

## **Sandbach & District u3a Trustees: documents for meeting on 16 August 2021**

### **Item 3 a) Group co-ordinator report**

**Astronomy** – we now have a replacement leader and this group will continue on a monthly basis.

**Ukulele** – the GL had decided to step down but we've had a new member who's happy to help support the group, so the GL will continue for the time being.

**Pilates 1 and Yoga 4** have now moved to the Masonic Hall, but as the hall isn't big enough to accommodate all members, we've had to split the groups. We've therefore created 2 new groups Pilates 4 and Yoga 5. This has provided the opportunity to invite everyone from the waiting list into the groups. The numbers look good so far providing everyone commits and pays in advance.

**Zumba** – We have 60 members in this group and as we're now asking them to pay in advance, we've had to split the class so they attend on alternate weeks. As there's also a large waiting list we're introducing a new group, Zumba 2, on Tuesday's at Sandbach Health & Fitness Studio 11am-12pm

One or two groups who either meet at home or in very small rooms have asked to change their venues, so the **Non-Fiction Book Group** and **Philosophy** will be using St Peter's Church Hall from September and **Creative Writing** have moved to Sandbach Library.

We are still trying to finalise some venues for **Poetry Together** and **Early Modern History Studies**

**Tap Dancing** – this group has now folded

**Needle Crafts 2** – the GL is stepping down and was confident that she could find a replacement, as she's not had any volunteers, she now thinks this group will not be able to continue in September.

**Yoga 3** – we require a Paid Tutor for this group but we don't have enough group members to make this viable at the moment so the group will remain suspended for the time being.

**Book Group Fiction 2 and Bowls 4 Winter** are still suspended and a decision will be made shortly about whether they will fold

### **Item 3 b) DRAFT Risk Assessment**

#### **Sandbach and District u3a Covid-19 Risk Assessment for groups, August 2021**

##### **Background**

This Risk Assessment should be used before any Group Leader restarts their group. It is specific to risks from Covid-19 and is **in addition to** the usual Risk Assessment that is completed for the group activity and venue. It includes a Risk Assessment for individuals which must also be completed by each member of the group.

All government restrictions relating to Covid-19 in England have been lifted from 19<sup>th</sup> July 2021. The Third Age Trust has not issued any guidance suggesting that restrictions should continue. Therefore Sandbach u3a is not imposing any specific restrictions on where and how groups might meet. Some venues may continue to impose restrictions, and where they do these should be included in the Risk Assessment.

We are at a point where we can safely assume that the vast majority of our members have been double vaccinated against Covid-19. Vaccination greatly reduces any risk of serious disease resulting from infection, and also reduces the risk of transmission if somebody is infected. However these risks are not zero. Only the individual can make a judgement about their own health, taking their personal circumstances into account. As before, Group Leaders do not need to know and should not ask about the vaccination status of members.

### Using the Risk Assessment checklist: Group Leaders

We know that the greatest risk of infection is in indoor venues where there is close proximity or physical contact and/or loud talking/singing over a prolonged period. You should review the nature of the group's activity with this in mind.

Before starting a group you should complete the first part of the checklist below. If you decide that some restrictions or modifications will be valuable, **without seriously undermining the nature of the activity**, then you should state clearly what these are in the 'Comments' column. (*e.g wearing masks could be valuable but would seriously undermine the activity for members singing in a choir.*) These might include, for example, wearing masks in indoor settings, continued social distancing, restricting group size, adjusting seating or spacing, restricting movement, and so on.

We know that some members will continue to be risk-averse for the foreseeable future. Where possible we want to provide opportunities for these members to participate in our u3a activities. You should consider whether you can make arrangements that will clearly reduce any risk of transmission for these individuals to enable them to participate. These might include, for example, increased social distance for an individual member from the rest of the group, allowing late entry or early leaving for an individual member to avoid any possible congestion or socialising, increased sanitising of any equipment before use by that individual member, modifying the activity for that individual member, and so on. Arrangements such as these are **not** expected to apply to the group as a whole.

Each of your group members must complete their own personal Risk Assessment, after having seen your part of the Risk Assessment. You can send it to them by email or post, but each group member needs to see a copy. Ideally they will respond by email or post before the first meeting. Alternatively you can have a simple form that they sign on arrival to say that they have completed their personal Risk Assessment using the second part of the checklist.

<b>Interest Group</b>		
<b>Location(s) and Date(s)</b>		
<b>Description of activity</b>		
<b>Aspects to consider</b>	<b>Response (Y/N/NA)</b>	<b>Comments</b>
Are there things you can do to reduce any risk of transmission, without seriously undermining the nature of the activity?		

Are there things you can do that will enable risk-averse individuals to participate, possibly in a modified way?		
Have all participants completed a personal Risk Assessment?		See below
<b>Name of group organiser</b>		<b>Date</b>

### Using the Risk Assessment checklist: Group members

Before beginning any activity all participants must complete their own personal Risk Assessment.

This means that you need to review your personal circumstances, the nature of the activity, and any potential risks to your health. Use the Risk Assessment checklist below to help you decide whether you can join this group without significant risks to your health or others in your household.

<b>Personal Risk Assessment</b>	<b>Yes (✓)</b>
I have reviewed my age, circumstances and personal health, both mental and physical, taking account of current Government and Public Health guidelines and recommendations	
I have reviewed the age, circumstances and personal health, both mental and physical, of members of my household	
I have reviewed my current vaccination status and that of members of my household	
I have reviewed the activity Risk Assessment above and considered whether I can take part without putting myself or members of my household at risk	
<b>Name</b>	<b>Date</b>

Also, for information, here are the current group and personal risk assessments provided by the Third Age Trust.

