

Minutes

Craven u3a Executive Committee Meeting

4.00 pm, Thursday 6th February 2025

St Stephen's

Present: Mick Richings (MR), Doug Hirst (DH), Anne MacDonald (AM), Linda Hoole (LH), Lesley Perkins (LP), Jacqui Eames (JSE)

In attendance from 4.30 – 5.00 pm: John Hoole (JH)

1. Welcome and apologies for absence:

Apologies had been received and were accepted from Adrienne Gilchrist (AG) and Sandra Firm (SF)

2. Draft minutes from meeting held 16th January 2025:

Accepted as a true record.

3. Actions from previous meetings and any matters arising not covered elsewhere on agenda:

See Appendix A

4. Skipton Hub:

JH was welcomed to the meeting to advise on potential contract with Skipton Community Hub Ltd.

The over-riding concern of the committee is that, as trustees, they safeguard the u3a's finances; due diligence will be carried out in consideration of any potential contract. The committee thanked AM for the work she had put into preparing costings and communicating with Amy Robinson.

- AM had previously circulated costings on The Hub, calculating costs for a 6-month tenancy.
- 315 members would be required to use the Hub to make it cost effective.
- To meet the 75% rule re Gift Aid, members would need to pay £25 in venue charges for a 6-month period.
- Committee members were concerned that it would be difficult to migrate groups to the Hub to ensure an even distribution of occupancy across the week.
- A 6 month contract had pitfalls: a clause would need to be inserted in the contract to ensure a roll-over option.
- The energy costs would be a percentage of the overall energy bill for the building which would mean we would have little control over charges.
- The projector had been tested by MR and was in working order. Wi-fi is not yet available.
- Additional costs were a concern. Cleaning would not be included except for common areas.
- There are risks in contracting with an unknown company.
- Members might object to additional parking costs.

In conclusion, it was agreed that further due diligence checks should be carried out.

Action: MR

- a) Ask Amy Robinson for a business plan
- b) Carry out checks to find out who owns the building
- c) Carry out searches to discover more about the company
- d) To ask for a draft agreement, ensuring that this does not signal that Craven u3a are willing to enter into a contract

JH will check the draft agreement and advise accordingly.

The committee discussed the importance of exploring other premises and how existing rented premises could be enhanced to meet requirements for health and safety and accessibility (i.e. enhancing audio-visual facilities).

Action: AM to explore other venues and check likely date that St Andrew's will become unavailable.

Action: JSE to check cafes and tea-rooms with rooms for potential hire.

It would be useful to have group leaders review current arrangements and either suggest new premises or suggest improvements to make current premises more viable.

5. Monthly meeting venue:

Champions' Church is booked to March for Saturday monthly meetings. We have been told that we can no longer use their AV (audio visual) equipment after April. An alternative venue is desirable.

Action: JSE to speak to Richard Waller about opportunities to use Trinity Methodist Church, Westmoreland Street, Skipton for Saturday meetings and potential use during the week.

6. Audio visual equipment:

As a result of correspondence from group leaders who use St Stephen's, who have requested more accessible equipment, it was agreed to purchase 2 projector screens (cost approximately £110 each). It was agreed for MR to research and purchase a projector (cost approximately £100)

The committee is committed to providing appropriate equipment which enables all members (including those with sensory impairment) to access talks and classes. The final report from Vera Brearey, once concluded, will be consulted before making any further purchases of microphones.

Action AM: send link to all GLs to the policy statement on the TAT website regarding hearing impairment.

7. Croquet Group:

Last year the u3a provided a subsidy of £800 towards the cost of hiring 2 croquet lawns for 20 weeks. The committee agreed that this is excessive and to reduce the subsidy to £200. This is in line with the subsidy for 10-pin bowling. Members of the group will pay a fee per game, reduced pro-rata by the subsidy. **LP to communicate with croquet group and croquet chair.**

8. Change to constitution:

Given the lack of volunteers to join the committee, it was agreed that MR will write to the Third Age Trust to ask if his term of office can be extended for one year to enable succession planning.

9. Succession planning and handover:

JSE will be stepping down from the committee in May; she is happy to continue organising monthly meetings and would like to be involved with the planning for the 50th anniversary celebrations. **Action: JSE to liaise with AM regarding publicity and to update her on contacts.** AM will be organising the Open Event in August.

There will be a request for volunteers to join a working party re the 50th anniversary published in the next newsletter.

10. 25/26 Programme:

DH has met with AM upskill her use of Airtable.

It is hoped that proposals for new groups will be met with interest and that volunteers can be found to facilitate those groups; many of them can be run through a WhatsApp group.

11. Any other business:

a) Hearing report from Vera:

A work in progress (see item 6 above).

b) Group leader guidelines:

MR has reviewed the GL guidelines and has condensed the main aspects into a 4-page document, with the detail in a second document 'Additional Information'. The requirement to keep incident/accident reports for 3 years will be included. **Action: MR to share his revision with Douglas Goode before circulation to GLs.**

12. Date & time of next meeting:

Monday, 17th February, after GLs' meeting at The Hub – approximately 12.30 pm

Friday, 7th March 4.30 – 6.30 pm

Appendix A

Item	Who	Actions from committee meeting 2 nd December 2024
4	DH/SF	Discuss efficient way to contact venues, using Beacon <i>DH has contacted SF and is waiting for a response.</i>
6	LP	Contact national lead on finance re carried forward balances. <i>Actioned: LP has unticked carried forward boxes as only 2 groups have carried forward funds which are fully accounted for.</i>
9	DH	Investigate multi-directional microphone for French conversation group. <i>This is only appropriate for video-conferencing.</i>
14b	LH	Continue with planning visits to Heysham and Drax <i>Heysham is fully planned and fully subscribed.</i>
	MR	<i>Drax have cancelled dates because of staff holidays.</i>

Item	Who	Actions from committee meeting 16 th January 2025
6	LH	Add Croquet Club to February agenda <i>Actioned</i>
7	MR	Re 50 th Anniversary Celebrations: <i>Write piece for the February newsletter asking for volunteers for working party In hand and will be published at the end of February. Include in agenda for the next Group Leaders' meeting</i>
	AM	<i>Actioned</i>
9	AM	Re coach trips: Email Bibby's availability to committee members <i>Actioned</i>
10a	AM	Re Hub: Email GLs to meeting at the Hub <i>Actioned</i>
10b		Include 50 th Anniversary Celebrations on GLs' agenda

11	MR	<i>Actioned</i> Email SF to book St Andrew's for AGM
	AM	Email St Andrew's re Committee meeting 6 th February <i>Actioned</i>

Appendix B

Item	Who	Actions from committee meeting 6 th February
4	MR	Re The Hub: a) Ask Amy Robinson for a business plan b) Carry out checks to find out who owns the building c) Carry out searches to discover more about the company d) To ask for a draft agreement, ensuring that this does not signal that Craven u3a are willing to enter into a contract
	AM	Explore other venues and check likely date that St Andrew's will become available.
	JSE	Check cafes and tea-rooms with rooms for potential hire.
5		Re Monthly meeting venue:
	JSE	Speak to Richard Waller about opportunities to use Trinity Methodist Church in Newmarket Street, Skipton for Saturday meetings and potential use during the week.
6	AM	RE AV equipment: Send link to all GLs to the policy statement on the TAT website regarding hearing impairment.
	JSE	Liaise regarding publicity and contacts
9	AM	
	JSE	
11b	MR	Share revised GL guidelines with Douglas Goode prior to circulation.