MINUTES
Craven u3a Executive Committee Meeting
Held on 7th July 2026 at 10am
Venue: St Stephens' Church Hall

Item

1 (a) Present:

Mick Richings (MR); Linda Hoole (LH); Lesley Perkins (LP); Sheila Thompson (ST); Sandra Firm (SF); Wendy Brown (WB); Maggie McClellan (MM)

(b) Apologies:

Received from Vee Eastham.

2. Draft minutes from meeting held 26th May 2026

These were accepted as a true record.

3. Matters Arising (not covered elsewhere in the meeting)

Appendix A – None
Appendix B

a) GLs to be blocked from adding members from adding members until 9am/12th August and be informed of this action. **Action WB**

b) Publicise Summer Programme on local Facebook page***. Action ST***

4 Finances

- LP confirmed that the Finance statement has been uploaded to GW with copies circulated at the meeting. Explaining that the Bank Balance stands at a healthy £14,833, no need to transfer any monies from BS account.

- The accruals stand at £6,905 included some invoices from last year still outstanding, the hire of Ermysted's for the Summer Programme and meetings to October. ***Report accepted.***

- Members have started renewing their memberships.

- LP reported problems with PayPal. She can no longer review activity, although monies can be transferred to the bank, to compound matters she is unable to change the primary email from Jon Tomlinson's. ***Action LP***

- The programme entry badminton and racketball run by Jon Tomlinson requests members that payment should be made to his personal account. This is not a practice allowed by the TAT and has previously been questioned by the IFA. It is also possible that some members of his groups are not u3a members. The treasurer agreed to discuss this with Jon. If a satisfactory arrangement cannot be made, his groups would not feature in the programme next year. ***Action LP***

- LP noted that Gift Aid for 2025/26 has not been applied for as TAT had been updating their guidance. As this has now been done, agreed we should claim. Agreed that we should claim for £15 as before, representing 75% of the membership fee.

Ethical banking,
LP gave a update on possibly using an ethical bank, because of the complexity of changing, coupled with much lower interest rate on savings, it was decided not to proceed. Matter closed.

5 2026 – 27 Programme & Website update

Programme:
MR reported that the programme will be loaded to the website and has been forwarded to Craven Stationery for members who request a printed version. The slight delay has been the finalising of Group information on Beacon.

Compiling the 27/28 will be more straight forward as the process in understood.

Website:
Following various meetings, the final updates will be sent to GM and Nat of YorkshireNet for actioning. ***Action MR***

Going forward, the website will reflect that it's a shop window on our u3a, with most members using beacon for information.

6 Summer Programme

a) LH confirmed that details are being finalised, a request will be sent seeking help with catering otherwise all good.

b) Discussion re 2027 LH confirmed that she'll not be organising but might organise 2028.The suggestion was to have a fallow year, with away days as an alternative. To be discussed post this year's event.

7 Open Event

a) SF confirmed the Town Hall is booked from 11am to 1pm, the Hub booked from 10am to 2pm

b) SWF confirmed the Town Hall Hub will be available from 9am to 2pm to assist members to renew membership. Nb only new members will be allowed to join a group.

c) Posters printed and distributed.

d) Advertising - ST offered to post information on the Skipton Facebook page. ***Action ST***

e) GLs contacted re their table needs and good response. ***Action AM & WB***

f) AM & WB confirmed planning is well advanced

g) Bottled water was supplied last year and was greatly appreciated and will be provided again this year. NB hot drinks are not allowed due to H&S restrictions.

8 Membership renewals + joining groups - Assistance

Thanks to one and all for the offers of help, LH to provide a listing of help offered.
LP suggested that the card readers are tested, any problems to LP. LP confirmed they have all been reset. ***Action test card readers All***

9 Risk Assessments

a) The responses from venues have been varied. ***Action SF***

b) Approx 25% of GLs have responded. LH confirmed compiling a spread sheet of responses received.

