

u3a Minutes of the Trustees Meeting held on 16th August 2021

	<p>PRESENT: Stuart Naylor, Richard Thorne, Alan Casey, Barrie Hacking, Don Rickards, Alice Holmes, Paula Reilly-Cooper and Sue Jones With thanks to Richard for hosting the meeting.</p>	
1.	<p>Apologies Apologies received from Linda Bilsborrow and Pam Thomas</p>	
2.	<p>Minutes of July Meeting and Matters Arising</p> <ul style="list-style-type: none"> • 2.4 should read "the present Pay Pal system wouldn't support attendance payments" <p>Matters arising are covered within these minutes.</p>	
3.	<p>Covid Update</p> <p>a) Any update on restarting groups and venues Paula said several Group Leaders were re-thinking their situation and she was monitoring the situation. The tap group has been suspended and it has been suggested that 'Group Fit' should be started. This is a mixture of movement and dance styles and a taster session could be arranged. Agreed Linda should put this in the newsletter and ask for an expression of interest. Paula said group leaders had asked whether there was a general risk assessment file for each venue. It was agreed each venue be asked to supply their risk assessment requirements and then group leaders could add their information. These files, once compiled, should be shared on the One Drive. Paula said she would check with Sandbach Library after a GL had visited and found their risk assessment was out date, and would then report back to GLs using the facility. Paula said she was looking for a venue for Poetry. Wine Group 1 are meeting in members home Wine Group 2 – Mixed response so need to look for venue. She said that the Methodist Churches were asking u3a to sign licence agreements for groups using their halls. PAT Testing: Paula has arranged for PAT testing in September to comply with venues' risk assessments.</p> <p>b) Draft COVID Risk Assessment for September Stuart said that u3a's policy would be to follow Government recommendations and emphasised that group leaders shouldn't ask members for their vaccination status. He said there are 2 questions for GLs' to consider</p> <ol style="list-style-type: none"> 1. Are there things groups can do to modify activities across the board to minimise risk 2. Can activities be modified for members who are extra anxious, for example with regard to physical contact. <p>It was agreed to review the situation in December. The draft Risk Assessment was approved.</p> <p>c) Vaccination Status</p>	<p>Linda / Paula</p> <p>Paula</p> <p>Paula</p> <p>Paula</p> <p>b/f Dec</p>

	<p>Paula said that the GL for Music Appreciation has expressed concern at the recent GL meeting. As his event was held in Lightley Court Old Folks Home he had asked members if they were comfortable with meeting there. Agreed that we follow government regulations and confirm the policy agreed by the Trustees, which is that GLs should not ask members about their vaccination status.</p>	
<p>4.</p>	<p>a) Fees for Interest Groups a) Any Feedback on first Group Leader briefing Most GLs' understood the new proposed pricing structure and that they would need to make their own decisions about pre-payment. The GL for Bowls 8, Alex Black, brought up the subject of fees for Summer and Winter Bowls. With Winter bowls the Wesley Centre is much cheaper than the Town Hall facility, raising the question of whether bowls groups meeting there should pay a reduced session fee compared to the other groups. The Trustees discussed whether, if groups are doing the same event and venue fees vary, should everyone pay the same fee. Trustees affirmed the policy of groups not necessarily being self financing, and therefore some groups do need to make a surplus to balance those groups that make a loss. Trustees also decided that groups doing the same activity should normally pay the same session fee, even if venue costs are different. Some clarification was needed over fees for Summer and Winter bowls in different locations. Over the past year some GLs appear to have been charging different session fees from those agreed. Agreed that Stuart and Paula would invite Alex to meet them to discuss fees for the bowls groups.</p> <p>4b) Planning, including possible date for Group Leader briefing in September Paula said 19 GLs would be attending the next August briefing and so it was felt that there wasn't a need to have a third briefing. Therefore, it was agreed that Alan's presentation should be shown on the website for any GLs who hadn't been able to attend the briefing. Agreed Paula would check that this was acceptable to those GLs.</p>	<p>Stuart/Paula</p> <p>Alan/Paula</p>
<p>5.</p>	<p>2021 AGM a) Nature of AGM plus Draft Action Plan and timescale. It was agreed that there would be electronic voting and postal voting before the AGM. Then there would be a face to face vote for those attending the AGM and the result of the overall voting could be provisionally announced at the meeting. The results would be ratified at the Trustees meeting on 15th November. This would enable Trustees to check all votes were legal and make sure no members voted twice.</p> <p>b) Confirm date of AGM</p>	

