

Minutes of Executive Meeting held at 0930hrs on 21 July 2025 at the Civic Centre
Approved 18th August 2025

Present Karen Grad (KG)
 Ed Green (EG)
 Marion Clyde (MC))
 Steve Wood (SW)
 Angela Richards (AR)
 Terry Goodyear (TG)
 Audrey Garrett (AG)
 Rod Brennan (RB)

Item	Discussion	Action
1	In the absence of Julia Harris (KG) took the Chair and welcomed all executive members to the meeting.	
2	Apology for absence received from Julia Harris and Yvonne Bramall	
3	No conflicts of interest reported	
4	No emergency items submitted for consideration.	
5	Minutes of Executive Meeting held on 25 June 2025 were accepted as a true record and approved.	
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. It was reported by (KG) that the 60's Music Event is cancelled and that no interest has been received in participating in proposed Regional Quiz.	(SW)
8(a)(i)	Chair(JH) reports received prior to the meeting and noted. Particular consideration given to draft AGM report and single page "bullet point" approach thought to be striking. However, content around need for new members of Exec requires rewrite to confirm that all Exec will resign at AGM and only seven members are eligible for re-election if they so wish. It is the case that new members are urgently needed.	(JH/ALL)
8(a)(ii)	(MC) pointed out that DDU3a Risk Assessments will be based on TAT Risk Assessment Document that is available on the TAT Website, not on TAT insurance Policy. Discussion led to view that we need to put our house in order in this respect before October to support the new Committee.	(MC/ALL)

8(a)(iii)	<p>Consequently, we need to define our risk assessment processes by September.</p> <p>Events arrangements noted and agreed.</p> <p>Reorganisation of personnel by Coach Company led to very successful trip in July.</p> <p>Cream Tea progressing in August, in place of monthly meeting, so agreed that Lyn Wood can sell T&V tickets at the Cream Tea and also mail all members to inform them of that arrangement.</p>	
8(b)	<p>Treasurer Report received and noted.</p> <p>Noted that membership numbers higher than anticipated so budgetary surplus not being reduced as planned.</p> <p>Proposed and agreed that (TG) ask all Group Coordinators for bids for items of capital expenditure for Exec approval.</p> <p>Accounts been audited and approved.</p>	(EG/TG)
8(c)	<p>Secretary Report received for information.</p> <p>Need to address number of Trustees to manage the ddu3a. (MC) checked Constitution and up to 7 Exec members only have one year of service remaining.</p> <p>At least five members necessary for Exec to be quorate.</p> <p>Recruitment of Trustees urgent to ensure continuity.</p> <p>Reported that the Membership Table was not manned at the last monthly meeting. (AR) will make up some more membership packs to cover unforeseen emergencies.</p> <p>It was noted that the Coal Aston Gala was successful in respect of the number of visits to the ddu3a desk.</p>	<p>ALL</p> <p>(AR)</p>
8(d)	<p>Groups Manager's Report for information received and noted that Groups' membership records have been brought up to date.</p>	(TG)
8(e)	<p>Reported verbally that there are 373 members registered, and that 95% have an email address.</p> <p>(Also see Sec Report above)</p>	
8(f)	<p>Reported verbally that a Beacon change is being introduced this month that will make automatic changes to Gift Aid amounts</p>	(MC)
8(g)	<p>Requested verbally, and approved, that in order to avoid a repetition of Civic Hall "dud batteries" that we purchase rechargeable batteries and charger.</p>	(AG)
8(h)	<p>No Health & Safety Report</p> <p>Noted verbally that we do not have a formal H&S Policy, neither do we have a member of Exec designated to deal with H&S.</p>	
8(i)	<p>SYNET report circulated for information.</p>	

	Reported that next SYNETmeeting will be held at Civic Hall on 03 Sept 2025	(YB)
9	<p>Three items were reported under Any Other Business.</p> <p>The Peel Centre postage issues are still un-resolved, but general agreement that we have to live with the situation.</p> <p>Equipment for card payment for Trips and Visits being investigated, reported as approx. £100 for equipment to work on wi-fi or 4G and £0,20 per transaction. Questioned whether there is differential charge for credit/ debit transactions. Also separate bank account required as well as ddu3a card reader. Investigation to continue</p> <p>Request for volunteers to join 1st Wednesday of month New Member's Coffee Morning</p>	(EG) (ALL)
10	Action Log up-date confirmed and will be circulated separately from the Minutes for information/ comment	(SW)
11	In order to progress with Health and Safety Policy then Risk Assessment Process will be considered in detail at the September meeting in preparation for the new Exec Committee in October, as will the Safeguarding Policy renewal	(ALL)
12	<p>Reminder re Cream Tea substitute for August Monthly Meeting</p> <p>Plea for new member nominations for Exec Committee.</p>	
13	Next meeting 0930hrs on Monday 18 August 2025 at the Civic Centre, Council Chamber	