



## Board of Trustees Meeting

**WEDNESDAY 14 January 2026 9:45AM**  
**Fox Room, Friends Meeting House**

### **MINUTES**

#### **1. Welcome and apologies for absence**

Present:

Chair	Karen Sawyer (KS)
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)
Events & Volunteering:	Beryl Oppenheim (BO)
Minutes	Judith Loomes (JL)

Invited:

Wellbeing Overseer	Dr. Paddy Neligan
--------------------	-------------------

##### **1.1 Apologies for absence:**

There were no apologies for absence.

#### **2. Wellbeing Service**

PN explained the Wellbeing Service that he was establishing (as requested by the Board of Trustees) for the benefit of members and confirmed that the recruitment of a team member was in progress. The Trustees thanked PN for the update.

PN left the meeting.

#### **3. Confirmation of approval of the minutes and actions.**

The minutes of the Board of Trustee meeting held on 22 September 2025 were approved.

The minutes of the Board of Trustee meeting held on 12 November 2025 had not been reviewed and would be circulated for approval.

#### **4. Board of Trustee Actions not on the agenda.**

See separate Action List

## 5. Chair's Report.

### 5.1 Appointments

#### 5.1.1 Recruitment Drive

A number of new roles have been identified and would need to be recruited to as part of the transition to the CIO. It was **AGREED** that another Meet the Team Day should be held. KS also confirmed that she would now be recruiting to the post of Vice-Chair.

### 5.2 National and Regional updates

#### 5.2.1 Festival 26

KS advised that she was now Chair of this but did not see it impacting on her role as Chair of York u3a.

### 5.3 Charitable Incorporated Organisation (CIO) Implementation

#### 5.3.1 Third Age Trust Application

The Board of Trustees **APPROVED** the previously circulated application to become a member of the Third Age Trust under the new Charity Commission registration number.

**ACTION:** KS to send the approved application to the Third Age Trust.

#### 5.3.2 Beacon

KS advised that, following enquiries with the Third Age Trust, it had been confirmed that Beacon was not linked to any charity registration therefore there would be no requirement to set up a new system. The only change required would be the link to PayPal payments once the new PayPal account was available.

#### 5.3.3 Treasury Plan

##### 5.3.3.1 Banking

Following a review of the banks being used now, and several of the larger banks including the Co-Operative, Lloyds, CAF Bank, Virgin Money and NatWest. The Trustees **APPROVED** a move to the NatWest Bank.

##### 5.3.3.2 Signatories

Signatories for the u3a York accounts were **APPROVED** as recommended.

##### 5.3.3.3 Debit Cards

A discussion took place about the best way to set up limits for debit cards. It was **AGREED** that this required further investigation with NatWest before a decision could be made. In the interim, two debit cards would be applied for. QS raised the question of having credit card limits as an alternative.

**ACTION:** AL to check the insurance implications for holding debit cards.

**ACTION:** KS to look at the option of using credit cards as an alternative.

#### 5.3.3.4 Savings Account

It was **AGREED** that this account should be closed and the money moved to an account that gave better interest. Initially the funds would need to be moved to the main bank account.

**ACTION:** The account holders to write to the savings bank to close the account and confirm transfer of the fund to the main University of the Third Age – York account.

#### 5.3.3.5 PayPal

It was **AGREED** that AP would be responsible for transferring the account over to the new charity number. It was also **AGREED** that the new Membership Accountant would need to have access to the account once they were in post.

**ACTION:** AP to transfer the PayPal account when the new bank account is in place.

#### 5.3.3.6 SumUp

It was **AGREED** that JT set up a new SumUp account. KS advised that Stripe had been looked at as an alternative but had proved too complex for our needs.

**ACTION:** JT to set up a new SumUp account when the new bank account is in place.

#### 5.3.3.7 C Groups

A discussion took place about how to notify the C Groups about the changes and the requirement for bank paying in books.

**ACTION:** ST to send an email to be sent out the C Groups asking who will require a bank paying in books for the new account and to send the existing bank account paying in books to the D Groups who had requested them.

It was **AGREED** that the hire of venues was the responsibility of the Trustees and that all invoices should be made payable to the CIO.

**ACTION:** KS / JT /ST to look at the procedure for the hire of venues.

#### 5.3.3.8 Gift Aid Registration

It was confirmed that the Gift Aid registration process was not urgent as no claim could be made until after the first year-end accounts had been completed. This would remain on the CIO Implementation plan to ensure the required action was taken.

#### 5.3.3.9 Friends Meeting House Lease

KS confirmed that she had been in touch with Tracey Sharp, Business Manager at The Friends Meeting House, about the changes and was awaiting a reply.

BO asked for confirmation that payments made for the use of venues would be carried forward. It was confirmed that this was the case.

#### 5.3.3.10 Other actions

It was confirmed that trading as the CIO would start as soon as the bank accounts were in place. This would be followed by a series of communications to all Group Leaders and other members.

