

## Dronfield and District u3a

### Executive Committee

Minutes of Executive Meeting held at 09.30hrs on 26<sup>th</sup> January 2026 at the Civic Hall  
Approved 23 February 2026

Present        Julia Harris (JH)  
                  Karen Grad (KG)  
                  Ed Green (EG)  
                  Angela Richards (AR)  
                  Terry Goodyear (TG)  
                  Steve Wood (SW)  
                  Marion Clyde (MC)  
                  Andy Baldwin (AB)  
                  Ann Stanley (observer)

Item	Discussion	Action
1	JH welcomed everyone to the first meeting of the year. All members introduced themselves to Ann Stanley who was observing.	
2	Apologies received from Yvonne Bramall	
3	No conflicts of interest reported.	
4	No Emergency items requested.	
5	Minutes of Executive Meeting held on 15 <sup>th</sup> December 2025 were accepted as a true record.	
6	Matters arising from minutes – The committee discussed in detail an email received from a member regarding the decision on membership fees made at a previous meeting. It was agreed that the points raised did not affect the decision taken in December and that the decision remained in the best interests of all members. JH would respond on behalf of the committee.	JH
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. 285 – It was requested that we contact Dronfield Council to confirm the requirements for having a stall at the Dronfield Gala.	SW  KG
8(a)(i)	Chairs Report. Positive feedback has been received regarding the new Bulletin Board. A query was raised about whether non-email members were receiving it in the same way they receive the Cryer. AR will ask those on the Cryer delivery list if they would be willing to deliver the bulletin at the same time. Approval was given to advertise Sheffield u3a's Polish talk/workshop. It was noted that requests from other u3as do not necessarily need to come through the committee. Events Report: Approval was given to proceed with booking the magician for the Christmas Party. The results of the recent Monthly Meeting questionnaire were discussed, and it was concluded that the outcome was very positive.	AR  JH  JH
8(b) 8(b)(i)	Treasurer's Report	EG

	<p>Two new equipment bids from groups were approved. It was agreed that the bids procedure would now be closed, and a note to this effect will be included in the Bulletin.</p> <p>Permission was granted for the Walling Group to include photos of their new equipment in the Cryer.</p> <p>Pickleball bats have still not been purchased; a reminder will be sent that the funds must be used within this financial year.</p> <p>Printer ink usage was discussed. AGM and Renewals account for the highest usage, with occasional additional demand from Publicity. This led to a discussion on leaflet formats, specifically whether to use tri-fold or A5.</p> <p>The draft budget was outlined, and discussed by the committee, it will now be considered further at next week's Finance Sub-Committee meeting.</p>	EG
8(c)	<p>Secretary Report</p> <p>An in-depth discussion took place regarding the email received from our technical support concerning Wi-Fi availability in the Civic Hall for Monthly Meetings. This has been a long-standing issue, and AG has worked extremely hard to find solutions. The committee felt that all options had now been exhausted and concluded that, realistically, we cannot offer Zoom coverage of Monthly Meetings. KG will contact AG to thank her for all her work and to share the committee's views.</p>	KG
8(d)	<p>Groups / Publicity Reports</p> <p>TG outlined the progress being made on potential new groups.</p> <p>Group Coordinators will be encouraged to speak at Monthly Meetings to promote their groups where appropriate.</p> <p>Publicity: Funds are being used to update equipment required for events.</p> <p>TG proposed recruiting "Brand Ambassadors" for events; training will be required for those taking on the role.</p> <p>TG presented a promotional presentation he had created for use at events. The committee were very impressed, though it was suggested that a larger font would improve visibility. TG was thanked for his work on this.</p>	TG
8(e)	<p>AR confirmed membership was now 405</p> <p>Membership enquiry – lapsed member has requested renewal, AR to reply explaining this has to be done via Membership Secretary.</p>	
8(f)	<p>Beacon &amp; Website</p> <p>MC explained Paul Harris now completes most of the web-site changes but hasn't yet taken over full responsibility.</p> <p>Approval given for Paul Harris to have access to u3a shared drives.</p> <p>Approval given for Jed Stone to have access to shared drives for publicity purposes.</p> <p>A new Walking Group Coordinator took over last Thursday. The previous coordinator will retain Beacon permissions until the new coordinator feels confident with the system.</p> <p>Groups have been created for each of the 2026 trips. Lots of old trips groups still show credit or debit balances in their groups' ledgers reflecting the profit/loss made by the trips at that time. The balances exist because the groups ledgers were never zeroised when the actual money was handed over to the treasurer. MC is going to clear the balances and delete any groups relating to trips more than 7 years old. Clearing the balances will not have any effect on Beacon's Financial ledgers. Once the trips groups have been deleted MC will look at doing the same with other historical inactive groups.</p> <p>Beacon system users who have not logged into the system for more than 12 months are to be contacted and asked to log in. If they don't, their accounts will be deleted for security reasons.</p>	MC MC

	MC reported that our advertising is proving effective, as there is a noticeable surge in website visits when the Cryer is published and Facebook notifications are issued.	
8(g)	No technical report. See 8C	
8(h)	Health & Safety Report Approval given for First Aid Courses Tweak to Fire Marshal duties – change to - Marshall on Main door to cover toilets instead of Chair. AB outlined the work he had completed on Risk Assessments, which has now been divided into a Risk Assessment and a Checklist. A discussion took place regarding these documents. It was agreed that the committee should be responsible for the Risk Assessment for each venue used by members, rather than individual groups completing their own. AB and AR to visit Peel Centre to investigate JH and KG to visit Coal Aston Village Hall Civic Hall is already being dealt with.	AB        AB AR JH KG
8(i)	No network reports	
9	Any Other Business – Clarification of East Midlands Workshop event - MC to attend	MC
10	Action Log up-dates confirmed and agreed. Items will be circulated separately from the Minutes for information/comment	SW
11	Items for Next Meeting: Renewals Group Info	
12	Executive items for Bulletin/Cryer/Website: Closure of Group Bids Group Info	EG TG
13	Next meeting 0930hrs on Monday 23 <sup>rd</sup> February 2026 at the Civic Centre, Council Chamber	

Karen Grad 26/01/26