

Dronfield and District U3A
Executive Committee

Minutes of Executive Meeting held at 0930hrs on 24 April 2023 at the Peel Centre

Present Doug Emery (DE) Chair for Meeting
 Marion Clyde (MC)
 Chris Stone (CS)
 Julia Harris (JH)
 Phine Wright (PW)
 Steve Wood (SW)
 June Christopher (JC)
 Audrey Garrett (AG)
 Rod Brennan (RB)
 Steve Bradbury (SB) Attending

Agenda Agenda for the meeting is attached

Item	Discussion	Action
1	Agreed that DE would Chair the meeting	
2	No apologies for absence required	
3	No conflicts of interest declared	
4	<p>A Special Agenda Item was tabled for discussion concerning preparation and dissemination of meeting Minutes when it was pointed out that “actions” should not be tabled against people not attending the meeting-noted and agreed. Further it was agreed that Draft Minutes should be circulated as soon as possible after the meeting, and within one week of that meeting, to enable appropriate comment/ factual correction before the Draft Minutes are presented for approval at the next Exec Meeting.</p> <p>A Special Agenda Item was tabled concerning Charity Commission approach to the standard of Resolution needed to confirm adoption of DDU3a modified Constitution- see Item 6 below</p> <p>A Special Agenda Item was raised concerning the Personal Data Management Policy and prior committee discussions/ agreements were considered to be incorrect- see 5 below</p> <p>A Special Agenda Item was raised concerning (Action Log 69) was raised concerning The need, or otherwise for DBS Checks. DDU3a Safeguarding Policy calls for DBS checks but on what premise. TAT Guidance is silent on need for DBS and DDU3a has Safeguarding Officer and Policy that calls for any Concerns to be referred to appropriate Agency. Leads to view that DBS</p>	<p>RB</p> <p>RB</p> <p>(MC/JC/DE)</p>

