

## Dronfield and District U3A

Minutes of Executive Meeting held at 0930hrs on 22 September 2025 at the Civic Centre  
DRAFT 1 Approved 20 Oct 2025

Present: Julia Harris (JH) Chair  
Karen Grad (KG)  
Ed Green (EG)  
Steve Wood (SW)  
Terry Goodyear (TG)  
Audrey Garrett (AG)  
Marion Clyde (MC)  
Yvonne Bramall (YB)  
Rod Brennan (RB)

Observer: Andy Baldwin

Item	Discussion	Action
1	Julia Harris (JH) welcomed Andy Baldwin as an Observer of the Meeting. (JH) recorded thanks to Audrey Garrett for her service to the Executive, as she will stand down at the AGM	
2	Apologies for absence received from Angela Richards.	
3	No conflicts of interest reported	
4	No Emergency items requested but some discussion re the storage and recording of DDU3a equipment. (SW) reported that some equipment is stored in the Peel Centre. It was agreed that (AG) will store useful small items of electrical equipment.	(SW) (AG)
5	Minutes of Executive Meeting held on 18 August 2025 were accepted as a true record	
6	There are no matters arising from the \minutes that are not considered elsewhere in the Agenda.	
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) 8(a)(ii)	Chair(JH) reported verbally that further to external email communication received it was agreed to engage Martin Rigley as a future Speaker. No future events business to report.	(JH)
8(b) 8(b)(i)	Treasurer Report received and noted. Proposed by (EG), and approved, that £750 be allocated in this year budget to the purchase of publicity equipment. To be coordinated by (TG)	(EG/TG)
8(c)	(KG) reported continuing lack of progress in securing DDU3a at the Dronfield Gala. "They do not want us" because we have	(JH)

	<p>“nothing materially” to offer. Agreed that (JH) will speak with organisers.</p> <p>Extensive dialogue/ discussion re the whole issue of Risk Assessments.</p> <p>There is continuing confusion arising between the purposes of a “Risk Assessment” and a “Check List”, but also to be recognised is that any activity is also at the participants’ risk.</p> <p>We need a check list as part of the risk assessment, but all documentation must mesh with Group Coordinator guidelines.</p> <p>Agreed, following offer, that (MC) will produce a draft check list/ risk assessment for further discussion/ agreement.</p> <p>Also (KG/JH) will categorise Groups/ Venues.</p> <p>A list of meetings dates for 2026 was reported</p> <p>Membership 385</p>	<p>(MC)</p> <p>((KG/JH)</p> <p>(ALL)</p>
8(d)	<p>Groups Manager’s Report for information received and noted</p> <p>Up-date reported that decision of Finance Sub re Groups expenditure bids now delayed until the end of October</p>	<p>(TG)</p>
8(e)	<p>No Membership Report.</p> <p>See 8 (c) above.</p>	
8(f)	<p>Comprehensive Systems Admin Report stated routine Website updates only. It also drew attention to a Beacon error in the processing of Gift Aid that is still to be resolved. Further Beacon change implemented to prevent lapsed members from renewing online.</p>	<p>(MC/ALL)</p>
8(g)	<p>No adverse issues to report from last monthly meeting.</p> <p>(AG) willing to try Zoom meetings again over the winter so it was agreed to maintain the Zoom Licence.</p> <p>Will carry out practice at October meeting.</p> <p>Agreed (AG) will keep u3a email address to ensure continuing Speaker contact</p>	<p>(AG)</p> <p>(MC)</p>
8(h)	<p>No Health &amp; Safety Report</p>	
8(i)	<p>No Network Reports</p> <p>Considered that it might be beneficial for DDU3a to join Yorkshire and Humberside in order to obtain better contact into TAT</p>	<p>(YB/ALL)</p>
9	<p>No Other Business tabled for discussion</p>	
10	<p>Action Log up-dates confirmed and agreed. Items will be circulated separately from the Minutes for information/ comment</p>	<p>(SW)</p>
11	<p>Risk Assessment Process</p>	<p>(MC/ALL)</p>
12	<p>AGM voting reminder</p>	<p>(KG)</p>
13	<p>Next meeting 0930hrs on Monday 20 October 2025 at the Civic Centre, Council Chamber</p>	