

Minutes

Craven u3a Executive Committee Meeting

4.00 pm, Friday, March 7th 2025

Skipton Community Sports Hub

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

In attendance: Damian, Treasurer of Skipton Community Sports Hub

1. Welcome and apologies for absence:

Apologies were received and accepted from Doug Hirst (DH), Adrienne Gilchrist (AG) and Sandra Firm (SF)

It should be noted that Kathy Amey had stood down from the committee on October 25th, 2024, and this had been overlooked in the minutes. MR had removed her from the list of Trustees.

2. Draft minutes from meeting held 6th February 2025:

Accepted as a true record.

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

See Appendix A

4. Finance update:

LP met with Dave Smith, Independent Financial Examiner, who is happy with the financial situation although reserves high, with a projection of £62K. The Committee is cautious about reducing the membership fee again but will reconsider next year.

Finances remain healthy:

- £45K income and £27 expenditure.
- £48,490 in current account
- £25,000 in Skipton Building Society
- £13K accrued for accommodation costs not yet billed

Walking Group and Birdwatching Group are now separate lines in the account.

The draft budget has actuals from previous year as a comparison.

Agreed: increase deposit in Skipton BS by £15K

Agreed: to subsidize 40th Anniversary celebrations (e.g. cost of venue hire)

5. Membership update:

Currently 976 members. More members are joining and renewing online. However, we will continue to support those who are not able to do so.

6. Venues:

For actions from February's meeting, see Appendix A: items 4 and 5.

GLs (Group Leaders) had attended a meeting at Skipton Community Hub (previous premises of Craven College) and had the opportunity to tour the site. Feedback was negative, with concerns raised about security, parking expenses, and the suitability of the rooms. The committee had had concerns about the costs and the viability of the project. AM and LH had visited Skipton Community Sports Hub at the Cricket Club and were impressed by the venue facilities and the comparative low cost of hire.

Agreed: to abandon exploration of Community Hub (High Street) and to use the Skipton Community Sports Hub as a venue where appropriate and agreed with individual GLs

7. Constitution change:

MR had emailed TAT twice to request permission to change the constitution to allow a 4th year in a specific office on the committee. No response yet. MR will contact by phone.

8. 40th Anniversary Working Party (WP40) feedback:

LH, AM and JSE had met with Anne Reay (AR) and Helena Tudhope (HT) as a working party to discuss organisation of events. A summary had been emailed to the committee.

The following events were agreed:

- June 5th - Quiz (John Hoole to be quiz master) with bar and refreshments at Sports Hub
- August 8th – Treasure Trail round Skipton with bar and optional barbecue at Sports Hub (LH to lead)
- November 11th – 1985 Films and afternoon tea (JSE to lead). Venue to be decided
- March 21st 2026 – 1980s Disco with bar at Sports Hub (JSE to lead)
- AR and HT will devise a communal sewing/craft project
- 40 word poetry challenge to be launched (not competitive)
- 40 miles in 40 days gentle fitness challenge to be launched

Mike Eaton has offered to organise a trip to Ripon Races. **Action LH to respond to agree.** This could be a stand-alone event as a summer away day.

Chris Brown has offered a jazz impro performance as part of a concert. Should we close with a concert at the end of the year? **Action: LH to respond.**

Agreed: a nominal budget of £500 but subject to more precise costings

It was felt that the range of events and activities on offer would appeal to all members and allowed for inclusivity.

9. Feedback from 'Keep it Legal' YAHR workshop:

LH had summarised key take aways from the workshop and distributed to the committee.

a) Policies:

The priority is to ensure policies are up to date, reviewed, approved and communicated, particularly to GLs.

Actions on policies:

- **LH to review Safeguarding**
- **MR to review Visitors**
- **LP to review Equality, Inclusion and Diversity**
- **MR to send Outdoor Activities to Mike Valiant for review**
- **MR to adapt TAT model Complaints and Disciplinary policies**
- **MR to ask James Enever to review Health and Safety**

b) Insurance:

TAT insurance will not cover Motorcycle Groups.