### Third Age Trust: General U3A Activity Risk Assessment Checklist in Covid-19

<b>U3A Name</b>	
<b>Interest Group</b>	
Date Location/Postcode	
Nature and Description of Activity	

<b>Part 1: Before the activity Group Organiser Check list:</b>	<b>Yes (✓)</b>
<p>A) Consider the current Government and Public Health advice in relation to your location and the feasibility of carrying out this activity safely adhering to present social distancing requirements and permissible indoor and outdoor group sizes.</p> <p>B) Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.</p> <p>C) Advise all wishing to take part that they should allow group leaders take a register with contact details of participants to share with NHS Contact and Trace service if required.</p> <p>D) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.</p> <p>E) Ensure travel arrangements also meet the necessary requirements</p> <p>F) Consider the general hazards related to this type of activity, the impact accommodating Covid19 requirements may have on the way it is organised.</p> <p>G) Record outcome of these considerations in writing prior to the activity and share with participants so they can complete their personal checklist in line with the information in your checklist.</p>	

<b>Part 1. Activity Checklist outcomes:</b>	<b>Yes ( )</b>
---	--------------------

<b>Signed Group Organiser:</b>		<b>Dated</b>

**Third Age Trust: Personal Members' Checklist (Pre-attendance)**  
 During the Coronavirus Pandemic it is important for all U3A members planning to participate in an activity or interest group to consider their own personal health circumstances before taking part. The form below is to provide guidance to you in this consideration.

<b>U3A Personal Members' Activity Checklist – (Pre-attendance)</b>		
<b>Date of Group Activity:- _____</b>		
1.	All participants to review their own personal health and circumstances and refer to the NHS Website in <i>England, Wales or Scotland</i> for further information if you are at higher risk of getting seriously ill from coronavirus.	
2.	Consider the health risk category of anyone else you are living with in your household.	
3.	Review the risk check list for the activity you intend to take part in - completed by your U3A group organiser and consider if it is the right decision for you to take part without adverse risk to yourself or household at this time.	
4.	Do not take part if you or someone else from your household have covid-19 symptoms – these include a high temperature, a new continuous cough and the loss, or a change to your sense of smell or taste.	

<b>Part 2. Personal Checklist Outcomes:</b>		
1.		
2.		
3.		
4.		
<p><i>If you develop symptoms within 48 hours of the activity it is recommended that you apply for a COVID-19 test, and support NHS contact tracing if requested.</i></p>		

**Item 5 a) DRAFT Action Plan for AGM**

**Sandbach & District u3a AGM Action Plan  
AGM 1st November 2021 (provisional)**

<b>What needs to be done?</b>	<b>Who will do it?</b>	<b>By when?</b>
Advertise for new Committee members Nominations, including restanding Committee members		End of August
Collate nominations; organise voting if necessary		
Send out request for any motions or questions for the AGM		
2019-20 accounts, with explanatory notes as necessary (accounts need to be examined and signed off)	Richard	Examine & sign off by 1 October
Chair's report 2020-21; brief introduction to AGM Supply draft minutes from 2020 AGM		
Prepare information, including 2020 minutes, voting form, motions/questions, etc to send out		
Post information on website, send voting form in suitable electronic form by email to members – linked to membership number Deadline for responses . . . .		
Print information for library, distribute voting form to members, with SAE – with name & membership number on each Deadline for responses . . . .		
Collate electronic responses Collate paper responses		
Report results to Committee Prepare response to questions		
Face to face AGM, at which FtF voting is combined with electronic voting		Monday 1 <sup>st</sup> November
Committee meets to confirm details, including officers & Committee plus results of voting Members informed later that week		Monday 15 <sup>th</sup> November

## Item 8 a) Finance update

### Finance Report for July 2021: Balances at end of month

Account Name	Jul-21	Jun-21	Diff.
NatWest Current Account <sup>*1</sup>	£8,640.80	£13,139.69	£4,498.89
NatWest Business Reserve Account	£26,635.71	£21,635.50	£5,000.21
PayPal	£1,063.55	£1,708.93	£645.38
Cash in hand	£677.00	£768.00	£91.00
Total	£37,017.06	£37,252.12	£235.06

\*1 – Current Account Balance excludes unrepresented cheques. There are currently no outstanding cheques.

### General Notes

- The Third Age Trust Membership fees have been paid in July £3,965.50
- The Third Age Trust Membership fees have been offset by the gift aid claim (£1,671), Paid Tutor Income (£687), Regular Group Income (£983) and Membership Subscriptions (£1,290)
- St Mary's have started to request that venue fees are paid up-front

### Issues Outstanding

- Some Group Leaders, of the groups that are currently running, are not inputting their attendance on SWISH. This means that the Cash in Hand value is not accurate. A reminder has been issued, by Paula, to all group leaders on 5<sup>th</sup> August.
- I will not be able to pass the report and accounts to David Twidale, the independent auditor, on 10<sup>th</sup> September. I completely forgot I'm away from 3<sup>rd</sup> – 10<sup>th</sup> September.

### Post Month End update

- Having started work on the annual accounts, 2020/2021 is likely to show a large surplus, circa £10k, caused by very few groups running. With the reduction in Membership fees to £5, for renewing members, 2021/2022 is likely to show a deficit.

## Item 10 a) Calendar update