

MINUTES

Craven u3a Executive Committee Meeting

5.00 pm, 4th August 2025

The Bay Horse, Snaysgill

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

1. Welcome and apologies for absence:

MR welcomed everyone to the meeting. Apologies for absence were received and accepted from Anne MacDonald (AM).

2. Community WhatsApp:

Doug Hirst (DH) had been unable to attend the July committee meeting. He had presented the benefits and operation of the Community WhatsApp at the group leaders' (GLs') meeting on July 21st. The concept had been well received, with 12 to 14 groups now registered as part of the Craven u3a Community.

3. Draft minutes from meeting held 3rd July 2025:

Accepted as a true record.

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

See Appendix A

5. Finance Update:

The Summer Programme surplus has been affected by a payment to Bibby's in the current financial year which is offset by income in the previous financial year. As the accounts do not allow for accruals and prepayments this has understated the surplus from the Summer Programme by £435. Surplus is £422.

As requested, a separate line has been created for publicity – currently £201. Printing and postage costs refer mostly to newsletter for non-email members.

Cash in current account: £33,104

Cash in Skipton BS: £40,000

Projected commitments for accommodation for the rest of the year: £27,301; committee and group expenses: £945

6. Group Leaders' meeting – feedback:

The meeting was very well attended with over 39 GLs (some had arrived late and not signed in). There was a very positive atmosphere during the meeting. There were issues for those at the back of the hall with hearing the presenters and seeing the screen. See AOB below.

7. Summer Programme – feedback:

Lots of positive feedback and thanks received about the Programme. Although 170 had registered, fewer members attended. Some of them had not given apologies. This was disappointing for presenters and walk leaders where numbers were lower than expected. Refreshments went well, with no problem with queues, thanks to a team of volunteers. Members helped on Friday afternoon when the team was depleted. Action: LH to write newsletter article LH and Liz Morrison, editor, have asked Mark Woronovski to write a piece from a member's point of view.

8. 40th Anniversary Celebrations:

a) Treasure Trail:

Despite a slow start to responses, 57 members signed up for the trail, 37 for the barbecue. Difficult to predict how many will turn up on the day for the trail.

Committee members available at start and end of event:

- LH, LP, SF and MR at start (arrive 1.45).
- ST and ST at end (3.30)
- SF and LP at Sports Hub from 3.30
- LH to email participants with staggered start times.
- LH to do a final check of trail.
- MR will pick up copies of trail from Craven Stationery before the event.

b) Film event venue:

The Sports Hub is not suitable to show films to a large number of people. SF has been in touch with Jacqui Eames (JSE) about an alternative venue. Still waiting a response from her. JSE would like to serve food. Action: SF to check with the Town Hall about food.

Now matter of urgency to find a venue for the 11th November. If no response from JSE, committee will decide on venue and book. Some concern that the event will clash with the film group on Tuesday.

9. Open event:

The table plan is ready, just waiting final details. AM has recruited volunteers to help with sign-posting. A meeting to be held with AM, SF and Town Hall on August 7th to finalise details. GLs were informed of arrangements for group enrolment at the GL meeting and have been sent an email as confirmation.

10. Membership renewal and group enrolment:

Sessions available at Champions Church Saturday coffee mornings on August 9th (renewals only) and 16th (renewals and group enrolment)

MR has asked JSE to publicise for the monthly meeting. If not actioned by Jacqui, then MR will do so.

- Renewal figures are encouraging, with more people renewing online.
- Fewer are asking for help. Not many taken up the option to pay by BACS.
- Clearer picture after Open Event and renewal sessions at Champions.

11. Venues update:

Soroptomists have reduced notice period from 3 to 1 month notice and is now unavailable.

- French conversation will move to Christ Church
- Andrew Todd will research venues for Mah Jong
- SF has prompted Trinity Methodist for a response re start of building work which will affect Music for Fun.
- Advanced French will move to small committee room at St Stephen's

12. Any other business:

- a) To support GLs with Beacon it was **agreed to make available a sessional workshop for GLs with training on Beacon at the Bradley Memorial Hall.** Action: SF to investigate booking dates available at the beginning of September.
Committee members will be available to offer 1 to 1 support. GLs to bring own laptops.
- b) Communication from the Chair minuted as confidential.

13. Date and time of next meeting:

First week in September, following GLs' Beacon workshop, at Linda's house in Bradley.
Date to be confirmed by SF.

Appendix A

Item	Who	Actions from committee meeting 15 th April
12	MR	Investigate suitable IT equipment for Birdwatching needs: MR has 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>MR had met with Jacqui and agreed a new laptop was required. (It should be noted that a donated used and serviceable laptop was rejected). A basic laptop has been ordered which will be added to the fixed asset register and loaned to the bird-watching group when required. It should be made available to other groups when not used by the bird-watching group.</i>

Item	Who	Actions from committee meeting 3 rd July
7	LP	Check Finance Policy and circulate to committee members

		<i>Actioned and agreed by the committee. The delegated authority limit for committee members is £50. Expenditure above that should be agreed by the committee.</i>
8	LH	Organise refreshments for GLs' meeting 21 st July <i>Actioned.</i>
11	LH	Write piece for Craven Herald about the Open Event <i>Actioned and sent 28th July. No response from the Craven Herald to guarantee it will be in the paper before the Open Event.</i>
12	MR	Email membership with dates for renewal <i>See item 10 in minutes above</i>
13	SF	Investigate alternative venue for groups using Soroptimists <i>See agenda item 11 above.</i>

Appendix B

Item	Who	Actions from committee meeting 4 th August
7	LH	Write piece on Summer Programme for Newsletter
8b	SF	Check with Town Hall about potential arrangements for serving food for film afternoon.
12	SF	Check with Bradley Memorial Hall about dates for GLs' Beacon session