

St Austell u3a Committee Minutes
7th April 2021 – 2.00pm
Via Zoom
Meeting Chaired By Lucinda Davison

Present - Chris Scott, Jan Badger, Jenny Skipp, Sharon Wood, Chris Crane, Ann Smith, Lucinda Davison, Crystal Pearce

Apologies – Maryanne Thomas

Elected Chair for the Meeting - Lucinda Davison was unanimously elected as chair for the meeting.

Minutes of Last Committee Meeting - Approved. **JB** and **CS** to sign-off.

Matters Arising from Last Committee Meeting - JB has been in touch with Norma who will be booking further monthly meeting Zoom speakers.

All other outstanding items are Agenda Items for this committee meeting.

Financial End of Year Update as at 31st March 2021

CS informed us we have five accounts:

- Main Account, currently £15,096.64p
- Business Account, which includes donations, currently £752.01p
- Wine Group Account, currently £296.28p
- Theatre Group Account, currently £157.38p. Some of this is allocated for website fees, with around £70.00 attributed to the Theatre Group
- TAM account, currently £3,322.23p

This reflects a reasonably healthy position. However, we have quite a few outgoings in the next few months. These include a capitalisation fee of £1,120.00p and a charge for the TAM magazine. Over the next 3-4 months, the Main Account will go down to about £12K.

A summary of the accounts is to be submitted to the Charity Commissioners. Dennis Rayner, our former Treasurer, will verify the accounts before submission.

Debit Cards for the TAM Account – The Committee approved the application for a Debit Card for the TAM account. **LD** as Elected Meeting Chair to sign the paperwork, along with **JB**

Website Cookie Policy – CC informed us that our website has been reviewed, previously no cookies were used. However as we are now using cookies a website Cookie Policy is required. JB informed us that as we now have a Cookie Policy in place, our Privacy Policy needed to be amended to reflect this change which she had done. Both the Cookie Policy and the amended Privacy Policy were unanimously approved by the Committee. As we have

amended our Privacy Policy, our members need to be informed. **CC** to add a note to the Monthly Newsletter. Both Policies are now available on our website under the Policies tab.

Safeguarding – JB had recently attended a National u3a Safeguarding Workshop. We need two Committee members to cover any Safeguarding issues. JB volunteered to assist SW (our current Safeguarding Officer) with this task, SW accepted the offer. JB also updated the Committee on the current Safeguarding Procedure which is to refer any issue on to either the Council or the Police, but only if the person involved gives their permission to do this. SW enquired if we are using the updated National u3a Safeguarding Policy, JB replied that we are using the current version, customised for St Austell u3a use and it is available on our website.

Non-renewed Members Requesting to Re-join – AS asked if we would be charging lapsed members if they decided to re-join us. CC thought we should charge them. CS said that we had given members every opportunity to renew at no cost for 2021/22, but was happy either way (pay, not pay), or perhaps a half fee. SW suggested that we give a definitive date to members to get back to us confirming renewal. AS said this had already been done. The Committee agreed that re-joining lapsed members pay the full fee.

Members Requesting no Emails – from our last Committee meeting. We need a definitive list of people who do not have an email address so that we can continue sending out St Austell u3a information via post. We need to differentiate these members from those who have an email address, but don't want to receive emails from us. PB had agreed to run a list of these members from Beacon and distribute it to volunteering Committee members (LD/AS/JS) so that they could contact the members to check if they wanted to receive St Austell u3a information by post. AS asked who was collecting the information. JS replied that PB was collating the information. JB asked how the task was progressing; it was well underway with lots of different responses from members. **JB** or **Pietro** to set up a poll of the members wanting to receive information by post.

Trustee Eligibility Declaration Forms – from our last Committee Meeting. CS confirmed he had now received completed forms from all Trustees. CS stated that these forms need to be filled out at the first Committee Meeting after each AGM. **JB** to send a blank form to **CC** to upload to the website.

Groups – CP had hosted a Zoom meeting for Group Convenors, CS had attended the meeting in part and had been questioned about venues, which seemed to be the major issue. CP had distributed to the Committee a short list of groups possibly looking to restart. These were reviewed by the Committee. Wine Appreciation (July 14th), not likely to be problematic as the venues used will have robust Covid safety measures in place, too early to know what the u3a insurance requirements will be in July, but Amanda previously produced a sound Risk Assessment for the group which could be re-purposed. Bridge Group, unlikely to be able to restart in person in the near future due to multiple touching of cards by group members. Creative Writers, actively looking for a venue to work in, they are a group of six, so can meet in person in an indoor venue from May 17th. Tai Chi, Sheila wanted to start outdoors for groups of 12 at C4. JB checked with CP if she had any Risk Assessment paperwork (new venue or Covid) for C4. CP said there wasn't any in the paperwork she had

received from SH's handover. JB said that Sheila's start date may need to be delayed by a week so that the venue could be approved and all the Risk Assessment paperwork completed. **JB** to contact Sheila and arrange a meeting at C4.

JB gave a an overview of the paperwork that needed to be completed prior to groups restarting and offered to help out with this until CP was up to speed.

SW said that she may need other walk leaders to fill in for a few months, but did have some routes worked out.

JB updated the Committee on other groups that had restarted or were looking to restart – Petanque, Spanish, Short Walks, Travel, Heligan.

All groups need to have their paperwork approved by the Committee before restarting to comply with u3a insurance. CS/JB to sign the paperwork off on behalf of the Committee to avoid delays.

CC asked that someone let him know when groups had restarted so that he could update the website.

Shirley (Canasta) had emailed CP about using our card tables, currently stored at the Arts Centre, at other venues. **CP** to forward email to CS.

