

**Crawley u3a**  
**Minutes of Group Leaders Meeting**  
**6<sup>th</sup> September 2021**  
**Friary Hall**

PRESENT: Jim McGough, Peter Beckley, George Redgrave, Phil Light, Janet Morris, Alan Pay, Stewart and Ann Sole and representatives from 32 groups

Apologies: Isabel Baker, Maureen Bufton, Neil Hoey, Freda Morse, Pat Roberts, Jo Slack

1. Jim welcomed everyone to our first face to face meeting for many months.
2. **Whats app groups.** Several groups have made great use of whats app during the pandemic, both to keep in touch and to make arrangements for informal walks and outings. The Committee have suggested that more groups consider setting up a whats app group. A short guide would be prepared by Jan and Phil. ACTION: Jan and Phil
3. **Open Afternoon 8<sup>th</sup> October.** We hope to see as many Groups as possible represented at the Open Afternoon. Signs would be provided. GLs were requested to provide any information/examples about their groups, remembering that space would be limited. More information would be supplied prior to the event. The meeting would be open to members and to anyone wishing to join. A check would be kept on the numbers entering the hall.
4. **Collecting fees.** One off payments for “outdoor groups” had been collected with the membership fees. It had been hoped to extend this to all groups to remove the task of collecting money from GLs. However given the Covid uncertainty it was decided to postpone the introduction. Payment for groups may be made termly by cheque or by bank transfer (using membership number and group name as reference). GLs would be advised in due course which members had paid online. This may take a while due to imbedding a new system. All groups will pay £1.50 per session and members should be requested to pay a term in advance. The Committee will discuss the small number of members who paid annually for a group which had of course been unable to run for part of the year. ACTION: Committee
5. **Attendance forms.** These are essential for Fire regulations and any Covid implications. A template would be provided to GLs which should be updated weekly with attendance. Any subs collected should also be recorded on the form. This will also prove useful to keep a record of members who do not attend and who may require a referral to Member Support. It was important to keep Beacon up to date with your group members.
6. **Zoom meetings.** There is still a capability to use Zoom for meetings should members feel this would be preferable to face to face meetings (or in the event of inclement weather!).

7. **PAT testing.** We are required to conduct regular safety testing of all electrical equipment. We would contact any GLs with electrical equipment once a date for testing had been set. Bob W may know of a tester.  
ACTION: Alan and Peter
8. **Room hire arrangements.** Many hirers require signed agreements. The Secretary's address should be used on the form which will be signed by a member of the Committee. Hire agreements should be generated by the hirer.
9. **Risk assessments.** The Third Age Trust produced a check list for Group Leaders to consider before their first meeting. (circulated to GLs) This should be shared with group members. It is designed to help reassure members that we are complying with all relevant regulations and remind them of their responsibility to only attend if they are well. Some venues provide hand sanitizer. If your venue does not and you wish to provide some, the cost will be reimbursed by the u3a. There was some concern that the rooms may be too small for some groups. GLs should use their judgement and if necessary consider an alternative room or limiting numbers. Please do what you consider right for your group. It was not known if the café at St Paul's would be open as it depends on volunteers.
10. **Keeping members informed.** GLs were thanked for their efforts in keeping members informed during the lockdowns, especially those without email. Peggy Miller has offered to set up an informal telephone grapevine. There is also a facility on Beacon for members to nominate a proxy email eg a family member who can pass on any information. Please inform Member Support of anyone who you feel may benefit from either of these.
11. **AOB.**
  - a. **Short Mat Bowls.** The proposed location of the Short Mat Bowls equipment may cause problems for the Table Tennis group. Phil and the relevant GLs would meet with Nicola from St Pauls.  
ACTION: Phil
  - b. **Keys for St Pauls.** These were available from Nicola who should be contacted via Peter. A register of key holders would be obtained from Nicola  
ACTION: Peter
  - c. **Procedures Manual.** This was being updated.
  - d. **Finances.** Our u3a experienced a deficit of £5,000 last year. This year's finances would also be affected.