	not required but Safeguarding Policy needs to be amended to confirm																																			
5	<p>Minutes of Executive Meeting held on 20 March 2023 are to be corrected; “action” references as 4 above to be changed 8e(i) should read.....Personal Data Management Policy will be re-written to read that transmission of Member data by e-mail shall only contain the Member's name, and no other personal data. 8f(i) should readeight members resigning 9 Speaker-Finder action (DE) to be added</p> <p>The corrected Minutes will be circulated in Draft for information/ comment before presentation to the 22 May 2023 Exec Meeting for formal approval.</p>	(RB) (DE)																																		
6	<p>Matter arising from Minutes (5 above) that is not considered elsewhere in the Agenda is the fact that, following contact/discussion it is a Charity Commission requirement that the change to the DDU3a Constitution, managed through the mechanism of a Special General Meeting, is formally evidenced.</p> <p>The SGM was properly advertised and managed, all Members being given the opportunity to vote on the proposed change to constitution and the results was presented to a regular monthly meeting. An addendum to the approved minutes of the SGM will be prepared to confirm the procedure and results</p>	(DE/JH/MC/RB)																																		
7	<p>Action Log</p> <p>Update of the presented Action Log, prepared after the March Meeting, was discussed and changes recorded as follows.</p> <table><tr><td>75 Seating Plan at Civic</td><td>ONGOING</td></tr><tr><td>74 Mic issues at Civic</td><td></td></tr><tr><td>ONGOING/DE</td><td></td></tr><tr><td>73 Speaker-Finder issues</td><td>MAY/DE</td></tr><tr><td>72 Postal Address- see 49 below</td><td>MAY/PW</td></tr><tr><td>71 Liaise Sheffield u3a</td><td>ONGOING/JH</td></tr><tr><td>70 ICE Cards / S Pyke</td><td>MAY/DE</td></tr><tr><td>69 DBS Checks (now consider not reqd)</td><td>COMPLETE</td></tr><tr><td>59 Reserves</td><td>MAY/CS</td></tr><tr><td>55 Co-Option, Charity Commission issue</td><td></td></tr><tr><td>ONGOING/MC</td><td></td></tr><tr><td>52 Associate Membership</td><td>OCT/MC</td></tr><tr><td>49 Postal Issues</td><td>MAY/PW</td></tr><tr><td>41 Google Drive</td><td>MAY</td></tr><tr><td>31 Beacon & Webmaster jobs</td><td>JULY/MC</td></tr><tr><td>26 Policies Review</td><td>SEPT</td></tr><tr><td>18 RA's move to MasterDocs</td><td>JUNE/DE</td></tr></table>	75 Seating Plan at Civic	ONGOING	74 Mic issues at Civic		ONGOING/DE		73 Speaker-Finder issues	MAY/DE	72 Postal Address- see 49 below	MAY/PW	71 Liaise Sheffield u3a	ONGOING/JH	70 ICE Cards / S Pyke	MAY/DE	69 DBS Checks (now consider not reqd)	COMPLETE	59 Reserves	MAY/CS	55 Co-Option, Charity Commission issue		ONGOING/MC		52 Associate Membership	OCT/MC	49 Postal Issues	MAY/PW	41 Google Drive	MAY	31 Beacon & Webmaster jobs	JULY/MC	26 Policies Review	SEPT	18 RA's move to MasterDocs	JUNE/DE	
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8a	<p>Report to consider concerning on-line joining and “legitimate interest” vs “contract” approach for Membership. Contract relies on payment and so issues will arise in the event of accommodating eg “carers”, who will be free of charge</p> <p>Proposed JH, seconded CS that Legitimate Interest approach be adopted in future, All in favour.</p> <p>Discussion considered added benefits of on-line joining as well as renewal. One issue to resolve is approach to photography at u3a events. Decided that Photographer has to make intentions clear and give anyone who does not want to be photographed the option of leaving temporarily.</p> <p>June target for on-line joining arrangements.</p>	(MC/CS/PW)
8b	<p>Treasurer Reports submitted for information/ discussion</p> <p>Noted that DCC Grant significant in Budget savings, meaning that Reserves, at £8500 are about £1K ahead of expectation.</p> <p>Significant issues being experienced with PayPal that appears unable to differentiate between planned and suspicious surges in activity.</p> <p>PayPal embedded in Beacon system so no immediate/ practical alternative available. Situation being progressed as quickly as possible though difficult when little personal contact with company can be established</p>	(CS)
8c	<p>Finance sub-Committee Reports submitted for prior consideration.</p> <p>Sub-Committee discussion , together with feedback from Groups Co-ordinators meetings, led to view that to stimulate Membership, after fall in numbers through pandemic, some positive advertising is required.</p> <p>Proposed to take a full page Article in Dronfield Eye at a negotiated cost of £500 +vat.</p> <p>Further proposed to purchase a new DDU3a banner to raise profile locally, initially at Dronfield Gala (TAT Special Event Grant to be applied for)</p> <p>Proposed by SW, seconded by JH and generally accepted that £750 budget be made available (Dronfield Eye £600, Banner £150)</p> <p>It was agreed that a £20 Gardens Voucher be presented to Margaret Holliday re catering work.</p>	<p>(CS/SB/PW)</p> <p>(CS)</p>
8d	Report submitted for prior consideration.	
8d(i)	Request to publicise Ashgate Hospice Sparkle Event not appropriate as not an objective of the u3a	(JH)
8d(ii)	Event Co-ordinators report noted and intent to “keep momentum going” supported.	(DE/MC)

