

**St Austell u3a Committee Minutes**  
**7<sup>th</sup> July 2021 – 2.00pm**  
**Via Zoom**  
**Meeting Chaired By Lucinda Davison**

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

**Apologies** - 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** – all items are on today's agenda.

**Financial Update as of 30<sup>th</sup> June 2021**

The Main Account currently has a balance of £13,488.80p; outgoings during June were a speaker fee of £50.00p and the Zoom licence fee of £14.39p. CS confirmed that the Arts Centre are still not charging us.

There were no transactions through the TAM account which has a balance of £3,322.23p. JB confirmed that the TAM account debit card paperwork has been posted off at least two weeks ago. **CS** to chase.

The Business Account, previously used for membership now has a balance of £30.30p, one new member joined in June, £10.01p to remain in the account to keep the account active.

Theatre Group Account – current balance is £398.58p, one show has been paid for and various monies are coming in for other shows, Linda J has been updated.

Wine Group Account - currently £348.28p, one receipt for £88.00p for Edie's lunch which has now been cancelled; refund was done on Monday.

CS informed us that finances are holding up solidly at present. Once we open up again monies will be coming in and going out.

**CS/JS** to decide how we will proceed when we open up; with Committee approval, possibly pre-paid cards with no cash transactions at any event, to be discussed at the next Committee meeting.

## **Speaker Secretary**

JB reminded the Committee on Norma J's behalf that it was always her intention to stand down at the end of the year. We need to find a Speaker Secretary for when we start meeting up again. **CC** to include in the Monthly newsletter.

## **Vaccination or Negative test Proof to Attend u3a Activities/Events**

JB advised the Committee that the discussion document was for advice only, currently there was no legal requirement to ask for vaccination or recent negative test proof and there was no requirement for u3a Insurance compliance. The discussion document has been produced by National u3a because of the age group of u3a members.

JB explained that we can't ask for Vaccination Proof only it needs to be Vaccination or recent Negative Test proof to comply with the Accessibility Act (access rights).

MT asked if this could be done on a group by group basis. JB replied that any decision made by the Committee would need to apply to all St Austell u3a activities/events and all St Austell u3a members. JB informed the Committee that there was one override in the document, which was that if a venue required vaccination proof or a recent negative test, then we would need to comply with the venue's regulations.

CC asked what if the venue was a member's home. JB replied that the member could ask for vaccination proof or a recent negative test result.

CC asked about facemasks/face coverings. JB replied that wearing these would be the individual's choice from July 19<sup>th</sup> unless the government stated otherwise at the July 12<sup>th</sup> announcement.

LD asked if we go back to the Arts Centre will we need to follow their protocols regarding Vaccination or recent Negative Test proof. JB replied that we would and that this would also apply to any other venues we used for groups or activities – we would need to follow the venue's COVID protocols.

LD said that there still seemed to be some discussion around facemask/face coverings and whether these are obligatory and that we still don't have a final protocol to follow.

MT suggested that the discussion document be included in the next monthly Newsletter with a note that it is still under discussion until the final protocol is known. **CC** to attach the document to the next newsletter and to monitor member feedback.

MT said that we need to monitor venue protocols as these will take some of the decisions out of our hands.

## **Groups Update**

MT had been in contact with all the Group Leaders to ascertain their plans once we were able to meet in person again and had compiled and distributed a table of their responses to the Committee. She had heard back from most of the Group Leaders.

MT asked about the Italian and German groups which currently don't have Group Leaders. She also asked about the French Conversation Group, JB said Bob C had stepped down from leading this group at the beginning of the first lockdown.

MT informed us that the majority of Group Leaders wanted to go back to the Arts Centre. The Mah Jong group were looking for a new group leader and the Scrabble group currently doesn't have a leader.

MT said she hadn't heard back the Travel Group, JB said the group leader was Roger J and that the group met up at the Arts Centre as and when they needed and that they also marketed their future trips at the Monthly Meeting.

JB asked if there had been any updates since MT sent the table through. MT said the Cornish Heritage Group (Keith Y) planned to continue meeting at the Arts Centre and Social Events (Sandy C) also planned to restart at the Arts Centre when they could. Steve B (Photography Groups) was still to come back to her.

The Ukulele group (new group) was about to start.

CC asked about Line Dancing, MT said Margaret A (new group leader) had changed her mind about leading this group. JB said she may well change her mind again in September and hold the group at the Arts Centre.

MT informed us she was planning to organise a face to face group leader get together in September. JB and CS offered to attend the meeting.

## **Zoom Hosts for the Monthly Speaker Meetings**

LD to contact Steve B as a possible host for the August Monthly Zoom Meeting; if he is not available she will contact Mark S and ask if he will host again.

MT to contact Carol F as a possible host for the September Zoom Monthly Meeting.

## **Review of the St Austell u3a Equality, Diversity and Inclusion Policy**

JB informed the Committee that had been no changes to the National u3a E, D & I Policy, so therefore there had been no changes to our policy, we just needed to review it.

