Dronfield and District u3a

Executive Committee Minutes DRAFT 1

Minutes of Executive Meeting held at 09.30hrs on 24th August 2026 at the Civic Hall
Approved 21st September 2026

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

Item	Discussion	Action
1	JH welcomed everyone to the meeting and thanked the four observers for attending. Introductions were made.	
2	**Apologies** - None	
3	No conflict of interests reported	
4	Emergency Items – None	
5	**Minutes** of Executive Meeting held on 20th July 2026 were accepted as a true record.	
6	Matters arising from minutes – MC reported that the changes to the PayPal system had now been made and some u3a's had already implemented these, DDu3a will probably be involved by the end of October.	
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 365 MC had that morning received feedback from JS concerning the ongoing Risk Assessment work – she will report back next meeting. 362 – discussion concerning which old paperwork could be shredded – anything older than 7 years was not needed. MC is collecting this ready to have it professionally shredded.	SW
8(a) i	**Chairs Report for info** **The Chair's Report** for the AGM, previously circulated to the Executive Committee, was discussed. With all suggested amendments, it was approved for inclusion within the AGM Final Notice. **New Trustee induction** was considered, and several suggestions were put forward. It was agreed that certain roles would benefit from one-to-one handover discussions with the previous role holder. Members noted that most essential information is already available on both our and TAT's website, so JH will send an email containing a set of useful links. If, after reviewing these materials, a further meeting is felt to be helpful, this can be arranged as needed.	 JH

ii	**Events** – Summer Social had gone well.	
8(b) i	**Treasurer's Report** - for info **The Treasurers Annual Report** for the AGM Final Notice was approved.	
8(c) i ii	**Secretary Report** – **DDu3a AGM -** KG reported that planning and preparations for the AGM are progressing well. **Succession Planning –** KG provided an update. A successful meeting was held between KG, JH, EG and ten potential Trustees, eight of whom indicated they would be willing to join the Committee. However, the roles of Secretary, Membership Secretary, and Groups Manager remain unfilled and are still urgently needed. JH will include a further note in the Bulletin, as closure remains a potential risk. **Co-option of Trevor Wainwright -** Trevor Wainwright left the room at this point. Approval was given for him to be co-opted onto the Committee, and it was suggested that he be invited to take on the role of Vice Chair, given his interest in being Chair in the future. Upon rejoining the meeting, he was asked to become Vice Chair and agreed. **Role Descriptions -** A detailed discussion took place regarding the current role descriptors and whether they may be discouraging potential volunteers. KG will circulate to Committee members examples recently used by herself and EG - a basic list outlining the weekly, monthly, and annual tasks undertaken by the Secretary and Treasurer. Other role holders will then produce similar summaries for their positions. **Policy Reviews** – postponed until next Month	JH KG
8(d) i	**Groups / Publicity Reports** – TG updated the meeting on Group News and the so far unsuccessful search for a new Groups Manager.	
8(e) i	**Membership** MC provided an explanation of the Membership Data included with the paperwork. The recent membership-checking exercise had proved very useful, with several members reporting that they no longer use landlines; these numbers have now been removed from our records. MC had also followed up new members who hadn't sent us emergency contact numbers with an email requesting these. She shared a couple of recent examples where having these emergency numbers available had been extremely helpful. MC reported that Gift Aid arrangements have now changed. We are now able to specify exactly how much of the Membership Fee is eligible for Gift Aid.	
8(f) i	**Beacon** As explained in 6 above Beacon will soon be able to deal with Gift Aid. The agreed coordinator training, approved at the last meeting had not yet been started – it was suggested and agreed to wait until after the AGM, however all the information about the courses is now on the Beacon home page. MC informed those present she had been offered a used laptop for u3a use, but due to its lack of memory, it is unlikely it would be able to install the latest	

	version of Windows 11. so had declined the offer on our behalf. This then led to discussion concerning the use of our present u3a laptop. KG to contact Audrey Garrett concerning this.	KG
8(g)	**Website** - report for info The Executive Committee agreed that it would be better for Paul Harris, our Website Administrator, to have overall responsibility for adding items to the website rather than individual groups uploading content themselves, as this will help maintain standards and consistency.	
8(h)	**Technica**l - 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**: 5 Policies need reviewing: Personal Data Protection, Legitimate Interest Assessment, Safeguarding, Member and Trustee Code of Conduct Incident Reporting Guidance and Form. Role Descriptions – ongoing work on lists of basic jobs for each role.	KG
12	**Executive items for Bulletin/Cryer/Website:** Bulletin – Succession Plan update – still urgently need a Secretary/Membership Secretary/Groups Manager	JH
13	**Next meeting** 0930hrs on **Monday 21st September 2026** in the Civic Centre, Council Chamber	

Karen Grad 24/08/26