

Minutes of Sandbach & District u3a Trustees Meeting
held at 9.30am Monday 20 October 2025

Item		Action
1	Present: Kate Ashcroft, Linda Bilsborrow, Alan Casey, Gillian Curtis, Stuart Naylor, Paula Reilly Cooper, Steve Roe, Ken Talbot, Linda Williams Apologies: Moira Egan, Barrie Hacking, Alice Holmes	
2	Minutes of September meeting Item 5 – rewording necessary to clarify the details of what was agreed. Item 12 (c) – Note that Ken will publicise the change to library duty in an update in early November when it is relevant. Matters arising No other matters arising.	Stuart Ken
3	AGM Action Plan Linda B will contact the previous treasurer to confirm his role and the relevant dates. We agreed to focus on members voting at the AGM during February. Members will be reminded of the importance of voting and voting forms will be available at relevant meetings during February.	Linda B Ken, Kate, Stuart
4	Update on trustee deputies and succession Alan will be standing down after many valuable years as a trustee. Gwen will be taking over his role. Kate, Paula, Barrie, Alice and Linda W are willing to remain in their roles and their names will go to the AGM for re-election. All other trustees are within their three-year period of office. It will be helpful if we can find a deputy for Paula and for Gillian in the near future. Linda B will write a short piece for members regarding vacancies for trustees and referring to the need for deputies for some roles.	Linda B
5	Proposal for procedure for serious accidents We agreed that it will not be a requirement for every member to provide emergency contact details or carry these details with them in an accessible form; similarly there is no requirement on members to disclose medical conditions (though obviously they are encouraged to do so). Linda W will redraft the proposal for the December meeting, taking into accounts points discussed by trustees. The serious accident procedure is likely to be a focus for the GL working lunch in February. Linda W will send out the new Risk Assessment forms to GLs, with a request to either complete these online or print and return to her. All RA forms will be stored in Sharepoint. Linda will discuss Risk Assessments with Ken (Sunday tea & cake), Kate (members meetings) and Alice (trips/social events). Linda will also update the accident forms at some point.	Linda W
6	Proposal for payment for external speaker After discussion we agreed that we would support the principle of paying for an occasional external speaker for an interest group, subject to the following conditions: • The meeting must be open to all members and advertised in advance • Members would normally be expected to register their attendance in advance, so numbers can be managed Any application for payment for an external speaker will be reviewed at the time of application.	Stuart

7	Wesley Centre furniture Moira has been in discussion with the Wesley Centre and they have agreed that our members should do what they feel able to do regarding putting furniture away. If they don't feel able to put tables away then tables can be left out for the caretaker to deal with.	
8	Finance Report for September 2025 The finance report was accepted. In future reports Gillian will include information about the corresponding month in the previous year, so trustees have some sense of any longer-term changes in finances.	Gillian
9	Membership update The membership report was accepted.	
10	Update on groups Padel groups are limited to 8 people on court. Anybody playing needs to book the court online in advance. Starting and managing a group with such restricted numbers will be a challenge as we are not able to open it to all members. We agreed that anybody wanting to play padel should be encouraged to share their contact details, collect a group of players and book the court themselves. Paula will get back to the members who are interested and see if they are willing to share their contact details. We have two new pilates tutors who are very experienced. There is a risk they may not be willing to run classes for £35 per hour. We agreed to pay them more in order to keep them. Paula will approach them and ascertain what fee they think is more reasonable. Sandbach Library now allow only 5 minutes setting up time for a group. It may be necessary to book additional time for the Book Group that meets there. Lights in the Masonic Hall are now sensor controlled.	Paula Paula
11	Trustees admin Nothing to note.	
12	AOB a) The laptop that Gillian is using is now out of date, running on Windows 10. Alan will check whether it can be updated; if not we will purchase a used replacement laptop.	Alan
	Meeting closed at 11.29 am. Next Trustees meeting on Monday 17 November at 09.30 am	