

Present: Christine Chittock (Chair), Ian McLaughlin, Maurice Chittock, John Hunt, Olwen Smith, Lyn Holmes, Richard Morgan, Maureen Phillips, Bryan Webb

1, Apologies None.

2. Any New Business

LH mentioned that she had arranged dates for New Members Coffee meetings – 7oct21 at 11:30 and 13oct21 at 14:00.

3. Minutes of Special Meeting 17jun21

BW mentioned that he had taken over CC's Action 3 – see below. Other than that, the Minutes were agreed.

3.1. Actions

1. Find whether Charity Law allows us to limit numbers at meetings –RM yes we can limit numbers.
2. Circulate the latest Pavilion Risk Assessment to the Committee – CC done.
3. Find how other u3as from Devon Link Meeting are resuming Face -to face meetings – originally CC, now BW: BW mentioned that one Group had held a picnic and another a trip to Rosemoor but there had been nothing conclusive and the topic was not on their agenda. CC Noted that David Leyland, Chair, Teignmouth u3a, intended to keep a record of members attending from Sept by using printed lists of members. Their total membership is much smaller than ours at 240 and so it is easier to check off members. They may operate a hybrid system when possible.

4. Returning to the Pavilion from Sept'21

4.1. Report from Chair Part 1 – Background information

CC began by mentioning that we had had many expressions of thanks and appreciation from our Membership for everything we have been able to do during the months of lockdown and that we very much welcomed and appreciated their thanks.

There then was a discussion of the background information reported by CC and of local covid case numbers, which were necessarily some days out of date. Some data indicated small reductions while others showed a small increase. MP noted that we don't yet know what effect the 19 Jul 21 government relaxation of the strict isolation requirements would have. CC said that most new UK cases were of the Delta variant. OS noted that hospitalisations were not very high at present while JH said that more, nominally fit and healthy, young people are being affected. CC said that we should be as well informed as we can be about the way the disease was developing. IM mentioned that hospitalisation numbers weren't the only criterion to consider and that more cases meant a greater chance of mutations/variants developing which may be vaccine resistant and, of course, more sufferers developing long covid.

There was then a discussion of politician and government statements on masks, QR codes, social distancing and rules about the need to isolate. There were sometimes inconsistencies and consequent confusion among the public. CC read out the official wording which said that,

from 16 Aug 21, for anyone 'pinged' with 2 vaccinations, there was no need to self isolate but they were advised to take a PCR test as soon as possible. If they then tested 'positive' they would need to self isolate. MP pointed out that we would then be relying on people's honesty. JH agreed but said that a suitable approach would be to expect the worst. CC summarised by stressing that we were trying to do the best that we can for members and thanked the Committee for taking the time to read through all her reports prior to the meeting, setting out the alternative possible approaches to ensuring that we did as much and as well as we can. There was then a discussion on whether QR codes would be displayed in The Pavilion (TP) enabling people to record their presence. LH thought that TP would take those down after 16 Aug 21. RM said that planning to use QR codes was unwise and also, how would we know if anyone present had contracted covid? MC said that we have to rely on members being responsible and letting us know. JH thought that it was essential that we know the names of attendees and IM said that use of QR codes depended on members having the app on their phone, having their phone with them, being competent at recording the code and u3a having access to the related data.

4.2. Report from Chair Part 2 – Decisions

CC then turned to her second report, which listed the decisions that we need to take before we can decide to go ahead with our September meeting. It was essential that we prioritise the safety of our members, volunteers and Pavilion staff as well as anyone we may mix with on the day.

4.2.1 Return to The Pavilion in sep21 It was felt that we should return in principle and we would need to inform our members. CC said that a Bulletin following our 7 Sep 21 Committee meeting would be much too late for the Speaker and needed to be well in advance of that. MP queried whether we really have to meet in TP in September. CC reminded us that we have only said that the date was proposed and was under review. JH thought that the groundwork we have done has been essential and it was only a question of timing. We need to make a judgement about whether enough of our members would be prepared to take a risk and attend. CC noted that we have always been unaware about who might attend so this was no different. We need to vote on whether to go ahead with the planned September meeting. BW pointed out that we first need to agree that we'll register attendees before we can agree to vote to go ahead with the meeting. **It was agreed to take a vote after discussing the following items.**

4.2.2 Number of helpers After the required minimum number of volunteers was decided and those available were counted (4 Committee Members would be available) CC noted that this was the bare minimum of committee members required. **It was felt that we would have enough helpers**, especially as some non-committee members had said that they would attend. OS said that she expected that a total of 10 to 12 would be available.

