

Minutes

Craven u3a Executive Committee Meeting

1.30 pm, Tuesday, April 15th 2025

St Stephen's Church Hall

Present: Mick Richings (MR), Anne MacDonald (AM), Linda Hoole (LH), Lesley Perkins (LP), Jacqui Eames (JSE), Sandra Firm (SF), Adrienne Gilchrist (AG)

1. Welcome and apologies for absence:

Apologies were received and accepted from Doug Hirst (DH).

2. Draft minutes from meeting held 7th March 2025

Accepted as a true record.

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

See Appendix A

4. Policy reviews

All policies had been reviewed (see Appendix B minutes of 7th March) and were agreed by the committee

Where appropriate, policies had been updated to reflect TAT (Third Age Trust) policies and will be available on the website. Mike Valiant has revamped the Outdoor Activities Policy.

5. AGM update and committee nominations:

- All documents had been prepared by MR and will be sent out at the appropriate time, including those which need to be posted to non-email members. Notice will be sent out on Wednesday 15th, with the agenda, accounts, minutes, committee nomination forms etc following next week.
- Guidance from TAT had been helpful in wording the amendment to the constitution to allow for more flexibility re the length of terms of office.
- Interest had been expressed by one member to join the committee.
- **Action: LH will write a piece for the newsletter about being a committee member**

Question re the accounts: why is there no interest on the Skipton Building Society Deposit account? Interest is not payable until September 2025.

6. Membership fees for 25/26:

The committee discussed the case for decreasing membership fees in 2025-26.

- There is a £40K reserve in the Skipton BS and the current account is healthy
- Membership numbers are currently high (980)
- Costs are carefully monitored and controlled by the Treasurer, Groups Co-ordinator and Venues Secretary and reported regularly to the committee.
- In a handful of cases venue charges may need to be increased
- A reduction in the fee will benefit all members of the u3a
- The Independent Financial Advisor has recommended that the fee is reduced.

The committee agreed to reduce the 25/26 membership fee from £25 to £20, and a reduction for Group Leaders and Associate Members to £15

7. 25/26 programme update:

- The programme is almost finalised, with some queries waiting to be resolved.
- Among the 75 groups it is exciting that new groups have been confirmed:
Social tennis (starting in May 25)
Sketching outdoors
Photography
Illuminated Manuscripts
Drum Circle
Spanish Conversation
Padel Tennis (this autumn) and Pickle Ball (next summer) have a lot of interest. They will be set up as WhatsApp groups with AM as nominal leader. Padel Tennis charge included equipment and coaching.

8. Venues update:

- Trinity Methodist will be unavailable for 3 months while renovations are carried out. No kitchen facilities and only a Portaloo. This means Music for Fun will need a new venue.
- Some groups are moving to a new venue which means some venue charges may change.
- All venues booked and costed. AM, SF and DH to meet to produce the programme.
- Airtable has proved indispensable for checking venues, costs, invoices. Huge thanks to DH for his invaluable work in setting this up and supporting SF and AM in its use.

9. New GLs' (Group Leaders') meeting:

An induction session will take place in late August/early September for new GLs to include the use of Beacon. James Enever is setting up a training session for Geography Forum presenters and will be asked to contribute to the GLs' meeting. Refreshments to be provided.

Action: AM to ask James if he would like to contribute.

10. Open Event - membership renewals:

Last year, the use of the upstairs rooms in the afternoon created too much congestion. This year the main room in the Town Hall will be used for renewals in the morning, with the Hub and Education Rooms booked for the afternoon. SF will confirm the booking.

There will be opportunities to renew in July and August, including at the August coffee morning.

11. Monthly meetings:

Speakers have been booked until January 2026. Champions Church has been booked to July. **Action: SF to book for the next year.**

12. Equipment purchase-Projector screen for Music for Fun:

Projector screen purchased. Currently one stored at St Andrew's and one at LP's home.

The projector purchased to replace the one used by Birdwatching is not adequate for their specific needs. A request was made to purchase better equipment. **Action: MR to investigate AV equipment.**

13. Summer Programme update:

The programme is almost ready to be published; still waiting for confirmation of talk titles and content from 2 presenters. Some paper copies will be available at the AGM.

14. 40th Anniversary Update:

A 'save the dates' notice to be included in the April Newsletter. Details about the refreshments for the quiz may not be available until after publication; an email will be sent out with the details as soon as possible.

Plan to launch in May.

15. Date and time of next meeting:

Tuesday, 27th May at 5.00pm at Skipton Community Sports Hub (to be confirmed)

Appendix A

Item	Who	Actions carried forward from committee meeting 6 th February
6	LP MR	Update equipment list: <i>Actioned. Will distribute to all committee members for checking. Will be available on Airtable under 'useful documents'</i> Purchase projector for general use <i>Actioned.</i> Investigate sound system and lapel mike. <i>Actioned.</i>
9	JSE AM	Carried forward: Liaise re contacts for publicity (Craven Herald and Aspire) <i>Actioned</i>
Item	Who	Actions from committee meeting 7 th March
8	LH	Re 40 th Anniversary: Contact Mike Eaton re Ripon Races and Chris Brown re concert <i>Actioned. Races event advertised in Newsletter for May 29th. Mike liaising with LP re payment for event.</i>
9a	LH MR LP MR MR MR	Actions on policies: <i>actioned – see item 4 in main minutes</i> review Safeguarding review Visitors review Equality, Inclusion and Diversity send Outdoor Activities to Mike Valiant for review adapt TAT model Complaints and Disciplinary policies ask James Enever to review Health and Safety
9b	AM	Contact GL of Motorcycle group re insurance

		<i>Actioned: all members responsible for own insurance.</i>
12	LH	Contact AG re optimum dates for committee meeting <i>Actioned</i>

Appendix B

Item	Who	Actions from committee meeting 15 th April
5	LH	Write a piece for the newsletter about committee membership
9	AM	Contact James Enever re participating in new GLs' induction meeting
11	SF	Book Champions Church for monthly meetings next year
12	MR	Investigate suitable equipment for Birdwatching needs