

## Sandbach and District u3a Trustees: Minutes of meeting on December 20th 2021

1. **PRESENT:** Stuart Naylor, Paula Reilly Cooper, Alice Holmes, Alan Casey, Barrie Hacking, Richard Thorne, Kate Ashcroft, Sharon Ginnis  
**APOLOGIES:** Sue Jones, Linda Bilsborrow, Linda Williams, Jenny Haines

### 2 Minutes of 15th November Meeting and Matters Arising.

4. Last line should read **rota** not role.

5. Showcase 7th March 2022. Kate confirmed that the Town Hall is booked for this event. Kate will send an email this week to selected group members who have been contacted about showcasing their group activity to allow for time to prepare and rehearse.

### 3. Current Policy re-Covid

It was agreed to retain our current policy. We'll follow government advice and rules but not go beyond them. We'll open groups in January as planned unless government rules mean we can't. We will have to abide by venue rules too and we should be prepared that some may choose to close if government advice suggests further restrictions on groups meeting.

The most current Covid Risk Assessment was agreed for use. It was felt that Group Leaders know the needs of their group best and can make appropriate systems and routines for Covid safety, and individuals are best placed to choose the best ways to keep themselves safe.

### 4. Terms of reference and membership of Fees Working Party.

The working party will be asked to document their:

- recommendations
- rationale for their recommendations.

The working party will recommend a policy on fees and provide guidance on fees for individual groups depending on their situation with visiting speakers, paid tutors, irregular meeting dates etc. Information about the policy to be published on the website.

The trustees were happy with the questions provided by the Chair to be used as a starting point for the working party.

Linda Bilsborrow to lead the working party. Two non-committee members are invited to join the working party - Alex Black and Louise Adams. Other trustees on the working party will be Stuart Naylor, Richard Thorne, Paula Reilly Cooper.

The working party to discuss recommendations with Group Leaders at the Group Leaders' lunch on 26<sup>th</sup> February 2022, in readiness for finalising their recommendations for the March Trustees Meeting.

### 5. Committee Roles

Janet Davis has resigned from the committee. Sharon Ginnis has agreed to take the Venue Co-ordinators role. SG will also stay on the SWISH group and attend SWISH meetings.

## 6. Update on Groups

Paula will email all group leaders this week with dates and relevant details to explain that - Covid permitting - group meetings will start again in January 2022.

## 7. Finance

The issue with the Nat West Bank is concluded and we have had £250 paid into our account. This includes some compensation for the banks error.

Richard asked that Group Leaders are given an end date for reporting all information on SWISH - perhaps to be seen as an 'end of term' deadline.

## 8. Membership update

Barrie's report was accepted.

## 9. Trustees' Admin

- A. Calendar and information update. The trustees are aware changes may need to be made if the government advise further Covid restrictions.
- B. It was provisionally agreed that the AGM will take place on Monday 6th February 2023 at 9.30am, followed by a Members Meeting at 10.00am.
- C. Further work on the Library rota is postponed until we know more about the Covid situation.
- D. It was agreed that Paula will ask a group leader - or a couple of group leaders - who regularly use the projector - to have the u3a projector and 'house' it. Group leaders are used to collecting the projector from Paula and arrangements to use the projector can continue with a new person as the 'custodian'.

## 10. AOB

Barrie asked about renewing the satellite system used by walking groups called Find Fast. The system needs to be registered with the name of a person and a telephone number - by March 2022.

It was decided that this needs to be an item on the agenda at our January meeting.

Membership fees to be discussed at the Trustees meeting in February to allow for the working group to meet and report back their recommendations.

Kate has booked the Town Hall for Members Meetings. Two changes to the planned booking are to be made:

- 2nd January 2023 to be changed to **9th January 2023**
- 1st May 2023 to be changed to **8th May 2023**

The meeting closed at 11.20 am.