

Minutes of Executive Meeting held at 0930hrs on 23 June 2025 at the Civic Centre
APPROVED 21 July 2025

Present Julia Harris (JH) Chair
 Karen Grad (KG)
 Ed Green (EG)
 Marion Clyde (MC)
 Steve Wood (SW)
 Yvonne Bramall (YB)
 Rod Brennan (RB)

Item	Discussion	Action
1	Chair welcomed all executive members to the meeting and confirmed that the meeting was quorate	
2	Apology for absence received from Audrey Garrett, Angela Richards and, Terry Goodyear	
3	No conflicts of interest reported	
4	No emergency items submitted for consideration.	
5	Minutes of Executive Meeting held on 14 April 2025 were accepted as a true record and approved. It was formally recorded that the scheduled Exec Meeting in May 2025 did not take place.	(RB)
6	There were no matters arising from the minutes that are not considered elsewhere.	
7	The Action Log reviewed and amended where appropriate to record progress. All changes were recorded by (SW) and will be circulated for comment/ approval separately to these Minutes.	(SW)
8 (a)	Chair and Events Coordinator reports received prior to the meeting and noted after some discussion. Particular discussion re Wedgewood visit and recorded that T&V Terms and Conditions have been amended to ensure mobility of participating members. Also reported that Coach Company has been contacted to confirm use of Coach Appropriate Sat-Nav on future trips. Response awaited	(JH)
8 a i	Agreed that communication with members needs to be clear and focused, and ideally from a single source, to avoid repetition. Noted that repeated e-mailing risks that the system will think it is spam and block	

8 a ii	Agreed that members be mailed re Cream Teas event in August.	(JH)
8 a iii	Exec agreed that a "60's Music Night" go ahead at Coal Aston Village Hall mail and be advertised. The 60's Music Group will deal with ticket sales (to members only) and advertising through the Newsletter. After discussion it was agreed that Bingo is appropriate Christmas Party entertainment. The possibility of a Sing-Along was discussed. (JH) to look into practicalities including copyright/licensing restrictions	(JH)
8(b)	Treasurer Report received and noted. Exec accepted Finance Sub-Committee proposal that Membership Fee should not change but after discussion proposed that the payment of Fee runs throughout the year without a suspension in March, which will simplify the payment procedure. Formal Thanks were expressed to the Welcome Team and (MC) for their support in the renewals procedure. It was agreed that a Card Reader and Phone be purchased, for use by Trips and Visits in the first instance and a separate bank account will be required.	(EG) (EG)
8(c)	Secretary Report received for information. Regional u3a proposing a quiz to be held in September and have asked whether we are interested. Agreed to advertise in Newsletter before responding Safeguarding Policy requires review in August	(KG) (ALL)
8(d)	Groups Manager's Report for information received and noted. Issue of Cream Teas see 8(a) above. (MC) queried whether Beacon data is updated following renewals. There is no point in having a list of members if the list is not accurate. (MC) will e-mail (TG) on matter	(MC)
8(e)	No Membership Report	
8(f)	No Beacon & Website Report	
8(g)	No Technical Report.	
8(h)	No Health & Safety Report Some discussion on matters e.g. Who does risk assessments? Who checks risk assessments? What are the rules? Assessments out of date? Where are they? What does TAT dictate? (JH) to investigate TAT "rules". WE need to be clear on TAT requirements before progressing the preparation of Risk Assessment	(JH) (ALL)

8(i)	No Formal Network Reports Written Reports will be provided in future. Slow response from SY Network to meeting dates offered. Now aiming for early September. Derbyshire Network will be attended/ reported by Phine Wright	(YB)
9	No other business for discussion requested	
10	Action Log up-date confirmed and will be circulated separately from the Minutes for information/ comment	(SW)
11	Confirmation about items for next meeting?	(ALL)
12	Newsletter Articles Cream Tea event Regional u3a quiz	(JH) (KG)
13	Next meeting 0930hrs on Monday 21 July 2025 at the Civic Centre, Council Chamber	