

**St Austell U3A Committee Meeting**  
**Thursday 3rd March 2022 12.30 pm**  
**Venue: St Austell Arts Centre**

**Present:** Lucinda Davison, Maryanne Thomas, Pauline Weir, Chris Scott, Jenny Skipp, Chris Crane, Joan Hooper, Jan Badger, Carol Folley

**1. Apologies for Non-Attendance**

Apologies received from Ann Smith and Pippa Boardman

**2. Election of Chair for the Committee Meeting**

LD was proposed and unanimously elected as Chair for the Meeting.

**3. Approve the Minutes of the Last Committee Meeting - JB & LD to sign**

Minutes were approved and signed by **JB** and **LD**. **CS** signed off the minutes from the January 6<sup>th</sup> Committee Meeting.

**4. Matters Outstanding from Previous Minutes**

**LD** thanked **JS/CC** for organising the U3A banner. All agreed it was good to see. **MT** said all the group information leaflets had been prepared they just needed to be printed. **JB** informed **MT** that she could print these at home and St Austell u3a would reimburse her for ink/toner and paper. The building works at the Arts Centre include improved fire evacuation signage. **JB** has discussed this with the site manager (Matt) and will inform Group Leaders when this is in place and add the information to the Best Practice for Facilitating Groups document. Jonathan A still needs to speak to the Arts Centre Trustees about installing a coded key lock at the Arts Centre; this is on hold due to the sudden death of the Arts Centre Chair Caz Doyle and will be proposed when the Arts Centre Trustees have re-formed. **PB** has been unable to follow up with Jonathan A regarding the Acoustic Clouds as they have both been away. **AS**'s email address has now been changed on Beacon so the YAHOO BLOCKING message should now not appear.

**5. Financial Update – CS**

**CS** reported that the account was healthy and buoyant. About 69 members have not renewed. The total membership to-date is 369. **CS** asked that members email him if paying by BACS and that everyone needs to keep receipts, there should be no financial outlay without prior approval. New groups may spend up to £50.00 to set up. Books should be u3a assets, not just handed out. Various methods were suggested by members of the Committee regarding payment for books and groups materials. **JB** said there must be a discretionary fund for those in need. **CS** stated that major purchases were to be agreed only if they benefit the whole u3a and not just the group instigating the purchase.

**PB** had been erroneously sent a u3a bank card. **JS** rang the bank to be told that **PB** was still on the mandate, which raised concerns that other former Committee Members (Jeremy P) were also still on the mandate. **PB** cut up the card in the presence of **JS**. **CS** to ensure the mandate is updated and remains correct and to keep copies of relevant emails and, if necessary, contact the bank's Customer Services to make a formal complaint.

**St Austell u3a**  
**Bank Balance as at**  
**28/02/2022**

<b>MAIN</b>	<b>£16,947.90</b>
<b>WINE</b>	<b>£760.78</b>
<b>THEATRE</b>	<b>£407.18</b>
<b>BUSINESS ME</b>	<b>£1,975.52</b>
<b>TAM</b>	<b>£1,957.23</b>

**MEMBERSHIP PAYMENT METHOD**

Information taken from Beacon on 01/03/2022

Paid up members	369
BACS	155
Credit/Debit Card	133
Cheque	47
Cash (card machine malfunction)	4
Queries	30

**6. Grant Available for a Jubilee Celebration in June Update – JB**

Shirley P has pulled out of the grant application process as the grant allocation is too small for a big event; the funds are being allocated to lots of smaller groups/events to spread the funding amongst as many community groups as possible.

**7. Access to Arts Centre whilst JA is on leave Update – JB/LD/CF**

Thanks were given to all who helped re: opening and locking up the centre whilst Jonathan A has been away. Suggestion was made again about the possibility of having a coded key box fitted outside, solely for St Austell u3a with the code being changed on a regular basis.

