



SANDBACH AND DISTRICT U3A
U3A Committee Planning Meeting 20/7/20

Held under lockdown using Zoom remote meeting software

1	<p>PRESENT Arnie Laing, Kevin Dean (arriving late), Alan Casey, Barrie Hacking, Sandy Boyle, Pam Thomas, Paula Reilly-Cooper, Don Rickards, Alice Holmes, Richard Thorne</p> <p>APOLOGIES Tricia and Stuart present only for items 1 to 4</p>	
2	<p>PLANNING FOR GROUPS RESTARTING</p> <p>The meeting agreed to use the amended risk assessment form following the guidance from the national risk assessment.</p> <p>So far 6 risk assessments have been completed by group leaders mostly from outdoor activities. It was agreed that all group deputy leaders should be made aware of the requirement to complete the post-lockdown release risk assessment. In addition, it is a requirement without exception that at each activity meeting/session, the leader or deputy should take a register of all members attending and keep it for a potential 'track and trace'. This will then ensure that the group activity is covered by the third party liability insurance. The group coordinator will email all group leaders and deputies with the latest guidelines completing risk assessments.</p> <p>Government guidelines currently restrict group activities to a total of 6 people.</p> <p>Various venues previously used such as the Masonic Hall, Wesley Centre, St Peter's Hall and the Masonic Hall were discussed. All of these venues are currently at varying stages of preparation for reopening. Some of which have cleaners who are classed as vulnerable. Venues hosting meetings running one after another such as Pilates and Tai Chi at Elworth Methodist Hall, have to be cleaned and left empty for one hour after each class making indoor activities more of a challenge.</p> <p>Jenny, the leader of Bowling 3 which meets on Friday mornings, has advised that the group has recommenced with player restrictions in force that meet the government guidelines and also that of the Crown Green Bowling Association. They are listed in the post lockdown risk assessment which has been agreed.</p>	
3	<p>ANY OTHER ISSUES WITH GROUPS AND VENUES</p> <p>It was agreed that the 40 minute free Zoom meeting allocation and/or a follow up 40 minute booking was adequate so there is no need to allow leaders to claim expenses for Zoom subscriptions.</p>	
4	<p>CONFIRM FEES FOR 2020-21</p> <p>There will be no change to the fees for the new year but groups may, if they want to, collect fees in advance.</p>	

