

Dronfield and District u3a

Executive Committee Minutes

Minutes of Executive Meeting held at 09.30hrs on 20th April 2026 at the Civic Hall – DRAFT 1
Approved 18th May 2026

Present Julia Harris (JH)
 Karen Grad (KG)
 Ed Green (EG)
 Terry Goodyear (TG)
 Steve Wood (SW)
 Marion Clyde (MC)
 Yvonne Bramall (YB)

Item	Discussion	Action
1	JH welcomed everyone to the meeting.	
2	No apologies received	
3	No conflict of interests reported	
4	Emergency Item – The Minutes of the Emergency u3a Executive Meeting held on Wednesday 25 March at 7.30pm, convened following the resignation of two Trustees as a result of the Peel Centre Risk Assessment, were approved.	
5	Minutes of Executive Meeting held on 23 rd March 2026 were accepted as a true record.	
6	Matters arising from minutes – None	
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)	Chairs Report.	
(i)	Resignations JH informed the meeting of Chris Stone's resignation from the Finance Sub-Committee. JH has already written to thank her for her contribution. The meeting discussed the implications of the Membership Secretary's resignation. AR confirmed she is willing to continue managing the Membership email account until 10 May. From that date, and until a permanent replacement is appointed, MC kindly volunteered to act as Membership Secretary. It is anticipated that a significant number of members will wish to renew their membership at the May Monthly Meeting. The committee discussed the arrangements required to manage this effectively, including the organisation of the Membership desk and the handling of the individual renewals. JH will contact the Hospitality Team to explore the possibility of staffing the Membership desk at future Monthly Meetings.	JH
ii	Succession Plan The committee expressed significant concern that, with only four months remaining before nominations are required, no members have yet indicated any interest in standing as a Trustee. To address this, it was agreed that: Notices will be included in the newsletter and bulletin to encourage expressions of interest and then JH will email all members to strongly highlight the need for new Trustees.	JH
iii	External Tutors –	

	A detailed discussion took place regarding the policy on paying tutors for groups. After consideration, the committee agreed that this matter would be more appropriately revisited by the new committee in October.	
8(b) (i) ii	<p>Treasurer's Report Renewals – see 8ai The Treasurer explained the Budget and 4th Quarter Actuals, noting the continued aim of reducing the surplus currently held in the bank. MC has successfully secured the Zoom licence at a 50% discount, which will apply for the next three years.</p> <p>Approval was given to adopt TAT's checklist for internal financial controls as part of the annual financial review. The checklist will now be circulated to all committee members, who are asked to read through it and identify any risks that are not addressed, and any questions that cannot be answered.</p>	ALL
8(c) i ii iii iv	<p>Secretary Report. The revised Group Coordinators' Guidance was reviewed, and the amendments were approved. MC to now arrange for them to be published on the website.</p> <p>Resignation Letter Approval was given for AB's resignation letter to be included with these minutes, with KG to confirm with AB whether he intends it for the website or for filing on Google Drive only.</p> <p>First Aiders and Fire Marshal JH will email the four First Aiders regarding arrangements for Monthly Meetings. JH will also approach the Hospitality Team to ask whether any volunteers are willing to take on the Fire Marshal vacancy.</p> <p>Civic Hall Bookings (2027) Approval was given for the Civic Hall bookings for 2027. Approval was also granted to book Executive Committee meeting dates for the Council Chamber for 2027, with the understanding that these can be amended if necessary. At present a minimum of one month's notice is required to avoid charges.</p>	MC KG JH KG
8(d) i	<p>Groups / Publicity Reports</p> <p>Publicity Storage requirements were discussed again. It was agreed that JH will ask the membership whether anyone has spare shed or garage space that could be made available and would remain easily accessible even when the owner is away from home.</p> <p>Group News TG provided the committee with an update on current Group activities.</p>	JH
8(e)	<p>Membership As of 20 April 2026, a total of 324 members have renewed their membership. 75 members have yet to renew, 6 members have resigned, and one member has sadly passed away. 10 new members had joined since 1st April. Total membership on 20th April was 409.</p>	
8(f) i ii iii	<p>Beacon & Website Renewal Forms The amendments to the Membership and Renewal Forms were approved, including the removal of the unused 'interests' box from the paper copy of the Membership Form.</p> <p>Finance Sub-Committee Terms of Reference. Due to time constraints, it was agreed that the Terms of Reference would be carried forward to the next meeting for further discussion.</p> <p>Peel Centre Risk Assessment MC will combine her Risk Assessment with Jed Stone's comprehensive version to produce a single document.</p>	MC

8(g)	April Monthly Meeting – Technical Issue KG relayed a report from AG regarding the April Monthly Meeting. There had been a problem with the sound when attempting to play a video from a laptop. AG will contact John Pashley to follow this up.	
8(h)	No report	
8(i)	No reports	
9	Any Other Business – None	
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: Terms of Reference for sub committees Risk Assessments especially Peel Centre Succession Plan.	KG
12	Executive items for Bulletin/Cryer/Website: Notice re the urgent need for new Trustees & all job vacancies.	JH
13	Next meeting 0930hrs on Monday 18th May 2026 at the Civic Centre, Council Chamber	

Karen Grad 21/04/26