

Dronfield and District u3a

Executive Committee Minutes

Minutes of Executive Meeting held at 09.30hrs on 20th July 2026 at the Civic Hall

Approved 24th August 2026

Present	Julia Harris (JH) Karen Grad (KG) Ed Green (EG) Steve Wood (SW) Marion Clyde (MC)	Observers	Trevor Wainwright Elaine Ward Claire Turner Charles Breeze Steve Alexander
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Item	Discussion	Action
1	JH welcomed everyone to the meeting and thanked the five observers for attending. Committee members introduced themselves to the observers, who in turn also introduced themselves.	
2	Apologies received from Terry Goodyear	
3	No conflict of interests reported	
4	Emergency Items – None	
5	Minutes of Executive Meeting held on 22 nd June 2026 were accepted as a true record.	
6	Matters arising from minutes – None	
7	The Action Log was reviewed and its purpose explained to the observers. It was amended where appropriate to record progress. All changes were recorded by SW and will be circulated for comment/approval separately to these Minutes 356 Finance Sub Committee Terms of Reference now amended & approved. 355 is to be discussed later in meeting 354 Summer Social numbers now 87 353 The closure email has resulted in some very positive outcomes and that threat now seems to have been resolved.	SW
8(a) i	Chairs Report for info A query had been raised by a member regarding the recent joining of a very young member. It was confirmed that this is entirely acceptable and fully in line with national u3a policy. The u3a has no age restrictions and membership is open to adults of all ages. This clarification prompted a wider discussion on the ethos of the u3a and how some members were under the wrong impression about age limitations. While many members are retired or semi-retired, the organisation is not exclusively for older people; its purpose is to bring adults together to learn, share interests, and participate in groups regardless of age or employment status. JH will prepare a short message for inclusion in the next Bulletin to confirm this to all members.	JH
ii	Events – No Report	

8(b) i	Treasurer's Report - for info EG confirmed that the Audit had been successfully completed. EG briefly explained the Quarter Monitoring against Budget. Finance sub committee minutes were submitted and approved	
8(c) li iii	Secretary Report – for info DDu3a AGM KG outlined the key dates relating to the forthcoming AGM. These will be circulated by email to all Executive Committee members and the observers present. TAT Resolution The proposed TAT Resolution was discussed. It was agreed that Dronfield u3a has no amendments to submit. Succession Planning An update was provided. The situation is now looking considerably more positive. A coffee meeting has been arranged for all potential Trustees, offering an opportunity to ask questions and meet each other informally. Role Descriptions All Committee Members to read and check their own Role Descriptions on Google Drive. Any suggested amendments should be submitted to KG ahead of the August Executive Meeting. All Role Descriptions will then be collectively reviewed and approved at the August Exec Meeting.	 KG ALL
8(d)	Groups / Publicity Reports – for info	
8(e) i ii	Membership Membership Numbers and Renewals MC updated the committee on current membership figures. Dronfield u3a now has 404 members, with 6 new members joining in June and 3 so far in July. Complaint from Non-Member MC reported a complaint received from a non-member who had been receiving u3a post addressed to a previous occupant of her house. This occurred because the u3a's members contact details had not been updated after moving house. MC contacted the individual concerned and the matter is now resolved. Approval was given for a reminder to be issued to all members, asking them to check their personal details and always notify us of any changes especially if they move. Historical Membership Forms A discussion took place regarding the disposal of very old membership forms and other historical paperwork. MC will establish whether any former committee members still hold historic documents requiring disposal and will obtain information on the cost of professional shredding. DDu3a Virtual Phone Number MC informed the committee that she is currently managing the virtual phone number on a temporary basis.	 MC MC
8(f) i ii	Beacon Training Courses For the benefit of the observers present, MC outlined the purpose and availability of Beacon training courses and highlighted the new modules that may be particularly suitable for some Group Coordinators. Security Alert MC explained the recent security alert and the potential consequences arising from very weak passwords. It was agreed that all Beacon and Dronfield u3a email account holders will be sent an email reminding them to use unique passwords for these accounts. The committee acknowledged that this cannot be enforced.	 MC

	Data Protection Policy MC will amend the Data Protection Policy and circulate it for approval. Once approved, the policy will be sent to all Beacon and Dronfield u3a email account holders, who will be asked to confirm (via tick-box) that they have read it. PayPal An update was provided by MC: members renewing online will no longer need to enter PayPal if they wish to pay by credit or debit card. The change to Beacon is being tested but a release date has yet been announced Hand held payment devices MC has begun exploring options for hand-held payment devices. The pros and cons were discussed, with the main concern being that some of the companies offering these devices do not allow them to be used for membership payments. It was agreed to leave this matter for the new committee to revisit in October. Health & Safety A proposal was made to establish a Health & Safety Committee comprising interested members when the new committee is in place. Risk Assessments This is an ongoing item. JS is currently looking at the Peel Centre RA.	MC
8(g)	Website - report for info	
8(h)	Technical - no report	
8(i)	Network - report	
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: AGM 5 Policies need reviewing: Personal Data Protection, Legitimate Interest Assessment, Safeguarding, Member and Trustee Code of Conduct Incident Reporting Guidance and Form. Role Descriptions Reviews	KG
12	Executive items for Bulletin/Cryer/Website: Note to confirm there are no age requirements for joining u3a. Summer Social reminder Note re the use of unique passwords for Beacon & u3a email account users	JH MC
13	Next meeting 0930hrs on Monday 24th August 2026 in the Civic Centre, Council Chamber	