This change was **APPROVED**.
- JS asked for clarification who the officers (as referred to in 3.2) were and suggested that this be spelled out JS agreed to confirm the wording change to the wording with AL.
- JS queried what the process would be if the complaint was about the Chair. KS confirmed that the action to be taken if the complaint was about the Chair of the BoT was already referred to in 5.4. KS agreed that paragraph 5.7 referring to the appeals process KS agreed that the wording was unclear as two chairs were referred to in the policy. One being the Chair of the BoT and the other the chair of the hearing. JS agreed to work with AL to make this clearer.

**ACTION:** AL and JS to review the wording, make the amendments and re-circulate the Complaints Procedure to the Trustees for final approval.

## 7.2 Scheme of delegation

No changes to report.

## 7.3 Role Descriptions

### 7.3.1 Groups Coordinator

Following the discussions about reducing the Groups Coordinator's workload a revised role description had been developed

### 7.3.2 Groups Development Coordinator

Following the discussions about reducing the Groups Coordinator's workload a revised a new role description had been developed

**ACTION:** All Trustees to review the role descriptions and return comments to KS.

## 7.4 Annual Health Check

AL circulated an updated Annual Health Check document prior to the meeting.

AL reported that nothing fundamental has changed since the previous year. However, section 6 needs to be deferred until the Communications Strategy had been reviewed.

There was a discussion about the 'Are we welcoming?' section which was very subjective. JT expressed concerns about the large number of Groups that new members are unable to join because they are 'closed' or 'waiting list' only, and who also fail to receive replies to enquiries. A discussion took place about the difficulties in managing this and it was **AGREED** to include this in Group Leader training and the Handbook.

## **8. Interest Groups**

### **8.1 Groups Update**

ST presented the Groups Report. York u3a has a lot to offer but given the growing membership and consequent demand more Groups are needed. To give an example of the issues that can arise whilst trying to expand the offering, the Fell Walking with Dogs Group failed to get off the ground due to being unable to meet insurance requirements.

## **9. Events & Volunteering**

In BO's absence KS presented the Events and Volunteering report circulated by BO.

### **9.1 Events & Volunteering Report**

The report was NOTED.

### **9.2 Saturday Talks**

The report was NOTED.

### **9.3 Open Day**

Overall, feedback from the Open Day was positive and there was an uplift in membership following the event. A debrief had been undertaken by KS, BO and ST and several actions had fallen out of this including looking at the venue layout, format and location prior to planning a follow-up event in 2026, taking into account attendee feedback.

## **10. Membership Recruitment and Retention**

### **10.1 Membership report**

AP circulated a report prior to the meeting.

There was a discussion about renewals.

Some Trustees felt that the '10-week grace period' for membership renewals was too long. AP stated he would prefer an 8-week window. KS advised that it was inaccurate to call the 10-week renewal period a grace period as this was actually a 6-week grace period. The 4 weeks prior to the renewal date was the renewal period.

AP stated that 50% of members renew in the 4 weeks prior to the renewal date which significantly helps membership management.

The issue of Beacon losing membership numbers when membership lapses has been resolved. Members can now leave and rejoin, keeping their original u3a ID.

It was AGREED that this issue needed further consideration.

## 11. Communications

### 11.1 Communications Update

There was no further update.

### 11.2 Communications Strategy

KS circulated the Communications Strategy produced following the meeting with Kathryn Dunn. The Trustees **APPROVED** the Communications Strategy.

The Trustees agreed that NewsMail needs to be professionally printed in future and that a budget should be allocated for this purpose.

**ACTION:** JT to add a budget for printing the NewsMail.

## 12. Equipment & Technology

### 12.1 Equipment Report

QS presented the Equipment & Technology Report.

QS provided an MS Office license update and suggested that this might need to change once we had become a CIO.

## 13. Risk

### 13.1 Risk Register

KS led a review of the risk register. No changes were required.

### 13.2 Risks identified during the meeting

No new risks were identified.

## 14. Operational Team Update

### 14.1 Updates from the Operational Team

There were no updates to report from the OT.

**ACTION:** JT agreed to share the approved Communications Strategy with the OT.

## **ADDITIONAL AGENDA ITEM**

### **15. Any Other Business**

#### **15.1 Self-Promotion of Members Businesses**

There was a discussion about members promoting their own businesses. Yoga was referred to as example of this. KS agreed to seek guidance from the Third Age Trust (TAT) on this before writing to any members involved.

**ACTION:** KS to contact TAT and following this draft a letter for approval by the Trustees prior to circulation.

#### **15.2 Photography Policy**

QS asked for clarification of the opt-out statement in the Photography Policy as this contradicts with something earlier in the policy. It was agreed to make this consistent and that nothing published previously could be removed even if a member subsequently chose to opt-out.

KS asked for the title to be changed to include the word "Video" as this had now been added to the policy.

Subject to the above changed the policy was **APPROVED**.

**ACTION:** AL to make the agreed changes and publish the policy on the website.

### **14. Next meeting**

- Board of Trustees, Wednesday 14 January 2026 at 9.45 am
- Operational Team, Wednesday 10 December 2025 at 10am

Board of Trustees Action Record  
Wednesday 12 November 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. 12/11/25 – Ongoing	
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 12/11/25 – Ongoing	
12/03/25	7.7	25.16	Annual Health Check  To put on the September BoT agenda.	AL	03/09/25 – 12/11/25 see minute 7.4	
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. 12/11/25 - On the agenda. Action completed.	Nov 25
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. 12/11/25 – see minute 7.1.2	

**Board of Trustees Action Record**  
Wednesday 12 November 2025

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
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	12/11/25 – Action complete	Nov 25
14/05/25	14	25.33	Photography Policy  To draft a photography policy.	AL	09/07/25 – ongoing 10/09/25 – ongoing 12/11/25 – Action complete	Nov 25
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 12/11/25 – 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 12/11/25 – This will change following the switch to new accounts.	
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 12/11/25 – initial discussions had taken place but the details needed to be confirmed.	
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	12/11/25 – complete	Nov 25
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	12/11/25 – complete	Nov 25

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Wednesday 12 November 2025

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
10/09/25	11.1	25.45	Microsoft Office Licenses  To arrange the purchase of more Microsoft Office licenses.	QS	£90 or £110 for Family Microsoft Office. Agreed to purchase family. 12/11/25 – complete	Nov 25
10/09/25	13.1	25.46	Honorary Member's Articles  To arrange the publication of the articles.	KS / PW	12/11/25 – ongoing	
12/11/25	4.2	25.47	Year-end returns  To chase up the return with the Water Fitness Group.	KS		
12/11/25	7.1.2	25.48	Complaints Procedure  To review the wording, make the amendments and re-circulate the Complaints Procedure to the Trustees for final approval.	AL/JS		
12/11/25	7.3	25.49	Groups Coordinator and Groups Development Coordinator Role Descriptions  To review the role descriptions and return comments to KS.	All		
12/11/25	11.2	25.50	NewsMail Publication  To add a budget for printing the NewsMail.	JT		
12/11/25	14.1	25.51	Communications Strategy  To share the approved Communications Strategy with the OT.	JT		
12/11/25	15.1	25.52	Self-Promotion of Members Businesses  To contact TAT and following this draft a letter for approval by the Trustees prior to circulation.	KS		

Board of Trustees Action Record  
Wednesday 12 November 2025

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
12/11/25	15.2	25.53	Photography Policy To make the agreed changes and publish the policy on the website	AL		