

Meeting of Management Committee
Monday 2nd March 2021 at 3pm via Zoom

Present – Geoff Roberts (Trustee), Sue Watkinson (Trustee), Lorna McDade (Trustee) Alan Starkie, John Tomlinson, Derrick Fewings, Ian Grant, Les Rippon, Mike Rimmer, Pamela Green, Paul Andrews, Doreen Baker, Colin Russ, Megan Tomlinson (MC) Alan Nolan.

Apologies - Pamela Ball

1 Chairman's Welcome

Chair opened the meeting by welcoming everyone. Thanks were given to everyone for attending at short notice. The meeting was brought forward following the Government's announcement outlining a roadmap out of Lockdown.

2 Apologies

Pamela Ball

3 Minutes of previous meeting

Accepted as a true record

4 Matters arising.

Paragraph 6a – amended to read reserves may fall in April/May 2021.

Paragraph 6b – the need to move carefully upon restart was reiterated in terms of implementing fully the unanimously agreed aim to ensure that all activities are self-funding. It was pointed out that we have a moral obligation to fulfil our aims of maximising educational and learning opportunities for all. Historically small groups have been funded by larger groups. What is important is that the overall costs of providing groups should not be exceeded as this poses a drain on reserves. It was also mentioned that we shouldn't do anything at restart which will discourage members from re-joining – indeed if someone was previously a member of both a small and a large group, if the smaller one didn't operate then the person may leave U3A therefore reducing the number of participants in the large group. The need to monitor the situation carefully over the first three months as discussed previously was emphasised. The Treasurer confirmed that the main aim is to ensure that the overall cost of groups is met by participants and doesn't result in depletion of reserves.

Eventbrite system – the system would allow Debit card payments rather than cheques – the Treasurer felt that this should be delayed at present. It would cost 50p per person and a 3% charge. It would therefore increase the overall cost of a ticket for an event.

As a management committee it was emphasised that we need to look to the future but it is important that we get up and going with activities as soon as possible.

5 Correspondence

U3A member link – poster has been received, there is also a PDF file available to view on line.

6 Treasurer's Report

£54.5k in bank, will fall to £46k with bills to be paid in April/May 2021. This will take us below the agreed reserves level. Finance committee of view that no action is taken until we see what happens with membership numbers once restart occurs. This was noted. Action will be needed if this reduction in reserves becomes a trend.

6a. March Newsletter Article

Derrick Fewings had circulated a suggested finance report for inclusion in the newsletter.

Action: It was agreed that Derrick Fewings produces a less detailed version to be passed over to Communication's Team

6b. Reduction in room hire costs

Derrick Fewings described how a saving of £4k could be achieved by using rooms more efficiently at Scout HQ.

Action: Details to be presented at next meeting.

Dialogue has begun with Aughton Village Hall (AHV) for an arrangement similar to that with Scouts – same deal as Scout HQ of £8 per hour instead of £12 per hour. AHV will look into this, Derrick Fewings will also look into details from U3A perspective. The idea would be to operate on two sites only thereby reducing room costs – it is important that U3A aren't faced with an overhead which can't be funded should this arrangement come into being. Car parking at the two locations needs taking into account when drawing up a timetable for group meetings.

7 Roadmap to resuming U3A activities

A detailed discussion took place. The main issues discussed are noted below:

- Reference made to roadmap published by the Government and that produced by Derrick Fewings. Thanks were given to Derrick Fewings for his work on this. The proposed U3A roadmap is governed by Government roadmap. Don't know Third Age Trust view yet about the proposed roadmap – this is important as there are possible implications re insurance.

- Suggestion that roadmap is published, this will then encourage Group Leaders to be proactive in terms of contacting members and confirming membership and leader.
- It was accepted that we must follow the government dates in their roadmap.
- Group support – indoor groups starting on 21 June – Leaders need to get back to Paul Andrews' team by end of March. Group Support will contact each group.
- Discussion around Badminton and 5 a-side football – restart date will depend upon guidance from their national governing bodies.
- Discussion around theatre/Philharmonic trips restarting without Horizons – to be left to group leaders – to be put into Step 3 – leaders to make sure that they make all appropriate arrangements in line with government guidelines.
- All activities can start after June 21, other opening dates are up to group Leaders who must adhere to government guidelines. If groups want to start before June 21 with 6 participants then they have to cover room hire costs.
- Discussion took place about Horizons restarting after June 21 – suggestion that outdoor space could be used.
- Alan Nolan asked for amount of detail needed for newsletter. Agreed to use roadmap produced by Derrick Fewings amended to give slightly less specific detail.
- **As a committee it is our intention to open up U3A activities in line with the government roadmap and subject to Third Age Trust guidelines and insurance cover.** Members should contact the Group Leader to get details of when and where activity may begin. Communication to include main roadmap headings. Newsletter due on March 22. Group Leaders to be contacted before then - Paul Andrews and Group Support to contact all group Leaders. Important that we communicate to members that we are opening for business and be positive, important to stimulate the members and leaders – MC there to support opening subject to government guidelines and policy and guidance from Third Age Trust and their insurance cover. Important to stimulate interest again – important to get confidence of members - if they attend an activity reassure them any COVID safety guidelines will be followed.
- Third Age Trust (TAT) – still awaiting information from them about activities restarting, roadmap and insurance cover.
- Discussion followed on TAT insurance – this covers Trustees against any liability.

Action:

**Information about roadmap to restarting to be published in newsletter – Alan Nolan
Paul Andrews and team to contact Group Leaders
Derrick Fewings to circulate link to BBC web page about roadmap via Megan Tomlinson.**

8 Date of 2021 AGM

It was noted that the accounts for 2020-21 may not be signed off by auditors before the end of May.

It was suggested that we have an AGM after June 21 and at which there should be an agenda item re adopting the Model Constitution as produced by the Third Age Trust which would include the possibility of holding “remote AGMs” using appropriate technology for voting on resolutions.

Agreed date of AGM: Thursday 26 August 2021 at 10am

9 Membership Report

1537 members.

Action:

**Paul Andrews to ask Group Leaders to make sure they list their members on Beacon.
Paul Andrews to give group member details to Doreen Baker in order to clarify that overall membership records are accurate.**

10. Communication’s Report

Bill Evans is now out of hospital. Alan Nolan will look after production of next newsletter – to be sent via email or post or hand (about 100).

If anyone has anything of interest for newsletter please send information to Alan Nolan.

Bill Soames now looking after Facebook page.

Updated Chair’s report to be included in next newsletter.

11. AOB

- Paul Andrews gave an update about the Christmas lunch celebration – Suggested dates Friday 10 or 17 December. Caterers have been contacted. Ministry Centre also booked. Working on 112 attendees.

Action: date to be finalised

- COVID related hygiene rules – Ventilation should be included. Discussion over requirement for these after June 21.

12. Date of next meeting Monday March 29 2021 at 3pm

Signed.....Date.....