

Minutes of Sandbach & District u3a Trustees Meeting
held at 9.30am Monday 19 January 2026

Item		Action
1	Present: Kate Ashcroft, Linda Bilsborrow, Gillian Curtis, Moira Egan, Barrie Hacking, Alice Holmes, Stuart Naylor, Paula Reilly Cooper, Steve Roe, Ken Talbot, Linda Williams, plus Gwen Lewis (observer) Apologies: Alan Casey	
2	Minutes of December meeting Accepted as a correct record of the meeting. Matters arising Item 5 Linda W will liaise with Gwen regarding an editable version of the updated accident report form.	Linda W
3	AGM Action Plan Ken will print voting forms for the relevant meetings during February. Ken will send all the AGM documents to Alan, Barrie and Stuart	Ken
4	EDI policy a) Proposed policy We agreed to completely delete the guidelines shown in the draft version and to accept the proposed policy with one minor modification: in Definitions > Inclusion, insert <i>reasonable</i> before <i>practical</i>. Ken will send out the new policy to all members, and Gwen will include this on the website. b) Proposed working party We agreed to delay setting up a working party to review statements describing activity groups on our website until the policy has been circulated to members. Steve will then ask GLs for volunteers to join the working party by email. Steve to liaise with Paula about when to send out the email; also to liaise with Linda B, Ken and Stuart about the precise wording.	Ken, Gwen Steve
5	Planning for GL working lunch Approx. 60 attendees so far. We agreed on timing as 2.30 – 3.15 (max) for presentations, with food ready to serve by 3.15 pm. Focus for the presentations will be • Updated accident report form • Procedure for serious accidents • Updated Risk Assessment form • Reference to group descriptions on website re session attendance fees • Reference to banking charges No data projector – all information given as paper handouts	Paula, Linda W, Gillian, Alice
6	Managing library sessions The simplest way to deal with any cash collected is for volunteers to transfer money from their own bank account to u3a; they will need a code to enable them to do this. VB is willing to go to each library session to collect money for trips. There will be a training session at 10.15 in the library 11th February on how to use the card machine. Barrie will attend this. There will also be a training session at the end of the February Committee meeting. Membership renewal will be as last year, in the Wesley Centre, on 22 July and 12 August. Moira will book the Wesley Centre 10.00 – 12.00, including use of the kitchen.	Gillian Moira

	Stuart will include the library calendar in the next set of papers; also include names of volunteers for library sessions on the calendar	Stuart
7	Finance update The finance report was accepted. Gillian and Alan were thanked for providing the graphs showing finances. However they did not appear to aid trustees' understanding – e.g. the graph with total bank balance was interpreted as showing our reserves, and the block graphs used different scales so comparisons were difficult to make. There was a request for the treasurer to consider what data would help us to monitor finances in the most obvious and meaningful way; this will be an item for a future agenda. There has been a request from a GL to purchase a Fast Finder. We already have two of these, but they are not modern versions. We approved the request in principle, if the two existing versions are either unavailable or unsuitable. We need to adjust the email that goes out requesting online payment, to make it clear that members should only use that link for payment. The Town Hall has been carrying out a review and has sent an invoice for June 2024. We agreed to pay this invoice only after their review has been completed and we know what the parameters are.	Gillian Stuart Gillian Gillian, Gwen Gillian
8	Membership update The membership report was accepted. Ken will follow up the query regarding the RUG member.	Ken
9	Update on groups We have two possible new groups: • Talk Time, for developing proficiency in spoken word, probably on Wednesday afternoons from March. Moira will book a suitable venue. • An extra pilates group, Chair Fit, run by one of our most experienced pilates tutors and probably after the Friday morning pilates group in Elworth. Paula/Moira to liaise with the tutor about the best venue for this. Ken will publicise both groups in an update.	Moira Paula, Moira, Ken
10	Trustees admin Calendar dates noted as above.	Stuart
11	AOB a) We now have a group of volunteers to serve refreshments at members meetings in the Town Hall, plus a volunteer willing to act as overall organiser b) The Library discovered an old amplifier, speaker and two microphones belonging to u3a. It's old and heavy but works fine – Ken has tested it. It's available if any group wishes to use it; if not it can go to Freecycle in a couple of months. c) Ken will send out the u3a newsletter about the Festival in York later this year.	Ken Ken
	Meeting closed at 11.27 am. Next Trustees meeting on Monday 16 February at 09.30 am	