

**Minutes of Sandbach & District u3a Trustees Meeting**  
**held at 9.30am Monday 16 June 2025**

| Item |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action               |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1    | <p><b>Present:</b> Kate Ashcroft, Linda Bilsborrow, Alan Casey, Gillian Curtis, Moira Egan, Alice Holmes, Stuart Naylor, Paula Reilly Cooper, Steve Roe</p> <p><b>Apologies:</b> Barrie Hacking, Ken Talbot, Linda Williams</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                      |
| 2    | <p><b>Minutes of May meeting</b><br/>Minutes should be dated May 2025.<br/>Item 2 should read minutes of April meeting.</p> <p><b>Matters arising</b><br/>Item 12 c – Ken will follow up, not Linda B</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Stuart               |
| 3    | <p><b>Planning for group leader working lunch in July/August</b><br/>Topics agreed as:</p> <ul style="list-style-type: none"> <li>• Risk Assessment/Health &amp; Safety, including home-based and outdoor risk assessments (Linda W to lead)</li> <li>• Explanation of reduced non-venue session fees, including simplicity for GLs, fairness in relation to venue groups, and the gradual shift to payment in advance</li> <li>• Feedback from February GL working lunch, and arrangements for 2026 February GL working lunch</li> <li>• Explanation of any changes to fees for venue groups taking place in January rather than September (including the '50% groups' – see Item 6)</li> <li>• Discussion of how GLs can continue to manage numbers in their groups, with a particular focus on waiting lists</li> </ul> <p>Catering from Wishing Well. Paula to ask GLs to commit to either 23 July or 13 August so we can organise numbers for catering.</p> | Paula                |
| 4    | <p><b>Proposal for Group Leaders working lunch in February 2026</b><br/>We agreed that the date will be 7<sup>th</sup> February and timing 2.30 – 3.15/3.30 pm for briefing and discussion, followed by hot &amp; cold buffet. Paula and Alice to decide on a suitable cost per head (using last year as guidance) and negotiate suitable food arrangements with the Golf Club.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Paula, Alice         |
| 5    | <p><b>Consider proposal for evaluation regarding meeting the needs of members</b><br/>We recognised that there will always be a significant number of members who are unable/unwilling to participate but who wish to retain their membership. Steve will continue to monitor numbers at members meetings and Sunday social events and feedback towards the end of the year.<br/>There may be an issue with the lack of public transport on Sundays. Linda B will refer this to the RUG.<br/>We agreed that there is no need for any further action in relation to members who don't participate.</p>                                                                                                                                                                                                                                                                                                                                                            | Steve<br><br>Linda B |
| 6    | <p><b>Identify any groups falling below the 50% threshold</b><br/>We don't yet have the necessary information (e.g. Masonic Hall have not invoiced us yet) and that we won't have full information before the autumn. This means that it is likely to be too late to change any group fees for September. We agreed that if a group fee needs to change then this change will take place in January, not September. This will be a long-term arrangement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Paula, Gillian       |

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| 7  | <p><b>Develop strategy for trustee succession</b></p> <p>Linda B presented an outline summary of Committee roles. This will go to members in order to generate interest in joining the committee. Paula will provide a suitable set of words regarding the separate roles of Group and Programme co-ordinators.</p> <p>Each trustee is requested to make a list of the tasks that they carry out in their role over the next couple of months. This will form the basis of a handover document at some point in the future, and also provide a valuable check list if a trustee is unable to carry out their role at short notice.</p>                                                                                                                                                                                                                                                                                                                                                                                             | <p>Paula</p> <p>ALL</p>                                                                                    |
| 8  | <p><b>New padel courts at Elworth Cricket Club</b></p> <p>The new courts are operating with a charge of £20 per hour. It should be possible to negotiate access to coffee/tea etc as well as toilets if necessary.</p> <p>Moirira will create a paragraph for an update to advertise this opportunity to members (maybe with a link to a Youtube video?). If members do start playing (paying for the courts themselves) and there is enough interest then we may be able to start a u3a group. Currently there are u3a subject advisers for pickleball and racketball but not for padel.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      | Moirira                                                                                                    |
| 8  | <p><b>Finance</b></p> <p>a) The finance report was accepted.</p> <p>b) GL expense claims should include an itemised receipt</p> <p>c) Expenditure on the Sunday afternoon socials should be limited to about £45.</p> <p>d) We agreed that we will no longer provide any refunds by cheque or accept cheques for fees. Gillian will write a paragraph for an update to explain why we will no longer accept cheque transactions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Ken</p> <p>Gillian</p>                                                                                  |
| 9  | <p><b>Membership update</b></p> <p>The membership report was accepted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                            |
| 10 | <p><b>Update on groups</b></p> <p>There is plenty of interest in a new croquet group, and a potential group leader. Sandbach Cricket Club has offered us a space for playing and for storing equipment, as well as access to toilets and a kettle. We agreed on a budget of £2000 for purchasing startup equipment. Macclesfield u3a croquet group will run a taster session. We agreed to the purchase of a coloured jack for Bowls 9.</p> <p>Negotiations are ongoing for a new pilates tutor. One potential tutor has been turned down because she was too expensive at £45 per hour.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Paula</p> <p>Paula</p>                                                                                  |
| 11 | <p><b>Trustees admin</b></p> <p>b) The question of how much documentation needs to be retained by GLs was deferred to a future agenda.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Stuart                                                                                                     |
| 12 | <p><b>AOB</b></p> <p>a) Barrie is organising a first aid course which Ken will advertise in an update.</p> <p>b) A member has enquired about whether we have adopted the Third Age Trust Equality, Diversity and Inclusion policy. This will be deferred to a future agenda.</p> <p>c) At present we do not have an independent auditor for our accounts. None of the accountants in Sandbach seem interested in doing this for us. Paula will follow up a possible contact she has.</p> <p>d) We have been approached by AbilityNet, an organisation that offers free digital skills training to older people. Linda B will follow this up.</p> <p>e) We have been approached by a person at Ashfields Health Centre regarding their intention to signpost our u3a to some of their patients. Stuart will follow this up.</p> <p>f) We agreed to the purchase of a new projector.</p> <p>g) The sewing group need cable protectors, which should be included in their Risk Assessment. Lots of our venues already have these.</p> | <p>Barrie,</p> <p>Ken</p> <p>Stuart</p> <p>Paula</p> <p>Linda B</p> <p>Stuart</p> <p>Alan</p> <p>Steve</p> |
|    | <p>Meeting closed at 11.40 am.</p> <p><b>Next Trustees meeting on Monday 21 July at 09.30 am</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                            |