

Meeting of Management Committee  
Tuesday 27th April 2021 at 3pm via Zoom

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

Apologies

1 Chairman's Welcome

2 Apologies

None

3 Minutes of previous meeting

Accepted as a true record

4 Matters arising.

None

5 Correspondence

None

6 Treasurer's Report

2020-21 accounts with JVSA. Should be completed by end of June. Ended year with £54k, this will probably decrease to £48k. Beacon - redevelopment of Beacon to Beacon 2 is no longer taking place. Software developer has walked away from project Now a contractual dispute being handled by Third Age Trust.

7 Re-start Working Party (Paul Andrews)

Concentrating on Scout HQ and Aughton Village Hall as venues rather than satellite locations. Some groups start after June 21 others September. This leaves gaps at HQ for July and August – some other groups are taking these places.

Recorders and Drama groups will probably not be doing a swap as suggested in report which had been prepared.

No enforced moves being made. Moves are result of agreement with groups. Some moves are progressing naturally.

Group Support are contacting venues to ensure they are COVID safe. Group support will then contact leaders.

Attendance levels will be monitored to measure uptake and premises costs. Important that Group leaders record information to assist with this. Suggested that a training session be organised for group leaders. Maybe a handbook could be produced for group leaders. Suggestion that everyone should use Beacon to avoid possible GDPR issues. Beacon system would allow group leaders to easily see who is a paid-up member. Importance of participants being paid up members discussed so that insurance is not invalidated.

Ian Haskell could be asked if he could provide a summary of Beacon for group leaders.

***Action: A group leaders meeting to be organised in late June. An evening session to thank group leaders for all of their hard work and to talk through Beacon and restart matters. Group support to organise an event after 21 June.***

## 8 Group Leader's Bulletins (Derrick Fewings)

Bulletins have gone out indicating which groups are starting and when. 80 slots spare between 21 June and end of September by virtue of some groups not restarting in June – about 15 slots have been filled. Filling the spare slots will increase income.

When groups restart there will be a complex situation regarding contributions which were taken for tutors before March 2020. Bulletin 4 will attempt to clarify the situation where they have been using a Tutor.

Cut off point needed for decision about whether a group without a leader is coming back or not. **Agreed the cut-off point will be end of June/early July.**

Cribbage – great difficulty in finding a leader/co-ordinator.

Discussion took place about role of MC in finding a leader for a group. Suggested enews/newsletter be used to advertise fact that groups have not got a leader – group members hopefully will then come up with a solution.

Thanks were given to all members of working party for their work.

***Action: Group Leader Bulletins to go on website - Alan Nolan and Derrick Fewings to follow up.***

## 9 Horizon's Re-start Report (Pamela Ball)

Many thanks to Pamela for her work. Horizons may be able to start on June 24.

Discussion took place on whether participants should be charged for attending. Importance of costs of refreshments being covered. Suggestion of £1.

Pamela referred to her report and thanked people for their contributions. Overall feeling that Scout HQ no longer fit for purpose. A better location is Aughton Village Hall. Start-up date – suggested use original location at Scout HQ initially with no refreshments and monitor numbers. To be open for a limited opening time and for business purposes. Social interaction at Café Vista/Ministry Centre which will be open by then, in September move to Aughton Village Hall (AVH) 9.30-12noon. Need 60 people to cover the cost which is £12 per hour for the large room. A Horizons manager needed to co-ordinate.

Suggestion of second coffee meeting for new members only, and by invitation. Venue– Chapel Arts House. Opportunity for a personal chat with new members – talk through their interests etc and if willing to take on any responsibility. Pamela Ball offered to organise. To take place once per month. Suggestion that the coffee morning could be advertised to attract new members.

***Decision – second coffee morning to be run as a trial for 3 months and then re-evaluated***

***Decision – Horizons to move to AVH with a charge of 50p per person***

***Decision - move to AVH from June 24 and to be called New Horizons***

***Action – Contact needed with the people serving refreshments – Paul Andrews to follow up***

***Action – refreshments rota needed, welcome desk rota needed, rota for setting out chairs and putting them away etc needed. Duty manager rota needed. Paul Andrews to follow up with refreshments team, chairs and welcome desk rota. Finance and membership desks to be in the window alcove.***

***Action - John Tomlinson to book AVH.***

***Action – members to be informed of change in venue via newsletter, enews and website.***

***Action – a Horizons Manager needed – suggestion of John Dixon – Paul Andrews to contact. John Tomlinson and Paul Andrews to meet with John Dixon at AVH to discuss the layout of furniture.***

Questions – storage facilities available for second hand books. Would we be committed to costs over the whole year? – it was explained that a “don’t meet, don’t pay” policy is operated by AVH.

## 10 Membership Report

1539 members. 5 renewals and 1 new member since last meeting, 3 deceased and 1 moved away. 4 or 5 people have enquired about joining.

90-year-olds – work still ongoing and to be completed before 21 June

Lapsed members – work still ongoing and to be completed before 21 June.

***Action: information on 90-year-olds and lapsed members to be completed before 21 June***

#### 11 F and R Report

Budget submitted by Musical Theatre Group (MTG) re a production in November. F and R group thought that the budget was quite stretching in terms of expected numbers attending production and increased costs. F and R group asked MTG to re submit new budget. MTG reported back and now only having two performances instead of 3 which will reduce costs and address audience number concern.

AGM of AVH next month – John Tomlinson is u3a rep on the committee – agreed John Tomlinson continue as u3a representative. There is space for another rep representative on the committee as u3a have large number of activities at AVH. Anyone interested to speak with John Tomlinson.

#### 12 Communications Sub-committee Report (Magazine/Newsletter/enews/website)

Date for next newsletter (number 4) – aim for distribution at end of May and certainly by June 14. Thanks to communications team for all of their hard work, especially in delivering newsletters. Next newsletter - lead item – group restart, New Horizons on p2, group details on double page spread, Speaker meetings and notice re AGM. Megan Tomlinson to forward info re AGM.

Group pages are outdated on the website. Alan, membership and communications committees and restart working party to co-ordinate consistency and accuracy of the information.

Discussion took place on magazine and whether it should restart. It is costly and have people now accepted newsletter as an alternative?

***Action: newsletter 4 to be published by June 14***

***Action: accuracy of group page information on website to be checked***

***Action: Megan Tomlinson to forward AGM information to Alan Nolan***

#### 13 u3a Day/Recruitment

u3a Day to be deferred until later in the year. Important to get existing members back first, feeling comfortable and safe. We could tie in with any things happening in media and put short press release in Champion.

***Action - Sue Watkinson will prepare press release and Alan Nolan will check it.***

Discussion took place on what we can do for u3a day – perhaps based at AVH. Suggest 15<sup>th</sup> October – the birthday of Aughton and Ormskirk u3a. Suggestion of a Market Stall – Saturday 16<sup>th</sup> October? Details to be discussed at Communications group and next MC meeting.

***Action - Mike Rimmer to follow up with Borough Council re market stall.***

14 AOB

Question been asked to what extent we are factoring in medical advice on re-opening – we are following government advice only. It is up to individuals to take responsibility for their own health and wellbeing. This has been communicated to members in last newsletter.

15 Date of next meeting

Monday May 24 2021 at 3pm via Zoom

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