

St Austell u3a Committee Minutes
5th May 2021 – 2.00pm
Via Zoom
Meeting Chaired By Lucinda Davison

Present - Chris Scott, Jan Badger, Jenny Skipp, Chris Crane, Lucinda Davison, Maryanne Thomas

Apologies – Crystal Pearce, Ann Smith, Sharon Wood

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 - The review of the list of members requesting St Austell u3a communications by post is almost complete, PB to get in touch with the remaining two members who have not responded. The list is currently down to 29 members from the original 45. JB said a Poll doesn't need to be set up as the 29 are being picked up by the Beacon main menu. Future discussions with **AS/LD** will be needed to set up a protocol when new members join so that we only mail out communications by post to members who have no other way of receiving these communications and who have confirmed that they want to receive them. A protocol will also be needed for members who unsubscribe from the email communications.

JB/CC – The Trustee Eligibility Declaration Form is now on our website under the Home tab with the other Trustee information.

JB/MT met with Sheila W at C4 – a potential new venue for the two Tai Chi groups. This proved to be an excellent venue – fully accessible and fully insured, with very comprehensive Covid Safety Risk Assessment protocols in place. Both Tai Chi groups (general and beginners) have started using the venue, currently as outside groups, but with an option to move inside when Covid restrictions permit this.

CS has been in touch with Shirley P regarding the canasta tables. These tables are a St Austell u3a asset; along with our other assets these are currently stored at the Arts Centre and need to remain there. If other groups want to use them elsewhere they will need to collect and return them.

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

Financial Update as of 30th April 2021

Main Account, currently £14,080.58p. Outgoings are £928.50p for the Beacon licence and the TAM Magazine. Other normal payments going out are the Zoom licence. PB has invoiced for the final three months usage of her personal Zoom licence. A donation of

£30.00 has been paid to the Humanimal Trust (April's Monthly Meeting speaker). An invoice is expected from National u3a for around £1,200 once our member numbers have been calculated.

Since end of April there has been an invoice of £85.00 to pay (May's Monthly Meeting speaker).

Business Account - currently £792.01p. This account was used by our previous Treasurer (Dennis R) for new members. Two new members joined in April; the other money held in the account is from member donations. **CS** to transfer the contents of the Business Account to the Main Account in May.

Theatre Group Account – currently £147.78p with one payment in April of £9.60p, (website fee).

Wine Group Account – currently £1,052.28p. This has increased as members paid to attend the Knightor Wine Event, and will decrease in May when Amanda W pays the venue invoice.

Financial Process when we are open

CS/JS plan to use BACS for payments, but will be accepting cheques. Cash will not be accepted from any source. If group leaders want to take cash they can, but they will need to complete an Attendance Form, pay the cash into their own account and then pay St Austell u3a by BACS or cheque. **CS** to provide account details to the Group Leaders. **CS** said it was too early to purchase a card machine, but this would be re-visited when we have regular numbers attending monthly meetings. Regular usage of the card machine may not be until January next year with the card machine possibly being trialled in November and December this year.

Zoom

Host for the Monthly Speaker Meeting

CC said there had been no response from the members following our request for volunteers to host the Zoom monthly speaker meetings. **JB** suggested that the hosting needs to be shared, rather than one person hosting all the meetings and possibly the Group Leaders could be encouraged to volunteer as hosts.

MT volunteered to host the June monthly speaker meeting. **CC** to set up in the Zoom meeting in advance and **JB** to forward the June speaker details to **MT**. **CC** to send out the Zoom invites to members.

JB said we couldn't be sure how long we will need to continue with the Zoom speaker monthly meetings, but we currently have Zoom speakers booked for June, July, August and September.

MT to speak to **CP** about contacting Group Leaders as potential Zoom Speaker hosts; possibly matching the speaker topic with the Interest Group, (e.g. Photography Talks with one of Photography Groups, History Talks with one of the History Groups). **CP/MT**

Use of the Shared St Austell u3a Zoom Licence

CC said he had only received three requests from Group Leaders to use the shared Zoom licence; **SW** (On-Line Book Group), **Roger J** (Traveller's Tales) and **Sheila C** (Computer Group).

Accommodation Update

CS said that the Heavy Transport Club may come back to us after their AGM (20/05/21).