MT asked about accessibility to group events. CS said that it is up to the venue to show that is not reasonable to provide access/facilities for people with disabilities.

The Committee agreed to accept the Policy. **JB** to re-date the policy, add a new review date for a year hence and send the Policy to CC so that the website can be updated.

### **Accommodation Update**

CS informed us that the Heavy Transport Club had been in touch in mid-June to see if we were still interested. CS said yes, we were, subject to Terms and Conditions. CS is now waiting for the HTC to come back to us.

### Arts Centre

Tremorvah Industries have not come back to CS as promised.

The Arts Centre informed CS that they cannot get a builder at the present time to build a disabled toilet. They are going to approach Wain Homes (who are developing the site) to try and get some funding from them to finance the project. Jonathan A told CS he was expecting the Arts Centre to open after July 19<sup>th</sup>, but didn't know yet what COVID conditions the Trustees will impose, (facemasks, negative tests etc.).

Jonathan A also said that the Arts Centre would be putting in a new higher toilet with a grab rail next to the current ground floor toilet. CS explained to Jonathan A that this does not meet disability regulations; Jonathan A said he was aware of this. CS informed Jonathan A that our main issue with the Arts Centre was disability access. Jonathan A said he would take this back to the next Trustee meeting.

CS informed Jonathan A that we would be returning to the Arts Centre in the interim. Jonathan A had asked if our groups were showing any interest in coming back, CS confirmed that there was interest.

CS said we need to contact our group leaders to confirm Arts Centre venue bookings and also to confirm if they wanted the same day/time as pre-lockdown. Jonathan A said he will honour our existing booking slots.

If we have any new groups that want to start at the Arts Centre, we need to know so that we can fit them in around the existing bookings.

CS informed Jonathan A that we would likely return in September. **CS** to get back to Jonathan A after our August Committee meeting with the slots that we would like. **CS** and Jonathan A to discuss rent, there is a possibility that the rent will go up. However, for the remainder of the year groups who use the Arts Centre will still pay the usual £1.00 per person.

Groups using other venues will be responsible for paying the full cost themselves and raising the funds.

**MT** to contact group leaders and ask them to contact CS to confirm their booking requirements at the Arts Centre with September start dates. This will give the Arts Centre

time to get any cleaning and maintenance work done. New bookings will be fitted around pre-lockdown bookings.

JB asked if we will be taking bookings for the upstairs rooms where there are accessibility problems. CS replied that once we know which groups are going back we can email all members to let them know there are stairs to some of the rooms used by the smaller groups.

CS reminded us that we do need to find another venue in the long term; however The Arts Centre was very cost-effective.

The Arts Centre were due to hold a Committee meeting the following week, but CS was not sure if he and PB will be asked to attend.

### **COVID Update/Groups Restart**

JB informed the Committee that she can't give an update until the government give their update (Monday 12<sup>th</sup> July) and National u3a give an update to their insurance compliance guidelines.

### **AOB**

CC asked if anyone had heard from CP, no-one had. CC said that under our constitution rules CP had not attended or sent apologies for three consecutive committee meetings so should therefore be removed from the Committee. JB said that CP was probably not aware of this constitutional rule and suggested that someone contact CP to talk this through. LD said she had met CP a few times and was happy to give her a call to see how things were going and explain the situation.

CS said that CP was also a Trustee and liable until she leaves the Committee and that she needs to email one of us if she has decided to step down. CS asked if we wanted to co-opt anyone else if CP does step down. JB said it would be easier to do this when we can talk to members face to face.

AS said that she and LD were still to meet up to discuss changing the wording on the membership form regarding email contact. LD/AS asked if the Bank details could go on the membership form, CS said he didn't see a problem with this. JB said that membership form is available in public domain do we want bank details in public domain? CS suggested putting a note on the form "contact the Membership Secretary for payment details".

CS also mentioned we need to think about going down the Gift Aid route in 2022. CS will need to contact all members if we decide to go this route. CS said we could start the Gift Aid ball rolling with new members.

AS asked about access to the Arts Centre office – CS to arrange.

JB passed on a personal message of thanks to the Committee from Pam C who wanted to let the Committee know that she thought we were doing a great job during difficult times and she was particularly pleased to receive the Monthly Newsletter by post each month as this helped her stay connected to St Austell u3a.

JB said that new joiners from just before the first lockdown and those who joined in the following 18 months haven't really had a chance to meet many members and may not be aware of what is available and where to find information. JB suggested that we invite the new joiners to a coffee morning when we can meet face to face so that they can meet each other, meet other members, some of the Committee and Group Leaders and we can give them a proper welcome. JB asked AS is she could let us know the Membership Numbers she was using just before lockdown so that we can identify who the new members are. **AS** to check membership numbers Jan/Feb 2020 onwards.

JB – the next Committee Meeting will be Wednesday August 4th at 2.00pm via Zoom

MT and JS are not available for the next meeting, CS and JB to cover any Group/Group Leader or Finance items.

MT asked for an early draft of the minutes from the 4<sup>th</sup> August meeting.