**8. Update on how the Membership Renewal Process went – All**

**LD** said there have been a lot of new members. It was difficult where the Membership Table was because it caused queues in the doorway. Where would be the best place? Chairs placed nearby whilst waiting may just lead to chatting! **JB** had purchased clip boards so new members are able to sit and fill out the forms but felt the small (quiet) room is too dark for this purpose. **LD** felt it was important for prospective members to see what is available and then join and that it was also important to consider people's welfare and treat them carefully, she felt there was a need to slow the process down. **CS** said it might be possible to change the route, perhaps from the theatre way perhaps. **PW** said it was important to consider options and plan, perhaps **MT** first so people could see a display of what is on offer. **CS** said that members are now getting used to paying by BACS.

**9. AGM Planning Update – JB**

**JB** handed out notes from the Committee's AGM Planning meeting and from a Post AGM planning meeting held via Zoom with **LD & PB**. **JB** said that she needed to receive all Committee Member Election Nominations at least 28 days before the AGM, these to be proposed and seconded by members who were not Committee Members and she handed out forms for each current Committee Member to obtain a proposer and seconder and said spare forms would be added to the display cabinet in the foyer along with the present Committee proposers and seconders. **JB** said there is usually a Chair's report prepared for

the AGM, but as we have not had a chair since January 2021 she would be producing a Committee Report instead, this to include all the Committee's achievements as a team with the exception of Treasury related items which would be in the Treasurer's report. **JB** asked Committee members to send her notes on what they have achieved since the last Chair's report was produced, this to be data related, members joined, website traffic, groups re-started, new groups and also include achievements such as Policies and Guidelines written and approved, Open Day, COVID safety etc.

The AGM had been planned for 5<sup>th</sup> May. **JB** reminded **CS** about the timelines for the Financial Accounts and that they needed Committee approval and the Committee needed time to review the accounts before approving them and also about the financial periods to be covered by the accounts. **CS** then informed the Committee that he would not be able to produce the accounts in time for the May 5<sup>th</sup> date once the timelines were taken into account. **CS** suggested the AGM date be changed to June 2<sup>nd</sup> (the change of AGM date was not an Agenda Item for the meeting). It was then pointed out that the 2<sup>nd</sup> June was a Bank Holiday, so **CS** suggested June 9<sup>th</sup> (a non-speaker meeting day) and **CC** was asked by **CS** if the Speaker Meeting could be moved to June 9<sup>th</sup> and all groups due to be held on that day cancelled. **JB** reminded the Committee that for the AGM to go ahead a quorum of 20% of our members would need to be present, the members to be counted in as they enter the theatre. If the quorum is not achieved, the AGM is cancelled and needs to be held at a later date with all constitutional timelines followed before we can hold it again. **CS** stated that the Committee could be voted in by the members en bloc. **JB** informed the Committee that she had discussed this with National u3a and Committee Members and the protocol is that Committee Members should be voted for and elected individually by the members. **JB** reminded the Committee that a Committee Meeting of the newly elected Committee would follow the AGM so that the Committee could elect the Committee Members to Committee Posts.

#### **10. PAT Testing Update – JB**

**JB/MT** confirmed that the PAT testing had been done. The electrician has a few more items to test (these are located in the cupboard on the landing) and he will then produce a spread sheet of the items he has tested and add a note as to when they need to be tested again. **CS** said that he needed to add the items to the asset register.

#### **11. Update on how the Speaker Meeting went – All**

All agreed that the Speaker meeting went well. **CC** said that Zoom went well too but with a few issues that were resolved. He said that he would not be providing Zoom for the AGM as it would be too difficult. He had received feedback that members at home could hear without problems.

It was agreed that the cut off time for coffee and payments should be 10.15 am to prevent delaying the Speaker.

#### **12. Potential Members using Facebook to contact us – who will follow up? – CC**

**CC** said that quite a number of potential members had contacted us through Facebook and he has replied to them, but he cannot follow them through to let us know how many of them actually joined unless the Membership Secretary indicates on their member record that they heard about us via Facebook, (this generates a poll that can be run to produce the data **CC** is talking about) or the Membership Secretary lets him know they have ticked the 'heard about us by Facebook' box on their Membership Form.

