

## Minutes

### Craven u3a Executive Committee Meeting

4.30pm Thursday 14<sup>th</sup> December 2023

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

The Chair welcomed all to the meeting. Apologies were received and accepted from RD and NJ

**2. Draft minutes from meeting held 10<sup>th</sup> November 2023**

These were accepted as a true record and signed by the Chair.

**3. Actions (Appendix B, minutes 10<sup>th</sup> November) and any matters arising not covered elsewhere on the agenda.**

See Appendices A and B below for feedback on previous actions and actions from this meeting.

**4. Finance:**

**a) Treasurer's report:**

Finances continue to look healthy. £64.5K in the bank, with £5.5 venue charges to come in the next term. Approx £28K costs accrued. It is anticipated that there will be £42K in the bank at the end of the financial year. This means a reduction in the membership fee to £30 is highly likely. It was agreed that for members joining in January the membership fee will be £15 (£17 last year).

GLs have been very efficient at paying in venue charges. It is noted that some groups have a venue charge of £10 per term where the venue is more expensive. It was agreed that this should continue.

**b) Closure of Barclays Bank**

Barclays Bank is to close its Skipton branch in March 2024. LP had researched other banks and building societies as an alternative to Barclays. It was agreed to continue with Barclays, and to purchase more card readers for use by GLs. Wherever possible digital banking should be encouraged. GLs may pay venue charges into their own bank account and make a BACS transfer to the u3a, up to £100. Committee members will rotate around groups to assist with card readers. It was agreed to buy 10 card readers and Business Deposit Cards. Action: LP arrange purchase.

This will be discussed at the GLs' meeting in January. **Action: NH to add to agenda** It was agreed to open a Community Saver account with the Skipton Building Society. **Action: LP to arrange an appointment with Skipton BS to discuss**

**c) Walking Group**

The committee discussed issues raised by a member regarding the finances of the Walking Group. It appeared that an action dating back to 2018, requiring the Walking Group's account to be closed had not been actioned by previous officials. The account is used to collect money relating to walking holidays and then to pay the holiday provider, HF. This has resulted in a large balance being held at times. The committee decided that the separate account should be closed or brought under the control of the u3a committee. Otherwise, the social activities of the walking should be separated from Craven u3a. Most groups have a small cash balance (for refreshments, booking speakers etc) with the Birdwatching group cited as a good example of best practice in handling cash. **Actions: MR to meet Philip Sugden to discuss closure of the account by the end of the financial year. LP and JE to meet Mark Woronowski to discuss best practice and a way forward.**

**5. Watercolours Group future:**

NH had spoken with the lead members of the Watercolours group. There had been no improvement in membership or in communication. It was agreed that the group was no longer viable in its current form and would be closed **Actions: NH to notify group. AM to cancel the venue.**

Looking forward, JSE has 3 contacts who might be potential group leaders for the 2024-2025 programme.

**6. Succession Planning:**

NJ is standing down as membership secretary at the next AGM. It was agreed to ask Andrew Todd to take on this role, without having to attend committee meetings as he was not able to commit to monthly meetings. **Action: DH to contact Andrew Todd.** NH suggested that all committee members should write a brief outline of the role to encourage shadowing in future.

**7. Any other business:**

- a) The carol service went well, with 130 attending. The readers were excellent, the recorders group was impressive, and the church was very welcoming. The collection was split between Sue Ryder and the church, with expenses of £40 for the programmes and £40 for the organist met by the u3a. It is hoped to return to the same venue next year.
- b) JSE reminded members of her charity event on the 15<sup>th</sup> at Trinity.
- c) The Christmas dinner went very well, with 33 members and partners attending. The food was excellent.
- d) The monthly meeting was very successful. Helena has booked speakers up to December 2024 which is when she will step down.

**8. Date of next meeting:**

February 1<sup>st</sup> at 4.30 pm, venue to be confirmed.