	<p>The date for the AGM was confirmed for 1st November in the Town Hall at 9.30 a.m. and would be followed by the Members Talk 'Chester Uncovered' at 10.00 a.m. Stuart said that Linda will take the lead on planning for the AGM.</p> <p>c) Identify restanding committee members; request for new committee members nominations to go out. There are 3 vacancies for Committee Members. Agreed requests for nominations need to be sent out by mid-September at the latest.</p>	
6.	<p>Roles of Trustees</p> <p>a) Venues Co-Ordinator Replacement Agreed that volunteers could be approached -to see if anyone would take on the role of venues Co-ordinator until December 2021 by which time it was hoped a new committee member would take over the role. It was suggested that Sandy be asked if she knew of any of the volunteers who might be willing to take on this temporary role. Don was retiring at the end of August, but said he would be happy to give advice and guidance to anyone taking on the role.</p> <p>b) Assistant for Groups and Programmes Co-ordinator Paula said she felt the role should be split between two people, one for the groups and the other for the programme. Agreed that Stuart, Paula and Don should have a meeting to decide on the wording for these roles before Linda puts the request in the newsletter.</p>	Stuart, Paula, Don
7.	<p>Planning for First Members' Meeting on 6th September The committee agreed to ask Pam to display the list of members mornings on the Library noticeboard. Alice agreed to organise teas and coffees with help from volunteers.</p>	Pam Alice
8.	<p>Finance Update Richard said it was very important that group leaders supplied attendance figures on Swish regularly. This impacts on whether or not the accounts can be audited.</p> <p>Allocation of Pay Pal per group Pay Pal make a small charge and it was agreed this should be shown as a general payment in the accounts rather than being allocated to specific groups.</p> <p>Pay Pal Card Reader Barrie said the Pay Pal card reader doesn't identify who has made the payment. Richard said he would investigate this with Pay Pal</p> <p>Swish Card Reader At the moment Swish can't deal with card reader payments. Alan said we have a contract and have purchased an external package. This is a work in</p>	Richard Alan

	progress and he said he will bring it up at the next meeting with the contractors due at the end of this month.	
9.	<p>Update on Membership Barrie submitted details of membership to date. We have 67 new members and 40 have re-activated. Agreed Pam be asked to draw up a rota for the library desk for enrolment of new members. Agreed this should start on 8th September. Alan requested that Pam give him a copy of the rota for inclusion on the website.</p>	Pam/Alan
10.	<p>Trustees' admin including: a) Calendar & information update Sue was asked to put more details of the Members' Morning talks -and also the library rota on the calendar It was agreed to hold a Group Leader briefing and lunch at the golf club. Alice was asked to check if the club is available on 12th March 2022.</p>	Sue Alice
10	<p>b) Venue for future committee meetings Alice kindly offered her garden for the next meeting on 20th September. Agreed to see if future meetings could be held in the Henshall Centre at the Wesley Centre. Paula was asked to check availability</p>	Paula
11.	<p>Any Other Business Alice said she had discovered a couple of people who had reserved places on the next trip were lapsed members. It was agreed that lapsed members aren't eligible for any trips if there are members already on a waiting list. Christmas Party Event Alice said this was booked for 17th December at the Crewe Golf Club, Agreed Alan should put this event on the website, even though no costings were available yet. Walking Cricket Equipment Richard asked the committee for approval of £65 for Walking Cricket equipment. This was agreed. Annual fees for non-venue groups Richard said that annual fees for walking cricket, who meet all year, should prepay £20 rounded down from £20.80 due to enforced breaks e.g. Christmas. This was agreed. This may also apply to other non-venue groups. Transparency It was agreed that the relevant paperwork which was sent out for each committee meeting should be displayed on the library noticeboard and on the website alongside the minutes for that meeting, otherwise the minutes on their own may not make sense. Pam and Alan to Action.</p>	Alan Pam, Alan
	<p>The meeting finished at 11.30 a.m. Next Meeting will be held on 20th September at Alice Holmes' house 49 Belle Vue Terrance, Sandbach</p>	



Signed

Date