

Minutes

Craven u3a Executive Committee Meeting

10.00 am, 9th April 2026

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

1. Welcome and apologies for absence:

The Chair welcomed all to the committee. Apologies were received and accepted from Adrienne Gilchrist (AG)

2. Draft minutes from meeting held 24th February 2026:

Agreed to be a true record.

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

See Appendix A below.

4. AGM:

Papers:

Notification of the AGM will be emailed out by 15th April in accordance with the constitution, already posted out to non-email members.

The Chair's report, financial statement and 2026-27 Budget are prepared, with a few final adjustments required for the financial statement. The papers will be on the website under the banner heading 'Committee Matters' and will be emailed to all members 21 days before the AGM.

MR will emphasise the need for a quorum, the change of day to a Wednesday, and that there is parking at Sandylands.

Finance:

It is anticipated that accommodation costs will increase next year and this is reflected in the Budget. The membership fee will remain at £20, £10 for Group Leaders (GLs) and £15 for Associate members. Venue costs expected to rise by 10%. Venue charges to members will increase.

It was noted that the 2025-26 outcome and budget were very close, thanks to the meticulous monitoring of venue costs by AM, and her communication with the Treasurer.

MR to forward the AGM ppt to all after LP updates the financial slides.

Anticipated changes to committee next year:

LH to become Chair, MR to be Secretary and Vice-Chair, these changes to be confirmed at the AGM along with approving the committee members

Generic emails

Post the AGM will move to using generic emails.

Logistics:

The Sports Hub had been booked from 13.00 to allow setting up. **Action: LH to organise refreshments.**

Following the official business, there will be brief presentations on the Summer Programme, 2026-27 Programme, inclusion. Damien Smith is the guest speaker who will talk about the development of the Sports Hub.

5. Management of Group Finances

It had been noted that a new GL was not aware of the need to use the u3a bank account for depositing monies received for a trip, and for associated payments. He has now been made aware of this. To ensure greater transparency and management of accounts, it was agreed to open a second Barclays account for transactions connected with groups' trips.

There will be a focus on the management of group finances at the next GL meeting.

6. Feedback re Group Leaders' meeting 2nd March:

Attendance had been high, with a positive response to the innovations re the Programme. Providing a light lunch between 12.00 and 14.00 had worked well.

7. 2026-27 Programme update, including website:

George Mackley (GM) has updated the website. It was noted that a spelling error remains. **Action: MR to inform GM (enrolment)**

- All venues required had been booked and costed apart from Sandylands.
- Summer groups still open for members to join.
- WhatsApp groups will be cleared once a group becomes inactive. ST will liaise with Doug Hirst on this.
- Work in progress to find an indoor venue for Pickleball to continue after the summer session.
- Sports Hub booked Tuesday mornings, 10.00 – 12.00 for Boccia and indoor curling. This will be advertised as suitable for those with limited mobility.

Because of the anticipated rise in venue costs, it was agreed that up to 20 sessions for indoor groups would be supported, with the option for members to fund additional sessions if required.

8. Inclusion:

- AM had asked TAT for advice re subsidising activities from the Derek Woolley fund and the potential impact on Gift Aid eligibility. The response had been inconclusive. More research required.
- Movement to Music sessions for those with limited mobility are available at Sandylands, but with a high cost: £70 per session for up to 20 people.
Action: MM to write a piece for the newsletter about Movement to Music and Boccia, asking for expressions of interest.

- The Dyneley House Surgery's social prescriber had asked for a u3a contact for a patient.
- The long-term plan is to sign post accessible venues in the programme.
- MR to create a new link to a venues list on the website when supplied with information about venue accessibility.
- MM will discuss identification of those with accessibility needs at the next GLs' meeting.
- MR is currently researching technology for access to the Programme for the sight impaired.

9. Summer Programme Update:

- Summer Programme now finalised and has been proof-read.
- To be published in the April newsletter and emailed/mailed to all members.
- LH will contact Craven Stationery about printing copies, including large print, if requested.
Agreed: to subsidise cost of large print copies. Noted: optimum font: Arial.
- Agreed: presenters would not be charged to attend sessions and would receive priority booking.

10. Google Workplace (GW):

- Most committee members had successfully accessed GW.
- ST will support those who needed help.
- MR had set up folders for various categories.
- **Action: ST to circulate all Gmail addresses to committee members.**

11. Feedback re 40th Anniversary Dance and future planning of events:

- The dance had been a great success, thanks to the ambiance created by Jacqui Eames and her band. About 90 people had attended.
- Agreed: to hold 4 events a year, 2 with live music and 2 with a disco. Sports Hub already booked for September. Planning to begin post AGM.

12. Open Event:

- Main Hall and Hub booked 11th August 9.00 – 14.00 (Event starts at 10.00). Membership only will be processed on the day.
- Education Room booked 12th August 9.00 – 14.00 for group enrolment.
- AM will produce posters.

Only new members can enrol in one group on 11th August. GLs may take names of those who cannot use Beacon but will not be able to enrol them before 12th August. GLs will be encouraged to have some admin support on the day.

- **Action: SF to book Champions Church Saturday, 15th August for group enrolment help desk.**
- **Action: MR to investigate 'Can I help you?' sashes.**

13. Any Other Business:

- Post AGM, committee members to use role-based Gmail addresses.
- MR will update contacts on the website, with a contact button.

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

Tuesday, 26th May, 10.00 am Sports Hub

Appendix A

Item	Who	Actions from committee meeting 9 th April
3	LH	Amend Accessibility policy to reflect change in title of Accessibility Officer to Inclusion Officer
4	LH	Organise refreshments for AGM (paper cups, milk, biscuits)
7	MR	Inform GM about spelling error on website (enrolment)
8	MM	Write a piece for the newsletter about Movement to Music and Boccia, asking for expressions of interest.
10	ST	Circulate all email addresses for committee members.
12	SF	Book Champions Church Saturday, 15 th August for group enrolment help desk.
	MR	Investigate 'Can I help you?' sashes.