## Appendix A

### Action points from 10<sup>th</sup> November 2023

Item	Who	
3	<p>LP, RD</p> <p>NJ</p> <p>MR</p> <p>MR</p>	<p><b>Actions carried forward from October</b></p> <p>Contact social prescribers and the Skipton Food Bank:</p> <p>Action carried forward. RD to discuss posters with JSE and to contact NHS Trust to find contact with overall authority re social prescribing.</p> <p><i>No report from RD as absent. Apparently having difficulties with downloading file and printing. <b>Action: JSE will email posters to MR who should be able to resolve this.</b></i></p> <p>Finalise report on website issues. <i>Still working hard on this. Committee discussed ways of improving use of images, introducing greater variety and movement.</i></p> <p>Arrange meeting with NJ, GM and Nat to discuss website. <i>MR had met with GM and issues raised have mostly been resolved.</i></p> <p>Distribute his report to GLs meeting to all members – <i>Actioned</i></p>
4	<p>NH</p> <p>DH</p>	<p>Distribute GL guidelines draft to MR, LP, JSE and AM for review. <i>Actioned and had received lots of feedback from GLs which has resulted in revisions. To be finalised before the GLs' meeting in January. <u>Agreed: GLs' meeting to be held January 23<sup>rd</sup>, venue to be confirmed.</u></i></p> <p>Summarise GLs' reaction to Open Event for December newsletter. <i>It had been difficult to summarise qualitative responses into a report. <u>Agreed: Feedback had already been taken into account for future planning by JSE and the committee. No need to continue with this action.</u></i></p>
5	NH	<p>Contact GL Water Colour Painting Group to discuss situation with communication and outstanding fees and potential closure of the group. <i>Agenda item</i></p> <p>Email all GLs with a reminder about group management. <i>Actioned</i></p>
6	NJ	<p>Contact member to determine which groups she wishes to attend. <i>NJ absent so no report on action.</i></p>
8	LH	<p>Contact Ermysted's to book Summer Programme. <i>Actioned – Ermysted's to confirm dates in January.</i></p>

9	AM	Write Venue Secretary role description for December newsletter. <i>Actioned.</i> <i>Possible interest from a very capable member who may be free in the spring.</i>
10	LH	Contact Craven District of Sanctuary with committee's response. <i>Actioned</i>
11c	LP	Email GLs to check members' attendance . <i>Actioned</i>
11d	AM	Check venue costs for Croquet group and negotiate with venue. <i>Actioned.</i> <i>It was felt that the Croquet Club's charges were high, putting members at a disadvantage compared with other groups. <u>Agreed: From January 2024, u3a to pay for 2 lawns at £20 each for 10 sessions (annual cost = £800) and members to pay for additional lawns if required.</u></i> <b>Action: AM to contact parties concerned</b> <b>Action: LH to add 'Venue costs and subsidies' as an agenda item for the next meeting</b>
11e	MR	Email John Alexander to check on privacy policy and newsletter subscription opt-out/in. <b>Action carried forward.</b>
11f	NJ	Email all members to request they add emergency contacts to details. <i>Actioned.</i>

## Appendix B

### Action points from 14<sup>th</sup> December 2023

Item	Who	
3		<b>Carried forward from October and November meetings</b>
	JSE) MR)	Email posters to MR who will organise printing
	LP) RD)	Contact Foodbank and social prescribers
	NJ	Complete report on website
	NH	Finalise GLs' guidelines
	NJ	Contact member to check which groups she wants to belong to
	AM	Contact Croquet Club and group re pricing for 2024

	LH MR	Add 'Venue costs and subsidies' to the next agenda Email John Alexander to check on privacy policy and newsletter subscription opt-out/in.
		<b>December action points</b>
4b	NH LP	Add digital banking to GLs' meeting agenda Arrange an appointment with Skipton BS re Community Saver account Arrange purchase of card readers and business deposit cards
4c	MR LP) JE)	Meet Philip Sugden to discuss closure of the Walking Group's account Meet Mark Woronowski to discuss best practice and a way forward
5	NH AM	Inform Watercolours Group that it will no longer operate. Cancel the venue.
6	DH	Contact Andrew Todd about becoming membership secretary next year.