

Minutes of the Trustees Meeting held on 20th September 2021
At Alice Holmes house, Sandbach

	PRESENT: Stuart Naylor, Linda Bilsborrow, Paula Reilly-Cooper, Alan Casey, Barrie Hacking, Alice Holmes, Richard Thorne, and Sue Jones. With thanks to Alice for hosting the meeting	
1.	Apologies There were no apologies	
2a.	Minutes of August Meeting and Matters Arising The Minutes were accepted as an accurate record. Matters arising are covered within these minutes. It was agreed in principle that member's names should not be minuted.	
2b.	Correction to previously agreed Minutes from 21st May 2021 Item 4. Fees for Interest Groups Reads "Venue groups to increase to £1.50 per meeting" Should read "increase to £1.20 per meeting."	
3.	Covid Update a) Any update on restarting groups Paula said no news on re- opening date for Lightley Court, so it may become necessary to look for another venue for scrabble and music appreciation. She also said she had spoken to the Wesley Centre and they had said their caretakers were not allowed to help the bowling groups set up their mats. The Wesley Centre are increasing their room hire charge by £5 for Bowls group 8 and 9. Art appreciation – first meeting will be to see if this group can continue as there is no groups leader. Bridge group is restarting in Union Street. Poetry Together and short walk + dine 5 have suspended their groups temporarily. Paula said there was a total of 16 paid tutor groups and predicted there would be a surplus from these groups of £70 per week if everyone pays up front. b) Procedure for personal Risk Assessment Stuart to update covid statement on website Agreed Alice should ask members going on u3a group outings to fill in their own personal risk assessment before travelling. Alice to send them the relevant form.	Stuart Alice
4.	2021 AGM a) Update on nominations for Committee and Committee roles With the resignation of Don, Paula's role has become larger and busier and the committee agreed that she should have an assistant. Agreed Linda should send out extra newsletter asking for volunteers. Stuart said he would send her the briefing for this article.	Stuart/Linda
	b) Draft Action Plan and voting form After discussion , where members don't have an email address, it was agreed to deliver, where possible, the voting form, together with the relevant papers.	

	<p>Members outside the local area would have the form and papers posted to them. Agreed to ask volunteers to help hand deliver these papers in week beginning 4th October.</p> <p>Agreed to organize for these papers to be sent for printing to Oakdene Printing, Holmes Chapel. Barrie to organise.</p>	<p>Barrie</p> <p>Barrie</p>
5.	<p>Fees for Interest Groups</p> <p>a) Any Feedback on second Group Leader briefing Alan to put the Group Leader presentation on website.</p> <p>b) Feedback on meeting with with Alex Black After discussion with the Wesley Centre, u3a had been informed that their caretakers can't support putting the mats out and clearing them away. Stuart to draft an email to Alex informing him of Wesley's decision which will be sent to Paula and Linda before he sends it out to Alex. Regarding review of fees, working groups have adjusted session fees but agreed we need to review our overall policy in the new year. Agreed this working group should include two non-committee members. Suggested that Stuart ask Alex and Louise Adams to join him, Paula and Linda also included on this working group.</p> <p>c) Reiterate policy on Group Leader session fees Don and Pam had raised this matter in emails. The Committee re-iterated the decision which they had made and had been unanimously agreed at July's meeting that group leaders don't need to pay session fees unless they choose to.</p>	<p>Alan</p> <p>Stuart</p> <p>Stuart</p>
6.	<p>Members' Meetings</p> <p>a) Planning for future Members' Meetings, including introducing 4th October As both Stuart, Linda and Paula are away on 4th October, it was agreed that Alice would open the members meeting – Stuart to send her briefing. It was reported that 'Dogs for Good' scheduled for 2nd May 2022 had asked if they could sell merchandise. It was agreed that this was not in line with the u3a charity rules. As Pam has resigned from the Committee and she organized all the members meetings, it was felt that unless a replacement could be found for her, it was possible that some of the members meetings might need to be cancelled. Agreed to review the situation at October's meeting.</p> <p>b) Planning for Showcase 7 March 2021 Again this may need to be cancelled as no-one available at present to organize. review in October.</p> <p>c) Possible members' Quiz Night Kevin has volunteered to organize this on 10th November and has booked St Mary's Hall. The Committee supports this.</p>	<p>Alice/Stuart</p> <p>Stuart b/f Oct</p> <p>Stuart b/f Oct</p>
7.	<p>Finance</p> <p>a) Finance update Richard reported the accounts were up to date. He agreed he would do a month end projection for funds for the rest of 2021.</p> <p>b) Bowls Group Richard pointed out that the bowls group 1 had paid £400 for the use of the Pavilion and bowls 3 & 8 £150 each for use of the hut. Paula said bowls group 1 were aware of this charge and would not be booking the pavilion next year.</p>	<p>Richard</p> <p>Richard b/f December</p>

	It was agreed that Richard would collate all the information for policy on fees and charges for bowls greens and pavilions for the December meeting, ready for the review of session fees in the new year.	
8.	<p>Update on Membership Barrie said we have 147 new members. It was agreed to hold a new members' morning meeting. Proposed date 19th October starting at 10 a.m. at the rugby club. Alice to check whether this date is possible. Agreed we could hold it in bar but also have the outside space available. Tea, coffee and biscuits to be served. Barrie was asked to exclude any lapsed members who had re-joined from the list</p>	Alice Barrie
9.	<p>Trustees' Admin including: a) Calendar and information update Sue was asked to include the quiz night and group leaders briefing on 26th February. Alan asked Sue to include a reminder for the Swish Team website review in March 2022. b) Venue for future committee meetings It was agreed to see if future meetings could be held in the Wesley Centre, Room 1. Paula was asked to book this for the next 6 months. c) Volunteers for Library rota Sue to add to calendar the names of people on the library rota for all dates. d) Library duty procedures Agreed at the close of the November 15th committee meeting, Paula would give a 20 minute tutorial on the library duty procedures. (Sue add this to calendar) e) Printing Discussed under Item 4b.</p>	Sue Paula Sue
10.	<p>Any other business Diaries Kevin has ordered 40 diaries – 20 already sold. Agreed some should be available on library days. Wool Linda said a member had donated £100 worth of wool. She was offering it to members, possibly sewing groups. If not taken up would give to charity shop. Walking Cricket Group – Richard said a member of the group had asked if he could raise money for t shirts and shorts on a facebook page. However, the Committee felt this wasn't appropriate and agreed u3a would buy the kit on behalf of the group.</p>	
	The meeting finished at 11.30. Date of next meeting 18 th October	

Signed

Stuart Naylor

Date 19th October 2021