Action: AM to contact GL to discuss insurance implications.

10. Summer Programme:

The schedule is almost complete and a draft will be sent out to speakers in the next week.

11. Any Other Business:

a) Update on groups:

AM had received an excellent response to her newsletter article about potential new groups from members.

More ideas had come through:

- Poetry reading
- Opera DVDs (in GL's home)
- Spanish conversation
- History of Spain
- Drumming
- Bridge for Beginners
- Photography
- Book Groups (fiction and non-fiction)
- Play-reading
- Victorian art and literature
- Musical theatre
- Japan
- History group

b) New committee members:

An interested member would be invited to join the next committee meeting as an observer.

12. Date & time of next meeting:

Action: LH to contact AG to check availability to ensure included in meeting

Week commencing 14th April. Date and venue to be confirmed.

Appendix A

Item	Who	Actions from committee meeting 6 th February
4	MR	<p>Re The Hub:</p> <ul style="list-style-type: none"> 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 <p><i>Actioned. There had not been a response from Amy re a) and d.)See item 6 on the minutes of 7th March.</i></p>
	AM	<p>Explore other venues and check likely date that St Andrew's will become unavailable.</p> <p><i>Actioned. St Andrew's will remain open for a year. AM and LH had met with Damian, Treasurer of Skipton Community Sports Hub at the site. There is great potential as a new venue. AM will also check Rugby Club.</i></p>
	JSE	<p>Check cafes and tea-rooms with rooms for potential hire.<i>Actioned. A positive response from businesses who were happy to oblige with a room or space free of charge, providing members bought a drink. The committee would bear this in mind should the need arise for more venues, but were mindful of the possible reluctance of some members to incur an additional cost.</i></p>
5		<p>Re Monthly meeting venue:</p>
	JSE	<p>Speak to Richard Waller about opportunities to use Trinity Methodist Church in Newmarket Street, Skipton for Saturday meetings and potential use during the week.</p> <p><i>Actioned. u3a would be welcome. However, building works on-going and so would not be available until completed.</i></p>
6	AM	<p>RE AV equipment:</p> <p>Send link to all GLs to the policy statement on the TAT website regarding hearing impairment.</p> <p><i>Actioned.</i></p>

		<p><i>The Committee had received a comprehensive report from Vera Breary, and an email from David Hawkins about options to assist hearing impaired. <u>It was agreed to purchase a speaker comparable with that held by the Railway Group, once suitable costs have been checked and agreed, to include lapel mike. Action MR</u></i></p> <p><i>Two screens purchased, one is stored at St Stephen's, the other projector with Lesley. <u>It was agreed to buy a projector for general use, presently with Birdwatching, equipment listing to be updated. Action LP.</u></i></p>
7	LP	<p>Re croquet group</p> <p>Communicate with croquet group and croquet chair.</p> <p><i>Actioned</i></p>
9	JSE AM	<p>Liaise regarding publicity and contacts</p> <p><i>Carried forward.</i></p>
11b	MR	<p>Revise GL guidelines</p> <p><i>Actioned. MR to send to AM to send to GLs. George Macklay to replace existing guidelines on website</i></p>

Appendix B

Item	Who	Actions carried forward from committee meeting 6 th February
6	LP MR	<p>Update equipment list</p> <p>Purchase projector for general use</p> <p>Investigate sound system and lapel mike.</p>
9	JSE AM	Carried forward: Liaise re contacts for publicity (Craven Herald and Aspire)
Item	Who	Actions from committee meeting 7 th March
8	LH	<p>Re 40th Anniversary:</p> <p>Contact Mike Eaton re Ripon Races and Chris Brown re concert</p>
9a	LH	<p>Actions on policies:</p> <p>review Safeguarding</p>

	MR	review Visitors
	LP	review Equality, Inclusion and Diversity
	MR	send Outdoor Activities to Mike Valiant for review
	MR	adapt TAT model Complaints and Disciplinary policies
	MR	ask James Enever to review Health and Safety
9b	AM	Contact GL of Motorcycle group re insurance
12	LH	Contact AG re optimum dates for committee meeting