<p>5</p>	<p>MINUTES OF JUNE MEETING AND MATTERS ARISING</p> <p>The minutes of the June meeting were accepted as a true record with the exception of the section of the treasurer’s report which showed the previous month’s figures. They were labelled as May when they should have been April.</p> <p>Arnie explained that John Banyard resigned because he could not persuade Arnie and Stuart to have the figures from 2010 to 2018 audited against the format he thought appropriate. Arnie suggested that the cost of this pointless exercise would have been £7,000.</p> <p>Richard confirmed that the format used in the past is appropriate according to the Third Age Trust website guidance.</p>													
<p>6</p>	<p>IMPLICATIONS OF TREASURER RESIGNATION</p> <p>Richard has taken on the role until the AGM but a new treasurer is required from then. Arnie will send to John Banyard the minutes authorizing Richard as the new treasurer so that Richard can visit John and collect all the necessary documents.</p> <p>Arnie and Richard must visit the Nat West Bank to change the names of all signatories and people receiving correspondence to the current authorized set and remove any old names which Nat West might still have.</p> <p>The resigning treasurer’s report was not discussed in the meeting but it is shown below:</p> <p style="text-align: center;"><u>Sandbach & District U3A</u> <u>Finance Report for June 2020</u></p> <p>Balances at end of month:</p> <table border="0"> <tr> <td>NatWest General Account</td> <td>£11,661.96</td> <td>(May Balance: £ 9,903,27)</td> </tr> <tr> <td>NatWest General Reserve</td> <td>£21 633.32</td> <td>(May Balance £21,633.13)</td> </tr> <tr> <td>PayPal</td> <td>£ 771.76</td> <td>(May Balance: £ 771.76)</td> </tr> <tr> <td>Cash in Hand (Approx.)</td> <td>£ 481.50</td> <td>re groups (May Bal £ 614.50)</td> </tr> </table> <p>General Notes</p> <ul style="list-style-type: none"> • Balances are prior to social event cancellation refunds being made in July and include receiving some refunds of social event payments made. • Cheque books have been obtained from NatWest for the refunds requiring cheques to be prepared. Social Events Organiser is continuing to hold the unused ones for future refunds that may be required to be issued. • Some further venue invoices have been received and paid within the month. • It is disappointing to see that Group Leaders have not as at month end banked their cash in hand as NatWest provide envelopes so that cash/cheques can be deposited using these envelopes that are readily available from the bank. <p>Issues Outstanding</p> <ol style="list-style-type: none"> 1. As only a small amount was paid out in June for venues, there are still around £2.500 that remain outstanding. 2. PayPal Here card reader has still to be set up. Issues arose during testing, including personal device settings (i.e. smartphone, iPad etc), and level of detail conveyed to PayPal account to enable verification of transaction by member. Each user requires to be set up individually 3. As confirmed at June Committee Meeting (CM) the second reader was consequently not ordered within the month. 	NatWest General Account	£11,661.96	(May Balance: £ 9,903,27)	NatWest General Reserve	£21 633.32	(May Balance £21,633.13)	PayPal	£ 771.76	(May Balance: £ 771.76)	Cash in Hand (Approx.)	£ 481.50	re groups (May Bal £ 614.50)	<p>Arnie</p> <p>Arnie, Richard</p>
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	<p>4. <i>NatWest signatories are still to be amended as agreed at May CM – Chairman has not yet supplied a signed copy of minutes and NatWest have not supplied forms requested as there are issues with downloading them from the website.</i></p> <p>5. <i>Preparation for year-end - I will not be able to compile the accounts required for the AGM using the required Charity Commission format as explained within my letter of resignation.</i></p>	
7	<p>MEMBERSHIP RENEWAL</p> <p>Over a third of the members have now renewed and 167 of them did so at the first rugby club session which went well with good humour on all sides.</p> <p>Barrie has got the PayPal reader working but there is some confusion about the availability of a second reader. Richard will resolve this.</p> <p>The summer newsletter states that the rugby club sessions last until 1pm. Kevin will correct this in the weekly update.</p>	Richard Kevin
8	<p>SOCIAL EVENT REFUNDS</p> <p>All refunds have been issued by cash or by cheques and most of the cheques have already been cashed.</p> <p>Alice asked if she should arrange the Christmas party this year. The meeting decided that the level of fear of catching the virus is so high that it should NOT go ahead. Alice will contact Crewe Golf Club to break the bad news.</p>	Alice
9	<p>ARCHIVE DOCUMENTS</p> <p>Barrie has sent all his old documents to the shredder.</p> <p>Tarporley U3A has taken the radical step of destroying all their paper documents after scanning them on to memory sticks. The Third Age Trust is going to issue advice on this matter.</p>	
10	<p>DELEGATE FOR NORTH WEST AGM</p> <p>Pam will represent Sandbach U3A at this event on 1st September via Zoom.</p>	Pam
11	<p>IDEAS FOR ATTRACTING NEW MEMBERS</p> <p>The meeting had nothing to offer for attracting new members. Arnie reported that Crewe U3A has written to Bentley HR department in the hope of capturing some early retirees. With luck some of them might come to Sandbach.</p>	
12	<p>Any Other Business</p> <p>The discussion on adopting the new model constitution was postponed.</p> <p>Pam has a card to send to the lady who paid twice. Barrie will supply the £10 note for insertion.</p> <p>The August planning meeting will discuss a virtual member meeting for October and also how to run the AGM virtually. The Holmes Chapel AGM was done not with Zoom but by some other virtual method which Arnie will clarify by sending the relevant papers to committee members.</p> <p>The meeting ended at 11:17.</p>	Pam, Barrie Arnie
	<p>Next meeting - Monday August 17th</p> <p>will set up.</p>	9.30 in a Zoom conference that Stuart Stuart

Signed Date