10 Incident report

a) No incidents to report, a reminder that all incidents reported to MR, these are then reported to TAT.

b) After a discussion on the need for reporting incidents, it was agreed that GLs should record all incidents no matter the seriousness, discretion given as to when to report, in case of delayed effect from the incident. ***Action AM topic for GL meeting in September.***

11 Any other Business

a) Adaptive tennis: 2026 some sessions were cancelled and a refund will be made for those missed sessions. It remains in the 2027 programme. ***Action refunds from members if requested LP***

b) WhatsApp groups: group members need to be informed they will be removed from groups that are not continuing by 11th August and informed they need to rejoin after joining that group. ***Action WB + Doug Hirst***

c) Disco: 25th September, agreed numbers limited to 100, application form to be emailed out, responses to MR. ***Action LH***

d) Risk Assessments: query from Jenny Robinson re First Aid training for outdoor activities. Agreed: this will be provided. ***Action MR***

e) Welcome meeting for new members, although agreed a good idea, the monthly meeting is effectively a welcome meeting***, No Action***

f) Monthly meetings,
- Suggestions for future speakers: Nuclear engineering and Fraud. ***Action AM & LP.***
- Presentations booked until December, confirmation of venue bookings. ***Action SF***

12 Agenda Items Carried Forward for the Next Meeting
None

13 Date, Time and Location of Next Meetings
Tuesday 25th August 2026, Draughton 10.00 am
Tuesday 29th September 2026, venue tbc

Appendix A

Item	Who	Actions from committee meeting 9th April
3	LH	Amend Accessibility policy to reflect change in title of Accessibility Officer to Inclusion Officer. ***Actioned***
7	MR	Inform GM about spelling error on website (enrolment) ***Actioned***
10	ST	Circulate all email addresses for committee members. ***Actioned***
12	MR	Investigate ‘Can I help you?’ sashes. ***Agreed to purchase lanyards and ID badges, actioned.***

Appendix B

Item	Who	Actions from committee meeting 26th May
	MR	Website, to be reviewed and kept up to date, ***Actioned, with assistance from Nick Jarvis***
3a	LH	Newsletter, contact Liz Morrison re closing dates for submission of articles. ***Actioned, towards the end of each month.***
5	LP	Ethical Banking, to investigate CAF. ***Actioned and closed***
6	SF WB LH All MR	Forward Venue Risk Assessments to LH***, Actioned*** Forward list of groups to LH, ***Actioned*** Produce Excel monitoring sheet, share groups among committee members, ***carried forward*** Contact allocated GLs with draft RAs by the end of June. ***Actioned*** Incident Reporting to be added to the agenda for the next meeting, **Actioned**
7	MR WB	2026/27 programme, to be forwarded to George Mackley when checks are completed. To compile the programme on the website. ***Work in progress*** Meet with Doug Hirst to discuss IT role, ***Actioned*** GLs to be blocked from adding members from adding members until 9am/12th August and be informed of this action. ***Carried forward, to be actioned nearer the date***
8	LH ST	Contact local u3as to publicise Summer Programme, ***closed, decided against.*** Publicise Summer Programme on local Facebook page, ***carried forward.***

10	LH	Organise bottled water for GLs at Open Event*, **in hand***
AOB	LP	Re Dagmar, to circulate the commemorative website when known. ***Carried forward***

Appendix C

Item	Who	Actions from committee meeting 7th July
4	LP LP	PayPal: contact Jon Tomlinson to change account holder Badminton and racketball groups, contact Jon Tomlinson re payments from Group members, should be paid to Craven u3a and confirm all those participating are members.
5	MR	Website: confirm with George Mackley when updates requested will be completed
8	LH	Membership renewals & joining groups, listing of those assisting on various dates and venues
9	SF LH	Venue and Group venue RAs outstanding ones to be contacted
10	AM	GLs to be reminded at September GL meeting of the requirement to record all incidents.
11d	MR	Jenny Robinson enquired about Emergency Aid Training for outdoor activities.