

## Minutes

### Craven u3a Executive Committee Meeting

10.00 am, 24<sup>th</sup> February 2026

Brown Bag Café, Sandylands Sports Centre

**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), Maggie McClellan (MM)

#### 1. Welcome and apologies for absence:

The Chair welcomed all to the committee. There were no apologies.

#### 2. Co-option: Maggie McClellan (MM) – Inclusion Officer:

It was agreed to co-opt MM to the committee; from September, MM will take on the role of Inclusion Officer. This title replaces that of Accessibility Officer as described in the Accessibility Policy and role description. **Action: LH to amend policy and role description to reflect this change.**

#### 3. Draft minutes from meeting held 13<sup>th</sup> January 2026:

Agreed to be a true record.

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

See Appendix A below.

#### 5. Finance update:

LP had circulated an up to date financial statement and presented a budget forecast.

Headline figures:

- Current surplus: £9,927
- Projected costs: £16,611
- Current account: £19,290
- Skipton Building Society: £55,692

The forecast surplus for the year is £3,866, compared with the original budgeted surplus of £1,835. Final figures will be available for next month's committee meeting.

It is anticipated that accommodation costs will increase next year. The membership fee and the venue charges will be reviewed next month, following consultation with the Independent Financial Advisor, Dave Smith.

**Action: LP to arrange a meeting with Dave Smith.**

#### 6. Gift Aid: Third Age Trust (TAT) update:

MR updated the committee on rules regarding claiming gift aid, following a consultation between the TAT and the Charity Commission. To ensure gift aid can be claimed, the u3a must not describe any activity as 'teaching'.

All committee members to be vigilant, and alert to any mis-communication from group leaders.

#### 7. Update on 40<sup>th</sup> Anniversary dance numbers/planning:

Ticket sales had gone well; £385 has been banked. Expected numbers are 75+. It was agreed to pay travel expenses of £25 to each of the band members (they are performing for free).

**Action: MR to email members, reminding them there is a bar and nibbles available to buy.**

A number of members had expressed an interest in a disco. Agreed to hold an evening disco in early autumn. **Action: SF to contact Sports Hub re availability late September, Friday or Saturday 7.00 – 11.00 pm**

#### 8. Group Leaders' (GLs') meeting 2<sup>nd</sup> March:

The format of the meeting was clarified:

- MR to present on changes to the website and how to edit Beacon to reflect changes to group details (dates, venue, surcharge etc).
- Handouts to be made available re use of Beacon after the meeting, and to be emailed to those who are unable to attend.
- Committee members to assist GLs with changing information on Beacon during the workshop session.
- Sandwiches and refreshments to be available during the meeting. LH to organise. Cost expected to be £100 - £120. WB to organise for those with dietary requirements.
- Follow-up meetings to be held for those requiring more assistance.

#### 9. 2026 -2027 Programme update, including website:

- A new group has been offered: 'Creativity for well-being'
- MR has created a pro-forma for new groups to enter details for Beacon/website
- George Mackley and Mike Valliant to update website, using Beacon on a regular monthly basis, to capture any changes in information re groups.
- Once a group finishes for the year (usually in April), the group will be made inactive.
- It was noted that data in the information box on Beacon will be transferred to the website and the programme. i.e dates, times, venue and venue charges.
- **Action: MR to check if GLs can access members' information when group is inactive.**
- At the end of June, Andrew Todd and Doug Hurst will clear membership from each group unless otherwise agreed with the group leader. (There is a tick box to allow members to join the group.)

#### 10. Concerns raised re members' behaviour and interactions:

Several members had raised concerns about unacceptable aggressive and misogynist behaviour on several occasions in their group. This behaviour has resulted in members leaving the group or becoming unwilling to attend meetings.

**Action: MR and AM to discuss issue of unacceptable language and attitudes with the GL(s). This is to be followed by an email from the committee to all members of the group, setting out parameters for acceptable behaviour and how to disagree without being insulting.**

The situation will be monitored, and, if it does not improve, the group will be closed down.

## 11. Summer Programme update

Currently, 19 sessions over the 2 days confirmed. At least 5 more required for the programme. Committee members to ask contacts to contribute sessions.

Several trips in planning stages:

- Hindu Temple in Bradford
- Jewish Synagogue, walking tour of Little Germany, and Jewish Cemetery
- Breezy Knees Garden Centre
- Settle and Carlisle Railway trip to Armathwaite Signal Box

### **Actions:**

**MR to research trips to Allerton Recycling Centre and Drax Power Station**

**AM to approach a member about a creative well-being session**

## 12. Strategic planning:

### a) Annual timeline/planning calendar:

Information received from Chair. Still a work in progress for some as new processes develop.

**Action: LP, AM, SF and WB to send information re timings for key actions to LH as soon as possible.**

### b) Succession planning, roles and role descriptions:

- LH had circulated role description for the Business Secretary to all.
- A piece to be included in the newsletter, inviting members to consider sitting on the committee, particularly those with an interest or experience in marketing or IT.

**Action: LH to draft and forward to MR.**

## 13. Any Other Business:

### a) Google Workplace:

ST reported progress had been made on acquiring a replacement for Airtable:

- a new domain name will be required at a minimal cost
- new role-based emails will be made available
- the cost will be £1 for the first year, and then approximately £20 per following year
- different levels of access will be available so GLs can access documents such as pro-formas, policies etc
- All committee members will have equal access

### b) Venues:

St Andrew's is still available for bookings next year but cannot guarantee honouring them as there will be new owner in place following the sale. Sandra Dixon is willing to risk this and would like classes to be scheduled at St Andrew's.

**c) Change of responsibilities:**

Several roles and assigned email addresses refer to Doug Hirst who has stepped down from the committee. Doug wishes to divest himself of those, MR to action and confirm with DH.

- WB is to be assigned the role of Beacon Administrator.
- ST will be assigned as Data Manager.
- George Mackley and Mike Valliant will continue as Website Administrators.

Online Beacon workshops are available, see TAT website.

**14. Date and time of next meeting and items for the agenda:**

Thursday, 9<sup>th</sup> April, 10.30 am at Sandra's house

Agenda item: AGM.

**Appendix A**

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

**Appendix B**

Item	Who	Actions from committee meeting 24 <sup>th</sup> February 2026
2	LH	Amend Accessibility policy to reflect change in title of Accessibility Officer to Inclusion Officer
5	LP	Arrange a meeting with Dave Smith to discuss accounts, membership fee and venue charges
7	MR	Email all members to remind them that bar available at Live Music Dance Event on 21 <sup>st</sup> March.

7	SF	Contact Sports Hub re availability for a disco late September.
9	MR	To check if GLs can access members details once group inactive.
10	AM MR	To discuss issues re unacceptable language and behaviour with relevant group leader(s) To write an email to all the group members, re conduct and language
11	MR AM	To research trips for Summer Programme to Drax Power Station and Allerton recycling plant To approach a member re a creativity well-being workshop for the Summer Programme
12a	LP/AM WB/SF	To send key actions and dates to LH for strategic planning timeline
12b	LH	To send draft piece for newsletter to MR re advertising for new committee members