

Minutes

Craven u3a Executive Committee Meeting

5.00 pm, Tuesday, 27th May 2025

Skipton Community Hub

Present: Mick Richings (MR), Anne MacDonald (AM), Linda Hoole (LH), Lesley Perkins (LP), Sheila Thompson (ST) Sandra Firm (SF), Adrienne Gilchrist (AG)

1. Welcome and apologies for absence:

There were no absences. MR welcomed ST to the committee.

2. Draft minutes from meeting held 15th April 2025:

The minutes were agreed to be a true record.

3. Draft minutes from Annual General Meeting 14th May 2025:

An amendment to the draft was required to clarify the response to a query on the financial statement. **Action: LH to draft and circulate to the committee.** The draft minutes will be uploaded to the website under 'committee matters' by MR.

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

See appendix A

Other matters arising:

a) Re Champions Church:

A complaint had been received from Champions Church about the alleged misuse of equipment. This was investigated and found to be completely unfounded. A response was made to Champions Church, but no apology has been received.

b) Re Policies:

Following the recent Supreme Court ruling on gender recognition, MR had contacted TAT (Third Age Trust) for guidance on any amendments required for the Equality, Inclusion and Diversity Policy. No response has yet been received.

c) Re Summer Programme:

Numbers are looking promising (151). A reminder has been put in the newsletter, with details of sessions that are fully booked or close to capacity.

5. Budget 2025-26 and financial update:

LP had circulated the budget for 2025-6, with the previous year's figures for comparison.

Assumptions:

- Group venue charges same as 24-25
- Summer Programme to produce surplus of £1.5K
- Accommodation costs same as last year plus 10%

- Gift Aid claim successful: £2.75K
- Membership fee £20 and £15 for group leaders
- Number of members same as 24-25

Surplus: £1.8K (2024-5: £13.7K)

~~£700 Building Society interest has been received.~~ The budget estimates £750 to be paid in September. The reduction in the interest rate from 2.9% to 2.65% was noted.

A claim for £2843 Gift Aid had been submitted to HMRC. 580 members had signed up.

SF and AM have input expected venue costs into Airtable, including group, committee and additional meetings.

6. IT training and support:

Doug Hirst is happy to continue to offer IT training and support, managing Airtable and Beacon. The committee is conscious of the need to ensure continuity with IT support.

Action: MR to write a piece for the newsletter, inviting interest in a co-opted role on the committee with a focus on IT, shadowing Doug.

Action: MR to contact YAHR to ask if any support for Beacon.

Doug will be available to help with enrolment and renewals at the Open Event in August.

Agreed: all members of the committee to upskill in IT

Action: LH to send out Doodle poll to check availability.

7. Open event: (Tuesday, 12th August, Skipton Town Hall)

To avoid the queues and congestion experienced last year when members renewed membership during the Open Event, a change of format was decided.

It was agreed to hold the Open Event from 11.00am to 1.00pm.

The Hub will be available from 10.00 am to 4.00pm, and the Hall after 4.00pm for membership enrolment and renewals.

Members will be able to join groups the day after the Open Event; new members will be given assistance.

GLs (Group Leaders) are to be encouraged to manage membership and waiting lists to ensure that members, who are signed up, turn up unless there is a valid reason (e.g. holiday, illness).

Action: SF to change the booking at the Town Hall.

Action: AM to order 100 copies of the programme in A5 format and 20 posters to advertise the event.

Action: LH to add 'other enrolment dates' as agenda item for next meeting as well as the monthly coffee morning.

Action: MR to send out guide to members about renewals, and group enrolment and upload to website.

8. New Group Leaders' Meeting:

An induction meeting for new GLs will take place on July 21st at St Stephen's: 10.00 for 10.30 am. Agenda to include use of Beacon and management of waiting lists.

Action: SF to book venue.

9. Quiz update:

Numbers are very healthy (70) and so no need to advertise further. Catering arrangements are in hand. MR, LH and John Hoole (quiz compiler) to meet Damian Davison at the Sports Hub on 28th to check PA and AV facilities.

10. Any other business:

a) Terms and conditions re hire of Sports Hub:

LP informed the committee that the Sports Hub's Ts and Cs are 25% of the venue hire up front, with the balance paid monthly. She is not aware of a cancellation policy.

Action: AM to contact Damian re clarification of cancellation policy.

b) Coffee morning; 14th June

AM requested helpers for the coffee morning refreshments.

11. Date and time of next meeting:

3rd July 5.00 pm at St Stephen's.

Appendix A

Item	Who	Actions from committee meeting 15 th April
5	LH	Write a piece for the newsletter about committee membership: <i>Actioned but not sent to Liz Morrison – to be used for a future newsletter and appeal for co-opted members.</i>
9	AM	Contact James Enever re participating in new GLs' induction meeting:

		<i>Actioned</i>
11	SF	Book Champions Church for monthly meetings next year: <i>Actioned – booked to December 2026</i>
12	MR	Investigate suitable equipment for Birdwatching needs: <i>MR has made contacted Jacqui Eames to arrange a meeting at the venue to check if current equipment is fit for purpose and, if so, to discuss training on how to use it effectively.</i>

Appendix B

Item	Who	Actions from committee meeting 26 th May
3	LH	Draft amendment to AGM minutes re query about the financial statement.
6	MR LH	Write piece for newsletter inviting members with IT expertise to come forward with possible co-option to the committee. Contact YAHR re support for Beacon Send out Doodle poll re IT training to committee members and Doug.
7	SF AM LH MR	Change booking at Town Hall – 11.00 – 13.00 main hall and 10.00 – 4.00 Hub Order 100 copies of the programme Agenda item for July meeting: help with enrolment and renewal dates <i>Send out guide to members on renewals and group enrolment – email and on website</i>
8	SF	Book venue for new GLs meeting: July 21 st at St Stephen's: 10.00 for 10.30 am.
10	AM	Contact Damian re clarification of cancellation policy at Sports Hub