

**St Austell U3A Committee Meeting**  
**Thursday 6<sup>th</sup> January 2022 at 12.30pm**  
**Venue: St Austell Arts Centre**  
**MINUTES**

**Present:** Jan Badger, Pippa Boardman, Jenny Skipp, Pauline Weir, Chris Scott, Maryanne Thomas, Ann Smith, Lucinda Davidson, Carol Folley (Minutes)

**1. Apologies for Non-Attendance**

Apologies received from Chris C and Joan H.

**2. Sharon Wood – JB**

JB explained that Sharon, who has been a valued member of the Committee, feels she needs to step down for 2022 as she cannot fully commit herself to Committee duties and participation at the moment. Sharon will however, be renewing her membership with St Austell u3a.

**3. Election of Chair**

Lucinda was proposed and unanimously elected as Chair for the meeting.

**4. Approve Minutes of the last Meeting JB and CS**

Approved and signed off by JB and CS.

**5. Matter Outstanding from Previous Minutes**

Photos for website done or in hand – CC

PAT testing - **CS** had said it would be done but all items need to be ready for the electrician. Jonathan A can see to this, but would need to know a date, possibly February or March. Jonathan had asked if the electrician could be available at the Coffee morning. Members could avail them of this service if they use their laptops for group sessions.

**AS** needs help from Pietro A to change her Yahoo email address to her gmail address on Beacon. The Yahoo email address has been causing problems for quite a while. **LD** said she had previously had a similar problem with her BT account which she has now changed to a gmail account.

The proposal of a private WhatsApp group for Committee members is still under consideration.

The issue of recording PPCs on Beacon is still unresolved. **CS** said it requires another process. **JB** suggested recruiting another person to help as it would all help to back up financial records. **PW** said it makes it more inclusive even if not a committee member. **PB** reminded us that finance is confidential so not for a non-committee member.

**MT** said she would be holding a meeting for Group leaders in mid-February.

**CS** said that some group leaders had let him know when PPC payments had been paid into the bank but some had some cheques sent to him.

**CS** also said that the second card reader was now up and running and had worked well for the renewal session. **Chris** added that 5 committee members had now had training to use the card reader.

**JB** said that archiving of the minutes on the website had not yet been organised as **CC** is ill. **JB** has sorted the Agenda and Minutes and stored them in the office, locked away. She will, at a later date, copy them via a data stick on to the office laptop.

**JB** said new members need to be added to Beacon as soon as possible within an agreed timeframe so that they can join groups. She added that this was the main new member grievance. The Membership Team also need to run an email verification test to check the email address has been added correctly – **AS** has the website link to run this check and says it is a useful tool. **JB** also asked if **AS** is away, who will be adding the new members to Beacon?

Air purifiers follow-up – still outstanding – **MT**

**LD** – date to be arranged for the next Outreach meeting.

## **6. Financial Update – CS**

**CS** said that the account is reasonably healthy. BACS is working well with over 100 members having renewed with this system. Need to remind members that BACS payments take 72 hours to process. Adding members who have opted for gift aid to Beacon, **CS** asked **JS** to deal with this. Many members are happy to opt in to Gift Aid. **CS** said he had been to a Finance Workshop and heard that most U3A groups are able to get back a significant sum for retrospective payments; this may be able to be used to offset subscriptions. **JB** queried the situation with 2 different charity numbers – National u3a, who receive £3.50 from each membership subscription and St Austell u3a who receive the remainder. **CS** informed the Committee that this wasn't a problem. Gift Aid forms need a place for signatures – **CS/JS** to address.

### **St Austell U3A Bank Balance as at 31/12/2021**

<b>Main</b>	£13,140.17
<b>Wine</b>	£309.28
<b>Theatre</b>	£171.18
<b>Business ME</b>	£1,838.17
<b>TAM</b>	£1,822.23

## **7. Update on renewal process – All**

**AS** informed the Committee that there were 4 new members who joined during the morning. The whole renewal process went well and as planned. It had been quiet, but steady, probably due to the weather/COVID/after Christmas etc. **CS** said the card machine

worked well for those paying on the day. In the future if a member had accessibility issues, the card reader could be taken to them; 'Meeters and greeters' need to know about this. The green and red routes worked well for the members who noticed the signs. However, there was quite a lot of path crossing as members were going to different places. Occasionally there were queues which caused a few problems. Probably need to change the route for January 28<sup>th</sup>. Need a Plan B for end of January in case of inclement weather conditions. **LD** said it all went well but there was nothing on the theatre screen as discussed before (video loop of our website). **JB** said she had spoken to **CC** about this, but he said it would be time consuming and difficult to do and as he wasn't well he wasn't able to do it.

