MINUTES
Craven u3a Executive Committee Meeting
Held on 26th May 2026 at 10am
Venue: Skipton Community Sports Hub

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)

In attendance: Vee Eastham

. (b) The proposal to co-opt Vee Eastham (VE) to the Executive Committee as Minuting Secretary was accepted.
Agreed: VE formally appointed Minuting Secretary

(c) Apologies for absence had been received from Adrienne Gilchrist (AG) and Anne MacDonald (AM).

2. Draft minutes from meeting held April 9th, 2026

These were accepted as a true record.

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

See Appendix A

a) It has been noted that the May newsletter was published earlier this month than the usual. It is not known if the deadlines for receiving contents had been amended and circulated to the membership. **Action: LH check dates with Newsletter Editor.**
b) SF confirmed that Champions Church has booked for 15th August for the group enrolment help desk.

4 AGM 2026 Review

The AGM confirmed the Election of Officers and Committee members; the only changes were LH as Chair and MR as Secretary and Vice Chair.

The AGM was considered to be a success; attendance was as expected. MR confirmed that 2027 meeting will be live streamed as well in venue.

The committee will consider amending the constitution reducing the quorum from 10% to 5%.

It was suggested that if Skipton Community Sports Hub is to be used again, then consideration should be given to the following –

(i) accessibility by public transport, e.g. start and finish times in light of the bus timetables; and

(ii) additional signage as some people had difficulty locating the entrance (further complicated by road works) and finding accessible parking close to the building for those with mobility problems.

5 Finances And Ethical Banking

(a) LP reported that the accounts as presented to the AGM were available to view on GW (Google Workspace). A member had inadvertently deposited £5,000 in the Barclay's bank account which had now been returned. £11,000 balance in Barclays should be sufficient to pay any invoices received before we receive membership fees from 1st July.

(b) Ethical Banking

- LP gave an update on her investigations; the only bank available is Co-op Bank. The Co-op would require identity checks for signatories, including many GLs (Group Leaders), who deposit venue charges from members. The Co-op would not be able to supply deposit cards, only paying in books which would not identify the group from which the money originated. Whilst the Co-operative Bank might be more ethical than Barclays its procedures would complicate the systems the Treasurer had worked hard to put in place at Craven u3a. The meeting agreed leave things as they were for the present.

- The Charities Aid Foundation (CAF) was also suggested but they use HSBC as their clearing bank.

Action: LP to investigate a CAF Savings account which may be a viable alternative to the Skipton BS savings account.

6 Risk Assessments

It was acknowledged that there was no central file of risk assessments (RAs); it is important to monitor that all groups have an RA in place. GW will be used to file them.

It was agreed that risk assessments would be produced for GLs (Some GLs do have Ras already in place). Responsibility for preparing RAs would be shared among the committee.
Action: SF to ask all venues for their RAs and forward to LH
Action: WB to forward spreadsheet list of all groups to LH
Action: LH to produce monitoring sheet, share groups among committee members
Action: all: send draft risk assessment to GLs by the end of June.

The latest TAT RA proformas have been uploaded to GW, including one which addresses individual members' accessibility/inclusion needs.

Future agenda item: incident reporting.

7 2026-27 Programme Update

WB confirmed that all references to teaching and education have been removed from the forthcoming programme which was ready for downloading. MR will review the information before download. WB had met with AM and Andrew Todd.

It is hoped to create a "Tech Team" that supports GLs, the committee, members and the programme. Team members would have clearly defined roles; it was recognised there would be some overlap.

Action: LH to meet with Doug Hirst to discuss IT developments.

<u>It was agreed a trial course 'Adaptive Tennis', will be subsidised from the Derek Woolly fund, with members charged £10 for six sessions.</u> WB will circulate information to members who will enrol themselves via Beacon.

The meeting was advised that unfortunately Pickleball has been removed from the 2026/27 programme. The course cannot be accommodated at the venue and on the day/time specified by the GL and no other venue has proved to be suitable.

8 <u>Summer Programme Update</u>

Progress has been as planned and we have broken even re venue costs. 148 people have signed up so far for activities at Ermysteds with a further 70 people have signed up for 'away' days. Some members have applied for both.
It is hoped that more applications will be made for the Ermysted's programme.

Action: LH to contact nearby u3as (Ilkley & Settle) to publicise our Summer Programme to their members.
Action: ST will advertise on the Skipton Facebook page.

9 <u>Google Workspace (GW)</u>

ST explained that GW email addresses that specify a role rather than a person's name, e.g. 'minutes@cravenu3a.co.uk', will be easier to transfer when someone new takes over. It is expected that all committee members will stop using their personal email accounts and use their GW account for all communication and correspondence connected to their role on the committee.

ST will provide the necessary support outside of the meeting to committee members who require it.

VE will have access to the drive to access and upload/download documents as required.

10 <u>Open Event</u>

SF confirmed that the Town Hall is booked for 11th August and suggested that attendance by GLs needs to be explored to establish who will be in attendance and what they will need e.g. tables, chairs, electrical socket, etc.

A GL had hoped to enrol members before the opening date. It was confirmed to her that policy is that only key members (e.g. those involved in admin and organisation, speakers) would be enrolled early. There will be help sessions available to all, including one at Champions Church on 15th August.

LH advised the meeting of the difficulties last year getting a press release about the Open Event accepted by the Craven Herald. To guarantee an article is to pay for an advert, to be investigated. Aspire was suggested, again to be investigated. ST offered to post information on the Skipton Facebook page.

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.
Action: LH to provide bottled water.

11 Any other Business

LP informed the committee that she'd in touch with James Enver re Dagmar's funeral arrangements. He has stated very clearly, "no flowers, no messages", which he hopes people will respect. There is to be a small, private cremation service just for the family. However, he is setting up a condolences website so that people can leave their messages, and he has asked that the link to that website be circulated to the groups that she'd been part of.

The committee agreed that this was the best way forward, and will respect the family's wishes.

12 Agenda Items Carried Forward for the Next Meeting

- CAF Savings account – report back from treasurer
- Incident reporting

Date, Time And Location Of Next Meeting

7th July 10.00am, St Stephen's Church Hall.

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. *Carried forward*

Appendix B

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

10	LH	Organise bottle water for GLs at Open Event
AOB	LP	Re Dagmar, to circulate the commemorative website when known.