

Minutes of Executive Meeting held at 0930hrs on 18 August 2025 at the Civic Centre  
Approved 22 Sep 2025

Present        Julia Harris (JH)                    Chair  
                  Karen Grad (KG)  
                  Ed Green (EG)  
                  Steve Wood (SW)  
                  Terry Goodyear (TG)  
                  Audrey Garrett (AG)  
                  Rod Brennan (RB)

Observer    Andy Baldwin

Item	Discussion	Action
1	Julia Harris (JH) welcomed Andy Baldwin as an Observer for the Meeting and introduced him to all members present.	
2	Apologies for absence received from Marion Clyde, Angela Richards and Yvonne Bramall	
3	No conflicts of interest reported	
4	Emergency items reported and to be considered under Item 9 below, Any Other Business	
5	Minutes of Executive Meeting held on 21 July 2025 were accepted as a true record and approved subject to an amendment to Item 9 to read.....Also separate bank account required as well as ddu3a card reader. (Change recorded as Draft 4 to the Minutes)	
6	There is one matter arising from the minutes that is not considered elsewhere. The change to Beacon Gift Aid Processing has been delayed until TAT has concluded its dealings with HMRC. No new date has been given.	
7	The Action Log was 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)(i)	Chair(JH) reports received prior to the meeting and noted. Attendance at Barlow Carnival recorded and see 8(d) below	
8(a)(ii)	Cream Tea event went well but considered that something different required next year. Also see 8(d) below.	(ALL)

	Christmas Event (10 December) to be free event with mince pies. Suggested that no singing at event but rely on Table Quiz, Music Quiz and Bingo Session for entertainment with nominal budget for prizes (eg boxed chocolates for winning table sharing)	(JH)
8(b)	Treasurer Report received and noted. A "temporary error account" has been introduced as a mechanism to balance Groups /Beacon finances reporting over previous years. This is a one-off exercise	(EG)
8(c)	Comprehensive Secretary Report received for information and approval Three Resolutions to be put to the AGM 2025 approved Amended Safeguarding Policy and retained Appendices Approved. Proposed vote for Sheila Crawley to post of TAT Vice-Chair Risk Assessment Process appraisal ongoing Reminder that Trustee proposal forms to be submitted, preferably by 04 September. Recruitment of Trustees urgent to ensure continuity. Membership reported to be 374	(KG) (JH/KG) (ALL)  (ALL)
8(d)	Groups Manager's Report for information received and noted 2 no-pay, no-show cream teas members to be contacted. Groups Coordinators contacted re bids for capital expenditure.	(TG)
8(e)	No Membership Report. See 8 (c) above.	
8(f)	No Beacon Report See Item 6 above	
8(g)	No Technical Report. Noted that batteries purchased	(AG)
8(h)	No Health & Safety Report Note 8(c)	
8(i)	No Network Reports	
9	An Emergency Item raised was considered here.  An email contact from an unknown source has recently been received making allegations about the financial probity of a Speaker who has been engaged by us twice in the past and is engaged to speak again in January. Following some discussion it was agreed that (JH) would contact the Speaker to try and establish whether there are any grounds we should consider in deciding whether to progress the proposed January engagement.	(JH)

10	Action Log up-date confirmed and will be circulated separately from the Minutes for information/ comment	(SW)
11	Risk Assessment Process will be considered in detail at the September meeting in preparation for the new Exec Committee in October.	(ALL)
12	Nominations reminder to be a member of Exec Committee note.	(KG)
13	Next meeting 0930hrs on Monday 22 September 2025 at the Civic Centre, Council Chamber	