**JS** said the day was fine but did think needed more runners especially for new members if they are looking lost. **MT** was dealing with groups. **LD** thought it would be good to take new members to the Group Table first after paying as they may have lots of questions to ask **MT** about groups.

BACS – members collecting their cards. **JB** and **CF** said that this worked well. **JB** asked if this information would go on Beacon. **CS** said it would take time. **PB** said it needs to be done as soon as possible to show that members have paid. She added that Dennis R used to do this and suggested he send details. **CS** said that bank statements had BACS payments listed; however he had the only copy of the bank statements.

**PB** said that Pietro A had changed the system. She had spoken to him and he will arrange it so that BACS payments can be added easily. There are 37 new members who joined from September onwards whose Membership Cards may need to be individually processed as there are some payment and data input discrepancies. **PB** and **JB** have a copy of this list.

**JS** will cover whilst **CS** is away. **JS** asked **AS** to show her how to add membership payments to Beacon.

#### **8. Date for the 2022 AGM**

**CS** said Thursday, 5<sup>th</sup> May for the AGM. **JB** said that there is a new model constitution that we may want to adopt. It covers a range of items and gives flexibility. **MT** suggested each committee member take a section to read and then share. **JB** will distribute it and added that it will be on the Agenda for February. Any major changes to our Constitution need to be agreed by a quorum of our members (at least 2/3rds). Suggested order of play for the May 5<sup>th</sup> AGM, to be AGM, Speaker, Committee Meeting.

#### **9. Adult Social CCOMF Funding – CS and JS**

**CS** said that we need some ideas. The grant may be used for those who are isolated, technically inexperienced, portable ramps etc. The Grant cannot be used for Capital Expenditure. Suggestions of an overhead projector, new laptop to be used for education and training, a portable hearing loop (this won't work in the Theatre). For members who have sight impairment some new signage would help. **JB/LD** suggested some money could be used for transport costs for members with mobility issues. **LD** to ask Hayley Burgoyne at St Austell Health Care for ideas. **CF** to provide Hayley's telephone number and suggested **LD** ask what help Simon Gooding from Cornwall CC could offer, he helps individuals with information technology support.

#### **10. Acoustic Clouds – PB**

**PB** said that Acoustic clouds were designed to be room specific. They can be amended and changed and are portable. Jonathan A is aware of the proposal. **JB/PB** have looked at 'The Woolly Shepherd' - £40 per hour for an acoustic survey + mileage to/from Somerset, 50% of survey costs to be refunded if an order is placed. **JB** has details of this.

#### **11. Financial Support for Groups – CS**

**CS** had spoken to Keith Y who had spent £200 on books for the Italian group without consulting the Committee. There is a grant of £50.00 available for new groups, this needs Committee approval. **CS** has given Keith Y the £50.00 grant. General consensus from the Committee was that members should pay for their own learning materials for groups providing a discretionary fund was available for members in financial hardship. The Committee unanimously agreed that Keith Y should have consulted with the Committee before purchasing the books.

#### **12. Open Day – 25<sup>th</sup> March – JS**

**JS** said this would be held as a joint event with the March Coffee Morning. **JS** had applied for a grant for signage; this was refused as it would be a capital expenditure. **JS** was advised by Susan P, our Regional Representative to re-submit the grant form for advertising costs. **JS** has contacted The Voice re: advertising and re-applied for a grant for £280 for 2 consecutive advertisement weeks **MT** informed the Committee that Local Radio will do this for free and she was happy to organise this. **MT** will be organising a meeting for Group Leader in February (date to be arranged) and will add the Open Day to the Agenda.

