

Minutes
Craven u3a Executive Committee Meeting
1.30 pm, 3rd September 2025
Bradley

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

1. Welcome and apologies for absence:

MR welcomed all to the meeting; apologies were received and accepted from SF who advised she would arrive late to the meeting.

2. Draft minutes from meeting held 4th August 2025:

Accepted as a true record.

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

See Appendix A

4. Finance Update:

a) Current financial position:

Cash in bank: £20,181

Skipton Building Society: £55,000

Membership fees received so far this year: £18,163

Forecast accommodation costs: £27,181

No forecast for venue charges from members included at this point.

~~A£~~ As of 31st August:

Total expenditure: £34,556

Total income: £39,645

Skipton BS rate reduced to 2.35% from 2.65%

b) Accruals accounting:

The committee discussed the pros and cons of accruals accounting:

- Beacon supports a cash accounting process; it does not provide a picture of liabilities or prepayments.
- LP provides notes to the financial statement which inform the trustees of an estimated liability, e.g. accommodation costs
- Beacon is good tool, providing detailed information but is 'clunky' and involves hundreds of transactions, if not thousands.
- Can we include accruals and prepayments at the year end?

- Should we investigate changing the year end to reflect the end of the year of activities – August?

Actions:

ST to check with charity commission about the procedure for changing the year end.

LP to discuss options with Dave Smith, the Independent Financial Examiner.

c) VAT claims:

Some discussion had taken place prior to the meeting re possibility of claiming VAT back on goods and services. After investigation, it was accepted that Craven u3a is not eligible to claim back VAT.

d) Issues with Beacon and Gift Aid

The Beacon database had assumed that any member joining between 7th January, and 31st March 2025 had agreed to agreeing to Gift Aid. Members do not automatically opt-in and must agree. Doug Hirst (DH) will contact the members affected and amend the data base if they do not wish to opt in. The blip was temporary and affected 22 members in that period. *Post meeting, all contacted, and issue resolved.*

e) Group Leaders' subscriptions

Given the large amount of money in reserves, and the wish to recognise GLs' service to the u3a, it was agreed to reduce GLs' subscriptions next year. The suggested fee is £10.

5. Open Event feedback:

This had been a highly successful event, with good feedback from GLs.

- The majority of GLs were ~~had been~~ present.
- Sign-posting had been clear.
- Having a reception desk at the entrance had been very helpful.
- There had been no queues for renewal and enrolment, with a steady turn-over in the Hub.
- Revised times had worked well and will be repeated next year but ending at 2.00 rather than at 4.00.
- The Town Hall staff had been very happy.
- 2026 Open Event to take place on 11th August 2026, 11.00 – 1.00; both the hall and the Hub to be booked from 9.00 – 2.00.

6. Membership renewal and group enrolment:

4 days had been allocated for membership renewal, with the 4th (16/9) facilitating group enrolment. Those days had been relatively quiet. More members are renewing and signing up for groups online. However, it is important to provide access for members who are not confident IT users and 4 opportunities will be offered next year.

Approximately 180 members had not renewed. This is partly off-set by new members.

Action: MR to remind those who have joined groups without renewing that they need to renew.

- Some GLs signing up group members before the opening date.
- Acknowledged some pragmatism required for certain groups.
- GLs could find it difficult to manage groups where groups are over-subscribed.
- Possibly large over-subscribed groups could be split and members attend alternate weeks?
- 30 groups currently have spaces.
- GLs need to manage waiting lists.

These issues need to be raised at the next GL meeting, preferably at the end of October.

Action: AM to write piece for newsletter to advertise groups with spaces; remind members they risk losing their place if they do not attend the first 3 weeks; and to bring correct cash to pay venue charges.

Action: LP to email GLs to remind them about collecting cash and paying in to the Post Office.

7. Venue update:

- St Andrew's: unwise to rely on the availability from January because of potential sale. Groups will need to relocate
- Trinity Methodist Church: start date for building work still unknown
- The Arts Centre is an expensive alternative, with additional costs for heating (£40 per hour)
- Jane Houlton interested in the Bistro at the Skipton Community Sports Hub and might relocate there from St Stephens in the new year. (available at £25 per hour)

SF has updated Airtable with new costs and will continue to update when necessary.

8. Feedback: meeting with Anna Jackson, Skipton Community Sports Hub

AM had met with Anna in her capacity as commercial manager of the Settle and Carlisle Railway Partnership (SCRIP)

There are many activities that the SCRIP carry out that may be of interest to u3a members, including accessible trips in partnership with Debbie North's initiative to provide trampers for those with limited mobility.

Action: AM to approach Anna and Debbie for newsletter articles and to give talks at the Saturday coffee mornings.

Action: MR to ask Jacqui Eames for the programme of Saturday morning talks.

9. 40th Anniversary Celebrations:

a) Film event:

- One film to be shown (Local Hero)
- Gargrave Hall to be asked for a quote for food
- No licence – members can bring own drink
- New date agreed of 28th November 5.00 – 9.00pm

Action: SF to liaise with Jacqui Eames over booking

b) Treasure Trail feedback:

- Despite initial slow response, 57 people had signed up
- Positive feedback from participants
- The Sports Hub proved a success
- The trail could be used as a Summer Programme activity next year

10. Feedback re Beacon training 3rd September:

7 GLs had attended and found the training useful, with positive feedback

11. Christmas Carol Service:

Albert Bonham had booked Christchurch and the vicar for 10th December. Mulled wine and mince pies to be provided.

12. Any other business:

a) Walking groups:

Two GLs at the Beacon training had queried whether all the walking groups were using the same risk assessments and protocols. Guidelines are on the website, revised by George Mackley.

Action: MR to ask George to email all walking group GLs to remind them about risk assessments and protocols.

b) Publicity:

The article about the Open Event had not been published by the Craven Herald. Is it worth paying for advertising?

Action: LH to obtain a quote for next year from Craven Herald

The Open Event poster for 2025 can be re-deployed for future events as generic. LH's article could be reformatted as a leaflet.

13. Date and time of next meeting:

4.30pm 14th October at Sandra's

Appendix A

Item	Who	Actions from committee meeting 4 th August
7	LH	Write piece on Summer Programme for Newsletter <i>Actioned. Although sent in good time the article was not published. See item 12b above.</i>
8b	SF	Check with Town Hall about potential arrangements for serving food for film afternoon. <i>Actioned. See item 9a above</i>
12	SF	Check with Bradley Memorial Hall about dates for GLs' Beacon session <i>Actioned. Meeting held on September 3rd.</i>

Appendix B

Item	Who	Actions from committee meeting 3 rd August
4	ST LP	To check with charity commission about the procedure for changing the year end To discuss with Dave Smith the options for accruals accounting
6	MR AM LP	To check and remind members who have joined groups without renewing membership of the need to do so. To write piece for newsletter to advertise groups with spaces; remind members they risk losing their place if they do not attend the first 3 weeks; and to bring correct cash to pay venue charges. To email GLs to remind them about collecting cash and paying in to the Post Office.
8	AM	To approach Anna Jackson and Debbie North for newsletter articles and to give talks at the Saturday coffee mornings.
9	SF	To Liaise with Jacqui Eames re hire of Gargrave Hall for the film night
12a)	MR	To ask George Mackley to remind walking group leaders of risk assessments and protocols
12b)	LH	To obtain costings for advertisement in Craven Herald for publicity of Open Event