

Meeting of the Trustees/Management Committee
Via Zoom on 10.08.20. 9.30 a.m.

Although this meeting began with a combination of members in attendance at H.Q. in person and Zoom attendees this was abandoned, due to technical difficulties, and resumed via Zoom at 10.30 a.m.

Present – Alan Starkie. Derrick Fewings. Paul Andrews. John Tomlinson. Megan Tomlinson. Sue Watkinson. Mia Faza. Mike Rimmer. Doreen Baker. Ian Grant. Pamela Green.

Apologies – Deirdre Slater

1. The Chairman welcomed everyone to the meeting.

Deirdre Slate has offered her resignation as Membership Secretary, as from the AGM and the Committee offered their thanks and grateful appreciation for all the work she has undertaken in this capacity.

Doreen Baker who presently worked alongside Deirdre agreed to take on the responsibility of Membership Secretary and Deirdre Slater had kindly offered to assist her when possible.

2. Magazine.

This week a condensed printed magazine will be going out to members with the AGM Notification and voting form, by email and post. Relevant documents will be available on the Website.

3. Premises

Premises available to u3a presently were H.Q., Aughton Village Hall and the Ministry Centre, with a possible fourth shortly. These could cover the bulk of activities and smaller venues not used. These premises state they are Covid 19 secure.

Cleaning of premises was discussed and what 'deep cleaning' actually meant but Government state only 'clean premises to minimise transfer'. H.Q. will be cleaned from 8am-9am every Monday, Wednesday and Friday with further times added when needed. The obligation is on users to clean before and after use. Common sense should prevail over all, such as one person in toilet only and not to enter premises if entrance is not clear. The Treasurer was thanked for the work he had done on this issue.

4. Questionnaire

Group Support had sent out a questionnaire via the Beacon system. There were 55 replies and the general overview was that we still have a live positive u3a but members were anxious about procedures in safety.

There was a 50/50 split between start dates of 01.10.20 and 01.01.21 but there may be a fall in Group Leaders and members when more is known about responsibilities. Health concerns being the big issue.

Questions were asked about the role of the Management Committee and whether Groups themselves were responsible for hygiene safety etc, everyone agreed we could only resume when it was safe to do so. TAT guidance left a great deal of responsibility with Group Leaders.

5. Finance

From a financial viewpoint more use to be made of H.Q. and minimise use of other premises. It would be possible to re-start low risk groups at an earlier date if compliant with risk assessments. A low risk profile of groups to be made so that re-start could commence when safe to do so. More information to Group Leaders would be needed to enable them to understand the complexity of the situation with regard to all discussed. However, everyone is responsible for their own hygiene safety and risk and must make the decision whether to attend or not. Outdoor activities being lowest risk groups.

6. Risk Assessment

Discussion on risk assessment and whether we issue our own form of assessment or use TAT's form, of course this dependent on whether highlighted risks were dealt with by groups correctly. Any Group which also belongs to a Governing body could consult this for guidance. TAT guidelines should be followed for Insurance provision purposes. A booklet showing risk and necessary actions considered, but each group had different risks and different actions needed. It was noted that obligations were being placed on volunteer groups, especially those with an older membership. Situations changed all the time and local lockdowns could take place any time. Risk assessment could be put into a suitable format and this put to Group Leaders.

Feedback on random 300 members survey - two thirds responded with 82per cent keen on re-starting as soon as possible but all were concerned about hygiene safety.

7. Working Party

It was suggested a Working Party take on the responsibility of putting everything together and reporting back to the Committee. There were initially objections but it was made clear that any milestone reached would be put to the Committee for a vote. Any vote should be by email to make decisions faster. It was pointed out that strategy should be in place no matter what start date was agreed so that everything could run smoothly.

8. Attendance Fees

Attendance fees to remain at £1 for the first month or so and then may have to be altered dependent on number of group attendees. H.Q. have offered either monthly rental or hourly rate, discussion on this was deferred. This could be an opportunity for a fresh start to build up a new schedule from scratch.

9. Date for resuming activities

A vote was taken as to when activities should be resumed, either 01.10.20 or 01.01.21 and 01.01.21 was agreed by a majority. This re-start date would be dependent on conditions at the time.

We are an organisation with conditions and requirements for an older population with possible health needs, good communication is vital in this matter. We are a fundamentally changed u3a and health must be of paramount importance.

AS and DF to add information sheet to be sent out with AGM notification.

10. Formation of one Committee

It was pointed out that any discussions on forming one Executive Committee instead of Trustees and Management Committees would have to be left until after the AGM when an EGM could be called to comply with legal obligations as only the membership can address this decision.

11. Date of next meeting -

The next meeting to be arranged.

The meeting closed at 12.35 p.m.