#### 5.3.4 Governance Plan

A governance plan was being put in place for the transfer and review of policies procedures and contracts to u3a York. In the interim the Trustees would be asked to approve the transfer of all policies and procedures to u3a York once trading had started.

The Trustees would also need to approve the transfer of funds from the existing accounts to the new ones. It was **AGREED** that this could be done by email.

KS explained that more decisions would be required, from the Trustees, going forward and requested for meetings to be held monthly for at least six months. This would require a delay to the start of the Operation Team meeting. The Trustees **AGREED** the changes.

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

#### 6.1 10 December 2025 Operational Team meeting

KS chaired the Operational Team meeting. Nothing was raised at the meeting that needed to be brought to the attention of the Trustees.

### 7. **Travel Team Mobile Phone**

KS requested that the provision of a contract mobile phone could be made to the Travel Team as soon as the CIO bank accounts were in place. The request was **APPROVED**.

### 8. **Finance**

#### 8.1 Year-End Accounts

JT presented the year-end accounts for 2024-25 for approval along with the Charity Commission Receipts and Payments Accounts (CC16a). The Trustees **APPROVED** the accounts.

#### 8.2 Financial Position Statement

JT presented the accounts up to December 2025. Income and expenditure are both circa £16k. The current bank balance is circa £127k and further work would be undertaken to look at how to reduce this. The Trustees **NOTED** the report.

### 9. **Governance**

#### 9.1 Policies & Procedures

No updates to report

## 9.2 Scheme of delegation

No changes to report.

## 9.3 Role Descriptions

No updates to report

## 9.4 Annual Health Check

Responses had been received about sections 6 and 9 and the document would be updated and circulated to the Trustees in time for the next meeting.

## 9.5 AGM Plan

AL advised that the section of the plan to seek nominations had been removed because of the change to becoming a CIO. The only other changes had been the date of the AGM and the deadlines for the AGM notices to be posted and emailed, these were 11<sup>th</sup> April, 18<sup>th</sup> March and 20<sup>th</sup> March 2026 respectively. The Trustees **APPROVED** the plan.

## 9.6 Annual Return Plan

The plan had not been received by the Trustees and would be circulated for review and approval outside of the meeting.

### 9.6.2 Trustee Annual Return

The Charity Commission Trustee Annual Return had not been received by the Trustees and would be circulated for review and approval outside of the meeting.

**ACTION:** AL to circulate the Annual Return Plan and the Charity Commission Annual Return to the Trustees for review and approval.

## 10. **Interest Groups**

### 10.1 Groups Update

The report was NOTED.

## 11. **Events & Volunteering**

### 11.1 Events & Volunteering Report

BO advised that the popularity of Saturday Socials meant that recent bookings had exceeded the capacity of 37. As a result, a larger room had been booked for the next meeting. However, this was not a long-term solution as the event was meant to be a smaller, more intimate group. A room at the main York Library with a capacity of 50 might be an alternative and another solution would be to run the games and talks in parallel, but this would require more volunteers. BO will monitor the situation for March, which is also likely to be popular, and report back at the next meeting.

The update was NOTED.

## **12. Membership Recruitment and Retention**

### **12.1 Membership Report**

AP had circulated a report prior to the meeting. Membership stands at 1772 but is projected to reach 2000 by June. The report was NOTED.

A short discussion took place about the need to ensure there were sufficient activities or events for members to access.

### **12.2 Renewals Review Report**

AP had circulated a report prior to the meeting which explained the slightly revised renewal process. The report was **NOTED**.

AP advised that he had been in touch with the Third Age Trust to ask if there were any future developments in place for the ability to use direct debit as a payment method, an automatic reconciliation between Beacon and the bank and the ability to have a rolling renewal date. AP would keep the Board of Trustees informed.

## **13. Communications**

### **13.1 Communications Update**

KS thanked BO for distributing the first What's On so quickly. BO explained the limitations of Beacon in terms of formatting and image. It was **AGREED** that a different system was needed as soon as possible. BO thanked the Office Coordinator for coming in during the holiday period to make sure that it got posted to non-email users.

### **13.1 NewsMail Competition**

The Editors and the Trustees had voted on the entries for renaming the NewsMail. All votes were made without knowing who had submitted the entry. The winner was "The u3a York Times". The winner would be notified.

## **14. Equipment & Technology**

### **14.1 Equipment Report**

QS presented the Equipment & Technology Report. The report was **NOTED**.

## 15. Risk

### 15.1 Risk Register

KS led a review of the risk register. The following changes were **AGREED**:

- Risk 8 (Reputational) – the likelihood was reduced, changing the risk from moderate to low
- Risk 9 (Financial) – the likelihood was increased, changing the risk from moderate to high

The Trustees discussed the potential risk around the CIO implementation and **AGREED** that a separate project risk log should be received by the Board of Trustees.