**PB** suggested buying the signage (banners) anyway – all agreed. **JB** to pass supplier information to Chris Crane and ask him to get some costs for us. **PW** also has a local supplier to add to the list. National u3a have a ready to go Sail Banner available to buy via the u3a Brand Centre, however this is very pricey and has no ballast in the base, so is therefore unlikely to withstand Cornish weather. Free digital downloads for the Banner artwork are available from the Brand Centre in three different colour ways.

#### **13. New Printer – CS**

**LD/AS** reported that the office that office printer had once again failed, producing smudged and unreadable copies on a long print run, necessitating **JB** printing out 370 double-sided leaflets and inserts and a supply of Membership Forms on her home printer. **CS** said there is a need for a new printer but we need to consider whether it is ink or toner with additional scanning capability. If it is not used consistently the ink//toner will dry up. **PB** suggested buying an updated version of the existing one, which had functioned well until not being used for 18 months due to COVID restrictions. **LD** will investigate possibilities before making choice. **CS** said he could order on- line.

#### **14. Covid Update – JB**

**JB** said there were no changes. Masks/face coverings to be worn in the Arts Centre and the theatre. The Government's Plan B would not necessitate any extra restrictions for us. We must however all continue to be cautious and take personal responsibility for not attending events if we feel unwell and taking a LFT if we think we may have COVID.

## **15. Review of all processes – CS**

**LD** suggested this could be addressed at the next meeting. **CS** suggested setting up a small group to discuss and simplify processes where possible. **MT** suggested putting to Group Leaders and asking for feedback.

## **16. Any other business**

Neil S is not happy with the early start (8.30am) for car parking duties which he feels is too early. **CS** to contact Neil as he does a really good job and we would like to keep him on the car parking rota. **CS** suggested Committee park out of the way so more room for members who won't be very long and need to get out; this would involve the removal of the traffic cones which currently prevent Committee members parking out of the way. **PB** suggested using different shifts or possibly Neil just doing once a month. The car parking team need more people to help. **JB to ask CC** to add this request to the next newsletter.

**MT** said that monies given to the music group who entertained us at Christmas have been donated to the Cornish Heritage Centre.

**PB** said that Keith Y had asked about Food Safety and Hygiene for the proposed Italian evening being organised by the Social Events Team and was insistent that someone with Food Safety and Hygiene Certification be in control of the food for the event as there was a payment involved for attending this event and the certification would be needed. **MT** suggested there might be guidance on the U3A national website. Perhaps a donation rather than a ticket could be applied. The main issues were what provisions would be made for people with allergies and/or the potential for food contamination. **PB** will ask Joanne N if she can advise and report back to the Committee.

**PB** said that Pietro A wants to slow down on Beacon for a while.

**PB** gave us an update on the recent death of Bob Cornelius and offered to provide a brief write-up about Bob so that it could be added to the next Newsletter. **JB** to ask **CC** to add this to the Newsletter list.

**AS** asked what was the procedure if she was informed of a member's death. **PB** suggested she contact **JB** or another Committee member so that a Condolence card could be sent to the family on behalf of everyone at St Austell u3a, as well as following the usual Beacon procedure for deceased members and letting Group Leaders of any group the member was attending know. **JB** informed the Committee that a Group Leader had recently let her know about another member's death and she had sent a Condolence card, this particularly member who was regularly attending a group, had not renewed his membership since January 2020. **CS** said this raised issues about insurance cover and that Group Leaders must be reminded to use Beacon. They need to be reminded that they could be liable and could be sued if they do not see membership cards or check Beacon to ensure insurance compliance.

**JB** said there needed to be three members on the Safeguarding team as two Committee members were needed if any issues needed to be referred on to the authorities. **LD** agreed to replace Sharon Wood as the third member.

**JB** said **AS** should be given a new Membership Form folder for 2022. Previous year folder's to be stored in the locked office filing cabinet.

The office needs clearing out and re-organising as does the store cupboard. This was agreed for Thursday morning, 20<sup>th</sup> January for those Committee members who were available to help.

Next meeting – Quick catch-up on Renewals after the Coffee morning on Friday 28<sup>th</sup> January.

Next Speaker Meeting/Renewals/Committee Meeting arranged for 3<sup>rd</sup> February.

There being no other business, the meeting ended at 15.22pm.