Zoom – CS informed us that following the Group Convenor meeting only one group was interested in a Zoom licence. CC asked how many Zoom accounts we are currently contributing towards. CS replied it was only one and this was the same person who had requested the Zoom licence. Pietro was happy to continue using his private Zoom account for the quiz. SW said she felt that if we paid for one Group Convenor licence, we should pay for all Group Convenor licences. CS suggested that group members pay £1.00 towards the Zoom licence, the same amount they used to contribute towards room rent. CC asked how the Group Convenors would collect the money. JS stated that Group Convenors wouldn't be seen to be making a profit.

The Committee needs a licence for our monthly meeting and also for the monthly speaker meeting. JB added that Travellers Tales would like to share a St Austell u3a Zoom licence if this was possible. CC said this could be done; the St Austell u3a Zoom Account Holder would be able to assign someone else as the meeting host without needing to attend the meeting themselves.

JB asked for a volunteer to host the May 6th Monthly Zoom Meeting and liaise with the speaker. CC volunteered to do this providing a Zoom Pro licence was in place. Going forward **CC** to add a note to the monthly newsletter requesting volunteer Monthly Meeting hosts for the next few months, this would not need to be a Committee role.

JS asked if the St Austell u3a Zoom licence needs to be in a person's name or St Austell u3a. CC replied that he could create a St Austell u3a Zoom email address for this purpose. **CC** to set the Zoom Licence up and **CS** to pay for it by monthly debit card instalments.

Group Convenors would be able to share the licence by booking a regular slot, this would be done on a first come, first served basis. **CC** to be the point of contact for bookings.

The Way Forward – CS stated that there had not been a lot of feedback from Group Convenors. Longer standing members feel the Arts Centre is the way forward and members were not happy about paying for car parking or walking up the steep slope from the car park to the chapel venue. There had been no further communication from the Heavy Transport Club.

Jonathon had informed us that the Arts Centre won't be re-opening until social distancing restrictions are relaxed and was looking into how to keep the upstairs kitchen area and toilets Covid safe. Part of the Arts Centre is now vacant and there is a possibility that going forward there may be more space available.

CS wanted to drop the Heavy Transport Club from the list of possible venues. He also informed us that if we were to stay at the Arts Centre we would need funding to improve accessibility access and suggested contacting Tim Smit to see if he has any funds available for community use. The Arts Centre Theatre Group had suggested a joint venture with St Austell u3a to buy the building. CS doesn't think this is a viable idea as £200K - £300k would be needed to bring the building up to modern standards. CS also informed us that we have the upper hand in any negotiations with the Theatre Group. If St Austell u3a pulls out, the likelihood is that the Arts Centre will have to close, leaving the Theatre Group with no venue. CS said that he would like PB to be involved in any discussions with the Theatre Group.

CS said we need to know if the Arts Centre are going to take on the now vacant part of the building, this part will likely also need work doing to it. The Arts Centre has a 25 year lease (taken in 2014) from the council. CS would like to see a copy of the lease to explore the possibility of St Austell u3a leasing the building on an annual lease, on condition that accessibility is improved, particularly the downstairs toilets. Cornwall Council has stated that upgrading the toilets is the lessee's responsibility; CS would like to see the lease to confirm this.

CC asked what the reporting structure is for the Arts Centre. CS and PB have already spoken to the Trustees and we can't approach the council as we are not the lessee.

SW said that as the Arts Centre isn't fit for purpose, we should consider using venues in our member's communities as we are a community group. SW's preference would be to use the chapel venue for monthly meetings and support Group Convenors to find alternative community venues when we can.

CS said that if possible, members wanted to continue using one location as a venue for groups.

Alternative venues were put forward – Charlestown Church Hall (fully booked), John Keay House (very limited parking and due to be demolished), Apple Orchards Conference Centre (out of our area in Lostwithiel). The Rugby Club (to be further investigated but believed to

be heavily booked). The Britannia for the coffee morning (free use of the Marquee, but members paying venue prices for coffee).

The Committee agreed that **CS** goes back to the Arts Centre to talk to Jonathan and the Theatre Group. **PB** to contact Tim Smit, meeting to be arranged with PB, CS and one other Committee member. **CS** to contact the Rugby Club to assess suitability, availability and cost.

Covid Update – JB informed the Committee that all groups needed Committee approval to restart and this will be subject to Covid Risk assessment paperwork, this is the same paperwork as previously. **CS** and **JB** to give this approval on behalf of the Committee to avoid delays.

At the moment it is outdoor groups only meeting up in person. These groups to follow the Rule of 6, with some exceptions allowing more than 6. These being Walking Groups following Rambler's Guidelines and Organised Sports. As things currently stand from May 17th groups can meet in person indoors, following the Rule of 6, with the possibility of hybrid groups (6 members in the room and other members joining via Zoom). Group attendance needs to be inclusive with all members given an opportunity to attend, rather than the same six booking in every week. U3a insurance compliance will not currently require vaccination proof; this will change if vaccination proof becomes a Government mandate.

CS asked if group convenors could refuse members who had not been vaccinated. JB felt we couldn't do this as all current members are covered by the u3a insurance policy and there would be some members who had not been vaccinated due to medical reasons.

AOB

JB informed the Committee that PB would no longer be attending our Committee meetings on a regular basis.

CS informed us that PB was no longer a Trustee.

CS informed us that there was an issue with the re-allocation of some of the funds paid to Riviera Travel, the company used by our Travel Group. **CS** to come back to the Committee and to add this as an agenda item for the next meeting.

The date of the next Committee Meeting was confirmed as Wednesday 5th May 2021 at 2.00pm via Zoom.