	<p>Annual budget of £250 for events allocated.</p> <p>Buffet approved, as a thanks to Groups co-ordinators, with cost to be met from Events Budget.</p> <p>Response to Taster Sessions proposals is positive and events scheduled for May/June.</p> <p>Ratio of Speaker/ Non-speaker meetings to be considered going forward. Agreed to run an “event” alongside October AGM so booked Speaker to be cancelled and moved into 2024.</p> <p>Social Media publicity to be enhanced by use of existing screens around Dronfield for increased use of DDU3a Publicity.</p> <p>New Members meeting to be arranged in June with GC’s to attend.</p> <p>A formal Vote of Thanks to JH was proposed for work in preparing/ organizing the Groups Events Fair</p>	<p>(CS/JH)</p> <p>(DE/JH)</p> <p>(JH/DE)</p> <p>(DE)</p> <p>(PW)</p> <p>(DE/JH)</p> <p>ALL</p>
8e(i)	Groups Manager Job Description received but thought to require more “day-to-day” information/ detail setting out necessary tasks	(DE)
8e(ii)	<p>Prepared Policies and Risk Assessments to be transferred to MasterDoc</p> <p>Distribution of ICE cards to continue, some people request more than one card and DE to co-ordinate supply via Steve Pyke.</p> <p>Information to be supplied at next Exec Meeting as to the capacity of Groups to accept more members</p>	<p>(DE)</p> <p>(DE/PW)</p> <p>(DE)</p>
8f(i)	Membership Report provided and, following a post meeting check, the current membership is confirmed as 245 confirmed Members with 77 Renewals anticipated/ hoped for, before the end of May. Interim working figure of 322 members but final membership number will not be known until the end of May.	(PW)
8f(ii)	<p>Steve Pyke (Facebook) and John Reedman (local businesses contact) have not received any positive feedback re recruitment.</p> <p>Noted that at the Groups Fair 28 Guests left contact details- telephone numbers- but have not been followed up. These contact details to be divided among Exec for contact/ membership intentions to be established.</p>	(PW/ALL)
8g	No comment made concerning Monthly Meeting save those set out in 8d above.	(ALL)
9	There were no Special Items	

10	The changes in the Action Log set out in 7 above were summarized to the meeting and will be confirmed via separate circulation of an Updated Action Log.	(DE/RB)
11	No specific items tabled for consideration at the May Exec Meeting	
12	Suggested that an article on the Groups Fair be submitted to the Newsletter Editor	(DE)
13(i) 13(ii)	It was agreed that the Exec Meeting time will be retained at 0930hrs It is to be checked/ confirmed that cups used at Monthly Meetings are capable of being universally recycled and that they are separately collected for that purpose and disposed of appropriately.	(PW)
14	Next meeting 0930hrs on Monday 22 May 2023 at the Peel Centre, Dr Fletcher Room	

Signed: ☒ Marion Clyde, Chair, 22nd May 2023

**Dronfield & District u3a Executive Committee AGENDA
Monday 24th April 2023 at 9:30am, Dr Fletcher Room, Peel Centre**

1. Welcome
2. Apologies
3. Declaration of any conflict of interest:
4. Special agenda items:
5. Approve minutes of the Executive Meeting: 20th March 2023
6. Matters arising from the minutes
7. Action log **(ALL)** For review
8. Reports: For info only or for Discussion:
 - a. Chair (MC)
 - i. Online Joining – for discussion. Decisions needed re photography consent & lawful basis for holding personal data changes
 - b. Treasurer (CS)
 - i. Treasurer's Report

- ii. DDu3a Statement
 - iii. End of Year figures
 - iv. End of Year Report
- c. Finance Sub-Committee (SB)
 - i. Paid for Publicity – for discussion
- d. Secretary (JH)
 - i. Secretary Report - for info. Decision re member's request for publicity
 - ii. Event Coordinator's Report - Feedback re summary from GC Coffee Morning. Decision re Social Media presence, GC/Exec 'Thank You' meal and plans for Oct 2024 AGM meeting
- e. Groups Manager (DE)
 - i. Monthly Report & GM Role Description – for info
 - ii. Policies and Risk Assessments (inc in Groups Report) - for info
- f. Membership, Recruitment & Retention (JW)
 - i. Membership Report - For info
 - ii. R&R Report - For Discussion: Who is to phone visitors for feedback after meetings? Feedback Form – Can the Welcome Team take responsibility for using these?
- g. Monthly Meeting Review (**ALL**)
- 9. Any Special items:
- 10. Confirmation of actions agreed today for inclusion on the Action Log
- 11. Confirmation about items for next meeting (**ALL**)
- 12. Topics for Executive article in newsletter (**ALL**)
- 13. Any other business:
 - i. Time of Exec Meetings (PW)
 - ii. Collection & recycling of coffee cups at MM (PW)
- 14. Date & time of next meeting: **Monday 22nd May 2023** at 9.30am – Dr Fletcher Room at The Peel Centre