

Minutes

Craven u3a Executive Committee Meeting

4.00 pm, 13th January 2026

Linda's House, Bradley

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

In attendance from 4.30: Jacqui Eames (JE)

1. Welcome and apologies for absence:

No apologies.

Agreed: to co-opt WB to the committee.

2. Draft minutes from meeting held 26th November 2025:

Accepted as a true and fair record.

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

See Appendix A below.

4. Finance update:

Headline figures:

- Current surplus: £8,914
- Projected costs: £22,597
- Current account: £18,310
- Skipton Building Society: £55,962

Membership continues to increase.

Skipton Building Society interest rate cut again – to 2.05%

5. Venue surcharges:

Agreed to increase the venue charge for Pickleball from £5 - £10 and Padel Tennis from £15 to £20.

This will reflect the cost of increased sessions from 60 mins to 90 mins, allowing greater participation in the group.

Agreed to reduce the venue charge for Italian from £10 - £5. This is because of the large numbers in the group.

6. IT Support:

a) Feedback from website meeting:

AM, MR and George Mackley (GM) met with Nat who had already created links for groups as requested, based on the Ilkley u3a model. MR has requested GM to have a dummy website to trial, by end of January at the latest.

b) Feedback from discussion with Ilkley u3a:

MR and AM had met with Ilkley u3a to find out how they organise their programme. They use a different platform to Beacon (Wild Apricot). The outcome is they don't re-write their programme each year but merely edit, MR & AM agreed we adopt this procedure as it will save a lot of work.

c) Replacement for AirTable re programme:

It has been realised that AirTable is an unnecessary step in the production of the programme. At the end of the year, all groups will be shown as inactive on Beacon. Their details can be updated by GLs ready for the next year and, after checking, can be reactivated. The programme can be produced from Beacon as a PDF. New groups can be input from details supplied on a Word document. It is envisaged this will be much better streamlined operation and will avoid multiple versions of the programme.

d) Replacement for AirTable re document storage:

ST has investigated an alternative and has contacted Google who provide a free platform for charities. However, the process of activating this has stalled because an old Outlook email address still exists, to which Google has sent information. ST will monitor the situation.

7. 2026 -2027 Programme:

See item 6 above

It was suggested some groups may prefer to run in the summer rather than the autumn/winter. This is to be discussed with GLs.

AM, SF and WB to meet to discuss the programme for next year.

8. Summer Programme:

LH is waiting for confirmation from Ermysted's regarding the booking. It was suggested that an alternative format could replace the current 2-day event; i.e. spread over several weeks in the summer at different venues.

It was noted that numbers were down last year, and some members did not turn up to their sessions. To be discussed again.

9. Group Leader Meeting 2026:

Next meeting: Monday, March 2nd from 12.00 to 14.00, with refreshments provided.

Action: SF to book the Community Hub (High Street)

Agenda to include presentation on Beacon and preparation of the programme.

10. 40th Anniversary Celebrations:

a) Feedback on film night:

This was a great success, with everything going to plan. The £150 charge for the film licence had not been made clear by Gargrave Village Hall at the outset; the event had made a slight loss.

b) Planning for disco in March:

This is no longer a disco, following discussions between JSE and the Community Sports Hub Treasurer. JSE and her band will provide 2 one-hour sets of live music, with streamed music in the interval.

Although planned for March 21st, this will take place on the 28th as it has been advertised as such in the Newsletter. JSE will confirm the date with the Sports Hub. This is the date her band are available.

- The venue hire cost is £160. This is to be queried.

- Timing: 19.30 to 22.00. Venue available for set up 30 minutes beforehand
- Maximum number: 100
- Cost: £5 – to be paid by bank transfer
- JSE to keep a record of attendees
- No refreshments to be served other than those available at the bar
- Members to be encouraged to wear 80's fashions, with prizes available for dancing, outfit etc
- JSE to organise prizes

Action: JSE to draft email to advertise and send to MR by the end of the week.

11. Strategic planning:

A meeting is to be arranged, dedicated to planning. Date to be decided at the next meeting.

a) Annual timeline/planning calendar:

Action: LH to send the planning pro forma again

b) Succession planning, roles and role descriptions:

Discussion to be carried forward.

12. Any Other Business

a) Pickle ball and padel tennis:

See item 5 above.

13. Date and time of next meeting:

Tuesday, 24th February, 10.00

Brown Bag Café, Sandylands

Appendix A

Item	Who	Carried forward actions from committee meeting 14 th October
6h)	MR	Action re 2 hour wait at St Stephen's on Wednesday between sessions. <i>Less of an issue now Nigel Holden's talks have finished but impacts Jane Houlton. To be revisited next year.</i>
Item	Who	Actions from committee meeting 26 th November
5	MR	Arrange a meeting with Nat, George, AM, LH, ST to discuss alternative platforms to AirTable. <i>See item 6a above</i>
8	LH	Write piece for newsletter re Accessibility Officer role and outlining key points of Accessibility Policy. <i>Actioned. Interest from one member. MR and LH to meet later in the month.</i>
9	SF/LP	Arrange purchase of HDMI cable and, if relevant, portable speaker and lapel microphone.

		<p><i>Actioned. However, various microphones have been trialled with varying success.</i></p> <p><i>Agreed: purchase a pendant microphone and return if not satisfactory.</i></p>
10	LH/LH LP	<p>Liaise re purchase and serving of mulled wine</p> <p>Find invoice from last year re quantities.</p> <p><i>Actioned. Quantities were generous this year.</i></p>
11b	All	<p>Complete timeline draft distributed by LH</p> <p><i>Action carried forward. LH to email again.</i></p>
11c	SF MR	<p>Book Town Hall for AGM 12th May 2026.</p> <p><i>Booked for 19th May 13.00 – 17.00</i></p> <p>Book speaker on AI</p> <p><i>Waiting for date of AGM to be confirmed. Will action.</i></p>
11e	AM	<p>Write piece for newsletter to thank Joan Hughes and ask for volunteers to run refreshments at the Saturday coffee morning.</p> <p><i>Actioned.</i></p>

Appendix B

Item	Who	Actions from committee meeting 13 th January 2026
9	SF	Book Community Hub (High Street) for the GLs' meeting March 2 nd : 12.00 – 14.00
10	JSE	Draft email to advertise 80's Music Event by 16 th January and send to MR
11a	LH All	Send planning pro forma to all committee members to complete and return.