Dronfield and District u3a

Executive Committee Minutes

Minutes of Executive Meeting held at 09.30hrs on 22nd June 2026 at the Civic Hall
Approved Monday 20th July 2026

Present	Julia Harris (JH) Karen Grad (KG) Ed Green (EG) Terry Goodyear (TG) Steve Wood (SW) Marion Clyde (MC)	Observers	Trevor Wainwright Elaine Ward

Item	Discussion	Action
1	JH welcomed everyone to the meeting and thanked the two observers for attending. Committee members introduced themselves to the observers, who in turn also introduced themselves.	
2	No apologies received	
3	No conflict of interests reported	
4	Emergency Items – None	
5	Minutes of Executive Meeting held on 18th May 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. 348 & 347 - on agenda to be discussed later in the meeting 346 – SW had spoken to JS regarding the Cryer content. Concerns were raised about possible copyright-protected images still included within the document. Given the ongoing risk, the Committee agreed that the Cryer should not yet be published on the website. JH raised a query from a Group Coordinator who had requested permission to publish their personal phone number on the website, due to members experiencing difficulties reaching them via the u3a phone number. The Committee agreed that personal phone numbers must not be published under any circumstances, due to the risks involved. JH to inform the Group Coordinator of this decision.	SW JH
8(a) ii	**Chairs Report for info** **Events** - Concern was raised about the low number of tickets sold to date for the Summer Social. It was felt that limited publicity and general awareness may have contributed to this, particularly regarding the information available on the website. MC emphasised that the Website Editor must be informed whenever additional details or updates are required for any items published online.	 JH

	JH will ask whether the Social tab can be reinstated and used specifically for events of this nature, rather than including them under Monthly Meeting information. The email drafted by JH, to be sent to all members, regarding the Summer Social was approved.	JH
8(b) I ii	**Treasurer's Report** Unanimous approval was given to Gill Harvey and Terry Goodyear to join The Finance Sub Committee The Terms of Reference were approved with the following amendments: • Members section – to contain 2 trustees • Minutes to be produced and circulated to DDu3a Executive Committee • Roles & Responsibilities No 2 - insert …and the DDu3a committee recommendations. Reserve fund was briefly discussed again and left for a future meeting.	EG
8(c) ii	**Secretary Report** **Risk Assessments** The ownership and ongoing management of Risk Assessments was discussed. KG offered to take on the administrative responsibility for Risk Assessments, until a dedicated Health & Safety lead is in place. The Peel Centre Risk Assessment was discussed later in the meeting. See 8f **Succession Planning** A further extensive discussion took place regarding the Succession Plan. Helpful observations were provided by the two members observing the meeting. One point raised was that the term "Trustee" may be discouraging potential volunteers, who might otherwise be willing to join the Committee. There was general agreement with this view, while recognising the need to remain realistic and transparent with members about the responsibilities involved in all roles. EW offered to speak to members at the next Monthly Meeting, following her attendance at today's meeting. The committee were very appreciative of this offer It was also felt that now was the time for JH to email members explaining that The Exec committee is now actively beginning closure proceedings.	EW JH
8(d) ii	**Groups / Publicity Reports** TG reported that The Birding Group was still looking for a coordinator following RS having to take a step back. **Publicity** for Summer Social - see 8a ii TG reported that arrangements for Coal Aston Gala are progressing well.	
8(e) i	**Membership** MC updated the committee on membership numbers currently 397 with 5 new members joining in May and 6 so far in June. MC explained the changes she's made to the membership forms in order to accommodate the required gift aid changes.	
8(f)	**Beacon report for info** **Risk assessments from 8c ii** MC had produced an amalgamated Risk Assessment for the Peel Centre, drawing on her own version and the detailed one created by the History Group, who regularly use the venue. Extensive discussion took place regarding the use of the evacuation chair. In conclusion: MC will make further adjustments to the Risk Assessment and then send it to JS (History Group Coordinator) for review. It is hoped that this version may then be used as a template for other groups.	MC

	It was suggested that all Group Coordinators should sign their group's Risk Assessment and ensure that a copy is sent to all new members when they join the group. In addition, all existing group members should be sent an updated copy whenever the Risk Assessment is amended. Concerns were then raised about the practicality of sending the full document to group members, particularly given its length. It was therefore agreed that only the short section relevant to individual members should be sent out to group members. The signed Risk Assessment will be sent to KG for filing.	KG
8(g)	**Website** report for info The History Group's schedule of future meetings is now being published on the website, in a similar manner to the way the Walking group publishes its planned walks.	
8(h)	**Technical** report for info It was noted and felt useful that AG had seen and spoken to JP and he agreed there was a real problem with internet access in the Civic Hall. We are however in agreement that, as far as we can see it is very unlikely that anything is ever going to be done about this.	
8(i)	**Network** report for info PW had attended the recent Derbyshire u3a Network meeting and was still awaiting the formal minutes. In the meantime, she kindly circulated the notes that were shared following the meeting.	
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: Review of Role Descriptions Risk Assessments	KG
12	Executive items for Bulletin/Cryer/Website: Closure warning Reminder that cheques not cash preferred when paying the u3a	 JH EG
13	Next meeting 0930hrs on **Monday 20th July 2026** at the Civic Centre, Council Chamber	

Karen Grad 22/06/26