CS had investigated the Rugby Club, but this has been discounted due to access issues. Access was good if you drive, but not if you were using public transport as the nearest bus stop was 800 metres away, with 400 metres of this distance walking on a busy road with no pavement.

CS informed us that **PB** has had a request from the St Austell Players (the other main user group at the Arts Centre), for a meeting with us about the way forward. **CS** has had an off-the-record discussion with one of the Art Centre's trustees. **Jonathan A** has contacted **CS** to let him know he has obtained permission from the Chair of the Arts Centre Trustees permitting **CS** to read the Arts Centre lease. **CS** has done this. (I haven't added any details of the contents of the lease to the minutes as the Chair of the Arts Centre Trustees only gave permission for **CS** to read the lease, not for the contents to go into public domain. Our minutes are classed as public domain).

CS discussed with **Jonathan A** the issues we have with the Arts Centre; cleanliness, intermittent IT connections, disabled access and the toilets.

Jonathan A expressed concerns that the theatre may be too small for our needs going forward, (140 person capacity). **CS** suggested that with sufficient IT in place, 40 members could be accommodated in the Assembly Rooms, with the talk streamed there. This would give capacity of around 200. **CC** asked how many times in the past we have reached full capacity, **CS** replied that the December meeting was traditionally the busiest and this has always been manageable.

In summary, we are no further forward with the accommodation search.

JB asked what venue should we inform group leaders they can meet at from June 21st, when hopefully further Covid restrictions are lifted. Can we use the Arts Centre on a temporary basis? **CS** felt this wouldn't be a problem providing the Arts Centre's Covid Risk Assessment paperwork was in order and there may well be no Covid restrictions in place from June 21st if the Government's road map for lifting restrictions goes ahead as currently planned. **JB** said that **CP/MT** need to know our decision on using the Arts Centre as a venue from June 21st so

that they can advise group leaders. CS confirmed that the Arts Centre would be available for group leaders to use from June 21st, providing Covid restrictions allowed this.

JB suggested that CP send out an email to group leaders stating that as things currently stand, they can re-convene at the Arts Centre from June 21st. This will give group leaders time to contact group members and assess how many wish to return. **MT** to update CP and **CP** to let group leaders know.

CC to add information on using the Arts Centre from June 21st to the newsletter/

Covid Update – JB informed the Committee that as things stand from May 17th, 6 group members would be able to meet indoors and up to 30 outdoors, this to be confirmed by the Government prior to May 17th.

JB asked if CP had updated MT regarding possible group restarts. **MT** to catch up with CP on this item.

JB suggested that if group leaders wanted to book alternative venue to the Arts Centre they book for 3 months and then review.

CC asked if we can speed things up at the Arts Centre regarding maintenance and disabled toilets. CS said the premises needed to be reviewed and all accessibility issues listed, then possible compromises could be looked at, such as timber ramps rather than concrete etc. CS added that we need to get the message across that the access works required are for community use not just u3a use. The Arts Centre Trustees need to make the decisions, but CS is willing to attend the Arts Centre Trustee meetings if he is invited. A possible problem may be getting the Trustees to pay for any improvements. Grants could be applied for, but these need to come from the Arts Centre Trustees, as we are not Trustees we cannot legally apply for grants. The Arts Centre Trustees are also responsible for internal maintenance and decoration.

CS said he is considering changing our rent payments to monthly, rather than quarterly so that we can pull out at a month's notice should we need to.

AOB

CS updated the committee on the issue with Riviera Travel mentioned in AOB at our last meeting.

Roger J had informed us that Riviera Travel would give 10% (amounting to £1,500.00p) of the booking fee for the Travel Group's Madeira trip back to the local u3a. CS couldn't find any reference to this going back over the past 5 years. National u3a have confirmed that the system changed in April 2020 and that the 10% is a charitable donation by Riviera Travel to the u3a, used by Riviera Travel to offset tax liabilities.

Roger had requested that the 10% be given back to the Travel Group to cover the cost of their transport to London for their flights for the Madeira trip.

The Committee decided unanimously that as this was a donation and not a refund or discount it should be for the benefit of all members, not the just the Travel Group members going on the Madeira trip.

MT asked whether hand sanitiser and thermometers should be provided by us, JB replied that these were the responsibility of the venue, not us.

JB to catch up with MT regarding the Long Walks Risk assessment paperwork.

The date of the next Committee Meeting was confirmed as Wednesday 2nd June 2021 at 2.00pm via Zoom.