### **13. Outreach Group Update – LD**

**LD** explained that she had cancelled the Outreach meeting on February 21<sup>st</sup> because of the extreme weather conditions. The storm may have proved hazardous for driving for some members of the group. She hoped to re-schedule the meeting for 17<sup>th</sup> March. A paragraph promoting the Outreach Group has been added to Version 3 of the Welcome leaflet, and to our website. Version 3 of the Welcome Leaflet will be distributed on the Open Day.

### **14. Adult Social Care COMF Funding Application Update – CS/MT**

**CS** thanked **MT** for taking over the grant funding application. Chris told us that £2,700 had been awarded but that Cornwall Council had not yet paid out the money. The application had been approved because it was for specified items. This was for a projector, pop-up screen, ramps and a laptop. **MT** said the pop-up screen was portable and easy to set up.

### **15. Arts Centre Building Works Update – JB**

**JB** has been in regular contact with the site manager (Matt) for the Arts Centre building works. He has looked at every single area of the building and provided a list to Cormac of works that need doing. He has also advised that there may be some delays to the works if the extreme bad weather continues; as the workers will be moved elsewhere to deal with emergency works. **JB** has a list of works dated 09/09/2021.

### **16. Open Day March 2022 – JS**

**JS** had been in touch with The St Austell Voice. She showed us the advert that had been produced and it will be in the newspaper for the two weeks prior to the Open Day. **MT** said she would contact local radio. **JS** said we would need more runners on the day and possibly more people to help with new members.

### **17. Best Practice Document for Facilitating Group and Groups Update – JB/MT**

**JB** said that Richard A, **PB** and Linda J had read the proposed document and given useful feedback. There were some Treasury Team queries. “If you do hold cash, ensure you do not exceed any limit laid down by St Austell u3a”. What is the limit (£30.00)? Some groups need small float for paying different venues. “If you have a member who is not able to cope independently, inform the Group Coordinator. Please note that members may bring a carer along if they need to do so, the carer will attend the group for free, but will be expected to pay for any refreshments”. How does this work for self-funding groups? Previously Group Convenors were informed that they must obtain two or more independent quotes for purchases to avoid accusations of nepotism. Does this still stand?

A “click on” table of contents was suggested so that the reader could go directly to the section they were interested in.

**LD** asked how the Outreach Team would know if members have ‘dropped out’ of one group or all groups.

### **18. Group Leaders’ Meeting Update – MT**

**JB** informed the Committee that Frances S had asked about risk assessments for her group (Pottery). **JB** sent Frances S a copy of the Workshop Risk Assessment Form, which Frances did an excellent job of completing and has sent **JB** a copy for our records. Each group leader

must check membership cards to ensure members have renewed so are covered by insurance. Renewals have now been completed (at the end of February) so members who have not done so will be coloured red on Beacon and no longer entitled to attend. **MT** also said it is important to emphasise that Group Leaders should have contact details for the members of their groups in case of an emergency.

**JB** informed the Committee that the new and recently re-started groups held at the Arts Centre had not been contacted by the Treasury Team, so were not aware of what the Attendance Record, PPC and Payments procedures were or what their group code is for payments. This has caused us a loss of revenue as PPC cards are not being ticked off, therefore replacements are not being bought. **CS** to rectify the situation and put a procedure in place to stop this happening again.

**19. Italian Group, Funding for Group Materials - CS**

See minutes for Item 5. Numbers have dropped, but members still have the books. Keith Y has been contacted over this issue. **CS** still looking for ways to resolve this issue.

**20. Decorating Shoe Boxes for Local Refuges – JB**

**JB** informed the Committee that Norma J needs volunteers to help decorate the shoe boxes for the refuges and fill them with toiletries.

**MT** requested any spare shoeboxes for the Ukraine appeal.

**21. Covid Update – JB**

**JB** said that she had not had any response from National u3a to her request for updated advice on COVID Risk Assessment Paperwork.

**22. Any Other Business**

None

Meeting ended at 14.34 pm