

Dronfield and District u3a

Executive Committee Minutes DRAFT 1

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

Approved: Monday 26th October 2026

Present	Julia Harris (JH) Karen Grad (KG) Ed Green (EG) Terry Goodyear (TG) Steve Wood (SW) Marion Clyde (MC) Trevor Wainwright (TW)	Observers	Penny Bradbury Elaine Ward Samantha Andrews Malcom Pottinger
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Item	Discussion	Action
1	JH welcomed everyone to the meeting.	
2	Apologies – Steve Alexander, Jill Marshall	
3	MC declared a conflict of interest regarding the article in The Cryer (8ai)	
4	Emergency Items – None	
5	Minutes of Executive Meeting held on 24 th August 2026 were accepted as a true record.	
6	Matters arising from minutes - None	
7	The Action Log was reviewed. 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 369 This item led to a detailed discussion regarding the format, use and storage of all Job Descriptions. MC will create a new Job Description folder within the Working Documents section of Google Drive. All newly revised Job Descriptions are to be sent to KG, who will upload them into the new folder.	SW MC KG
8(a) i	Chairs Report - for info Advertisement in the Cryer This item was moved to AOB due to concerns that there may be insufficient time for the discussion required. New Trustee Induction The new guideline sheet was approved, subject to 2 minor corrections.	JH
ii	Events – For info.	
8(b) i	Treasurer's Report - for info EG outlined to the new committee members the reports she provides to the Committee. MC asked about the budget forecast, and this was explained	

8(c) i ii iii	Secretary Report – DDu3a AGM – KG reported that all AGM paperwork has now been issued, and 16 members have already submitted their votes. Reminders will be sent out as usual. KG thanked MC for her help with this. Final arrangements for the AGM on 14 October were discussed and confirmed. Secretary & Trustee vacancies – There was serious concern expressed by both outgoing and incoming committee members regarding the current vacancies. An extended discussion took place about the future viability of DDu3a and the challenges of operating with only 7 Trustees. MC noted that the Committee had been working with 6 Trustees since March, which had been extremely difficult, and that a significant amount of work now remains outstanding. It was suggested that the Secretary Role Description be circulated to all members so they can clearly see what the role involves, accompanied by a strongly worded ‘closure’ email. This email would make a final request for potential Trustees to come forward before the AGM. JH will draft the email and distribute it to today’s meeting members for approval or amendment as soon as possible, with the aim of sending it to the full membership on Tuesday. KG will arrange another informal coffee meeting before the AGM for any potential Trustees. The decision was made to accept, as normal, the invitation to take part in this year’s Christmas Tree Festival, but unfortunately without being able to provide volunteers to help organise the Festival.	JH KG KG
8(d) i ii	Groups / Publicity Reports – Group News - TG updated the meeting on current Group News and noted that he would be meeting with the new Groups Manager after the meeting. Publicity - TG strongly recommended that the new committee should include a dedicated Publicity Representative.	
8(e) i	Membership It was noted that arrangements for future New Members Coffee Mornings will need to be reviewed. MC reported that issues remain with Gift Aid on Beacon. The matter is currently being investigated by a central team outside DDu3a. At present, it does not appear to be causing any operational problems for our u3a. MC advised that the website, the Membership Application Form and the Membership Renewal Form will need to be amended to incorporate the detailed Gift Aid Guidance wording recommended by TAT .	
8(f) i	Systems Admin Peel Centre RA - This item was deferred. It was recommended that a new sub-committee be formed to address Risk Assessments. It was noted that members of this sub-committee would not necessarily need to be Trustees. Legitimate Interest Assessment - The Legitimate Interest Assessment was reviewed and approved. Policies for Review - It was again recommended that a new sub-committee be formed to review the Policies, with membership again open to non-Trustees. Policies and Governance Context - MC explained that the need for Policies and related governance documents has changed significantly over the years since DDu3a began operating, particularly following the impact of Covid. This has resulted in an increased volume of work in this area.	
8(g)	Website - report for info	
8(h)	Technical - no report	

8(i)	Network - report for info	
9	Any Other Business – Advertisement in the Cryer This item, deferred from 8ai, was discussed in detail following an email from a member questioning an article in the Cryer. It was overwhelmingly agreed that no non-u3a events should be advertised in the Cryer. JH will contact JS to relay this decision. Following this, MC will also respond to an external speaker who had enquired about promoting an outside service, confirming that we cannot accept his invitation to speak at one of our Monthly Meetings. The Committee further confirmed that outside speakers at Monthly Meetings should not be promoting external services.	JH 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:	KG
12	Executive items for Bulletin/Cryer/Website: Bulletin – ‘Closure’ email	JH
13	Next meeting 0930hrs on Monday 26th October 2026 in the Civic Centre, Council Chamber	

Karen Grad 21/09/26