Sandbach & District

Registered Charity No: 1105144

Minutes of Sandbach & District u3a Trustees Meeting

held at 9.30am Monday 15 December 2025

Item		Action
1	**Present**: Linda Bilsborrow, Alan Casey, Gillian Curtis, Moira Egan, Barrie Hacking, Alice Holmes, Stuart Naylor, Paula Reilly Cooper, Steve Roe, Linda Williams **Apologies**: Kate Ashcroft, Ken Talbot Gwen Lewis and Meurig Williams were welcomed as observers	
2	**Minutes of October meeting** Acceped as a correct record of the meeting. **Matters arising** None.	Stuart
3	**AGM Action Plan** A reminder that 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.	Ken, Kate, Stuart
4	**Update on trustee deputies and succession** Linda B has had two expressions of interest from members in regard to Paula's role, along with two further expressions of general interest that are being followed up. The table showing Committee terms of office was confirmed.	
5	**Updated procedure for serious accidents** We agreed that this was an improvement of the draft version. Two minor changes to make are: In Actions after the incident, bullet 6 – 'the Group Leader will keep in touch' . . . Throughout – change 'Group Leader' to 'Group or Event Leader' as appropriate Linda will liaise with Alan and Gwen re providing an accident report form that can be downloaded from the website as a Word document which can be filled in and returned electronically. The GL working lunch on February 7th will include the new procedure for serious accidents, the updated accident report form, and the updated Risk Assessment.	Linda W Linda W, Paula
6	**Proposal for EDI policy** After discussion we agreed to adopt the policy in principle. Some minor changes to wording were suggested, especially in the Appendix to make the document look less like a set of requirements. Stuart and Linda B will redraft the proposal, taking comments into account. We agreed that it would be inappropriate to attempt to collect data on the range of protected characteristics, and that the onus was on individual members to ensure that GLs are aware of any particular circumstances that are relevant. A number of follow up actions will be necessary after we adopt the policy. It will be useful to check the information about each group on our website to make sure that the description is as inclusive as possible. Steve will lead a small working party, with a couple of GLs, to review the statements on our website in the light of the EDI policy. This will probably lead to a future training session for GLs. GLs will be invited to join the working party at the Working Lunch in February. Moira will review information about the venues we use and check how accessible and inclusive they are.	Stuart, Linda B Steve Moira Stuart

	Looking further ahead, we should include a statement about EDI in our Code of Practice at the 2027 AGM.	
7	**Finance update** The Town Hall staff are really bad at sending invoices. Gillian is waiting for one outstanding invoice from December 2024. We agreed that this can be left as an outstanding debt in our accounts. Our accounts are virtually ready to go to the independent examiner. Under Expenditure, 'Group Activites' will change to 'Group Expenses'. There have been some changes to the timing of how income/expenditure is allocated to financial years – e.g. payments to the Third Age Trust for each member of our u3a. This can make some of the figures seem a bit misleading. Gillian will include a note about this for the AGM. We agreed that the colour-coded financial analysis will not be included for the AGM. We also agreed that a graphical analysis will be included for the trustees each month – Stuart will make sure this goes out in the papers for trustees. The Finance Team will review all the codes for expenditure in SWISH in order to simplify the codes that are used.	Gillian, Alan Gillian Stuart
8	**Membership update** The membership report was accepted. Barrie will review the headings and data in the table to try to improve the clarity – e.g. removing 'Not Yet Renewed' for previous years.	Barrie
9	**Update on groups** We agreed to leave the fees for Paid Tutor groups as they are and review overall income later in the year to ensure that all costs are fully covered. We also agreed to leave the payments to tutors as they are and review expenditure later in the year. We only have one group that is below the 50% threshold for covering their costs. Paula will discuss this with the GL concerned, and she will let all the GLs know what the finances are for their groups. Possible new groups under discussion are Classical music visits and Family history. The Dance Fit group is now up and running again. SWISH now has the facility to use different descriptions for recording group attendance fees – e.g. £2 per year for non-venue groups.	Paula Paula
10	**Trustees admin** Thanks were recorded to Alice for her huge amount of effort over the years in organising refreshments for a range of meetings. We have 3 or 4 members willing to assist with refreshments for Members Meetings, but nobody so far is willing to take responsibility for the overall organisation. Kate cannot be allowed to continue to take responsibility for this, so we agreed that Linda B will announce at the January meeting that no refreshments will be available after that meeting unless we have a volunteer to take responsibility for them.	
11	**AOB** a) Moira will contact the Wesley Centre to cancel the venue for Sunday tea & cake in January, after checking first with Ken. b) Library volunteers don't know what to do with any money they collect. This will be discussed at the January meeting. c) There are no details on the website about Members Meetings after December. Kate to update this for 2026 meetings.	Moira Stuart Kate
	Meeting closed at 11.35 am. **Next Trustees meeting on Monday 19 January at 09.30 am**	