**ACTION:** KS to bring a CIO Implementation risk log to the March meeting.

### 15.2 Risks identified during the meeting

No new risks were identified. However, it was **AGREED** that the development of contingency plans needed to be given more priority, along with the plans to reduce the amount of cash handling going forward. It was **AGREED** to look at this more at the Trustee Development meeting in February.

## 16. Operational Team Update

### 16.1 Updates from the Operational Team

**ACTION:** JT to notify the Operational Team of the changes to the start time and length of the meetings.

## ADDITIONAL AGENDA ITEM

## 17. Any Other Business

### 17.1 Office Changes

The Office Coordinator had developed a plan for changes to the layout of the Office, including a new printer and furniture. The Trustees **APPROVED** the plan, subject to the room divider being blue.

## 18. Next meeting

- Board of Trustees, Wednesday 11 March 2026 at 9.45 am
- Operational Team, Wednesday 11 February 2026 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 14/01/26 – 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 14/01/26 – 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 14/01/26 – Responses had been received and the document would be updated and circulated for the March meeting	
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 – 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 14/01/26 – on the agenda, action complete	Jan 26

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

<b>Meeting Date</b>	<b>Minutes Ref</b>	<b>Ref</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress Report</b>	<b>Date Completed</b>
14/05/25	14	<b>25.36</b>	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. 14/01/26 – see above, action closed	Jan 26
09/07/25	6.2	<b>25.39</b>	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. 14/01/26 – action closed. Policy will be revised as part of the transfer to the CIO.	Jan 26
10/09/25	13.1	<b>25.46</b>	Honorary Member’s Articles  To arrange the publication of the articles.	KS / PW	12/11/25 – ongoing 14/01/26 – Action closed – first article published on the website	Jan 26
12/11/25	4.2	<b>25.47</b>	Year-end returns  To chase up the return with the Water Fitness Group.	KS	14/01/26 – account received. Action Closed	Jan 26
12/11/25	7.1.2	<b>25.48</b>	Complaints Procedure  To review the wording, make the amendments and re-circulate the Complaints Procedure to the Trustees for final approval.	AL/JS	14/01/26 – Has been revised and will be published on the website. Action closed.	Jan 26
12/11/25	7.3	<b>25.49</b>	Groups Coordinator and Groups Development Coordinator Role Descriptions  To review the role descriptions and return comments to KS.	All	14/01/26 - no comments received. Action closed.	Jan 26
12/11/25	11.2	<b>25.50</b>	NewsMail Publication  To add a budget for printing the NewsMail.	JT	14/01/26 – As the charity is closing this action will be carried forward to the budget for the CIO.	

Board of Trustees Action Record  
Wednesday 12 November 2025

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
12/11/25	14.1	25.51	Communications Strategy  To share the approved Communications Strategy with the OT.	JT	14/01/26 – Action complete.	Jan 26
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	14/01/26 – Action complete.	Jan 26
12/11/25	15.2	25.53	Photography Policy  To make the agreed changes and publish the policy on the website	AL	14/01/26 – Changes made, will publish on the website.	Jan 26
14/01/26	5.3.1	26.1	Third Age Trust Application  To send the approved application to the Third Age Trust.	KS		
14/01/26	5.3.3.3	26.2	Debit Cards  To check the insurance implications for holding debit cards.	AL		
14/01/26	5.3.3.3	26.3	Credit Cards  To look at the option of using credit cards as an alternative.	KS		
14/01/26	5.3.3.4	26.4	Savings Account  The account holders to write to savings bank to close the account and confirm transfer of the fund to the main University of the Third Age – York account.	KS / AP		
14/01/26	5.3.3.5	26.5	PayPal Transfer  To transfer the PayPal account when the new bank account is in place.	AP		

Board of Trustees Action Record  
Wednesday 12 November 2025

Meeting Date	Minutes Ref	Ref	Action	Responsibility	Progress Report	Date Completed
14/01/26	5.3.3.6	26.6	SumUp Account  To set up a new SumUp account when the new bank account is in place.	JT		
14/01/26	5.3.3.7	26.7	Bank Paying in Books  ST to send an email to be sent out the C Groups requesting who will require a bank paying in books for the new account and send the existing bank account paying in books to the D Groups who had requested them.	ST		
14/01/26	5.3.3.8	26.8	Hire of Venues  To look at the procedure for the hire of venues by C Groups	KS / JT / ST		
14/01/26	9.6	26.9	Annual Return  To circulate the Annual Return Plan and the Charity Commission Annual Return to the Trustees for review and approval.	AL		
14/01/26	15.1	26.10	CIO Implementation Risk Log  To bring a CIO Implementation risk log to the March meeting	KS		
14/01/26	16.1	26.11	Operational Team Meeting  To notify the Operational Team of the changes to the start time and length of the meetings.	JT		