4.2.3 Seating arrangements All were happy for the hall layout to consist of the usual rows and not cabaret-style tables, as long as appropriate social distancing took place. **It was recommended that the front row should be occupied.**

4.2.4 Estimate number of members attending There was much discussion on how we should let members know of our considerations and recommendations leading up to the return to TP. This was in order for members to be able to make an informed decision on whether to attend. The Pavilion will have hand sanitisers in place and we can purchase additional hand sanitisers as well. We can also supply face coverings made by MP for Meeters and Greeters. We can purchase a limited supply of face masks for members who may have forgotten theirs. OS stressed that members must only attend if they're happy and we need to word the email carefully. CC agreed and would ensure that it was phrased in a friendly manner. **It was agreed that an initial communication would be sent out around 12 Aug 21.**

4.2.5 Separate Entrance and Exit Various options were discussed. As we intended to have windows and doors open for essential ventilation, the possibility of a one way system, in through the usual hall rear doors and out through a hall side door was considered. Alternatively we could use the rear doors separately, in through the RH door and out through the LH door (as viewed from the foyer). The possibility of milling in the foyer was raised. MC thought that our responsibility ended at the doors of the Hall. **It was agreed that we should use the Hall rear doors, using the RH and LH doors separately as discussed above.**

4.2.6 Recording of attendees **This Discussion incorporated Agenda Item 4.3 Barcode readers** It was agreed that recording was necessary to be able to contact members should a covid case be discovered subsequently. Two general proposals had been put forward. CC mentioned that at our last special meeting everyone agreed that we should adopt a barcode scanning method for registering attendees. IM confirmed this with reference to the previous minutes.

MC outlined his proposal to record using a barcode provided for members and purchase of a barcode reader and existing spreadsheet to record and collate member information. The advantages were speed, accuracy and avoidance of queues. Disadvantages: cost and need to print and distribute barcodes.

MP raised the question of people being unhappy to let us know if they had contracted covid – a potential ethical question. JH said that the covid app didn't divulge such personal information, only the people who may have been in contact with an infected person. It was concluded that we had to hope that members would be responsible and do the right thing.

OS presented her alternative – a paper and pencil system. This was cheap, had been used before, it was simple and straightforward. IM mentioned that many might not like to touch paper and pencil that had been touched by others. OS envisaged sending an email with membership name and number on a tear off slip at the bottom. Attendees could bring this slip and place it in a box at TP. This would avoid contact but slips would need to be collated manually if a covid sufferer was subsequently identified.

There was a disagreement on which procedure to adopt.

IM suggested a compromise solution. For the first meeting, and the first meeting only, use the simple paper based system and evaluate how it had worked. Critically assess, paying particular attention to queuing, members remembering to bring the tear-off slip, any need to manually enter data instead, any bunching around pinch points and generally how well that trial had met our objectives. Only after subsequent consideration of such evidence should we decide on how to proceed for subsequent meetings, including considering whether to change to the barcode reader option.

This had the advantage of starting with the simpler cheaper option and JH agreed. MC referred to experiences at Budleigh when queues did occur. He pointed out a misconception that use of the barcode reader might require internet access – it doesn't. CC pointed out that the emails should point out that if anyone can't print it off to let us know and we can put a copy in the post. She also stressed that the assessment of the operation of the system in September should be a fair assessment, not coloured by any personal preference for one recording method or the other.

In a vote, 6 members were in favour of the paper evaluation and the vote was carried.

4.2.7 Essential measures required before a return to TP CC stressed that it was essential that any member who feels unwell MUST NOT attend.

Face coverings would be strongly recommended. We should review afterwards how many did wear masks. Windows will be open for ventilation. Extra hand sanitisers will be purchased (**Action required**) and available and social distancing will be recommended, not simply to ensure an arbitrary distance apart but to reduce the chances of covid transmission through the air.

The measures outlined in the Report were all agreed.

OS was happy to work with CC on the wording of the first communication to members.

(At 16:27 there was a short break.)

CC then asked if there were other essential measures not listed in section 7 of her Report 2. OS suggested that members shouldn't bring non-member visitors to the Sept meeting and **it was agreed that only u3a Members should attend.**

CC would like to recommend that face coverings were very important.

All were happy with the list of essential measures.

4.2.8 Tables required

Link up table in the café – OS said that Margaret Channon had agreed to organise this. OS would discuss with Sheila Clarkson and agree an arrangement between themselves.

Membership table – CC said that there should be no publicity for this first meeting and, for example, there should be no sign at the door.

Social Committee – LH – One table required for printed hand outs.

Book Signing Table CC suggested that this would need to be spread over 4 or so tables and this should be left till the end of the talk when we will be able to better manage it.

Table for Groups inside the hall – LH will attend

4.2.9 Microphone use

CC would prefer NOT to have a Q&A session at our Sept meeting to avoid more than one person touching the microphone.

4.2.10/11 Roles of Committee Members and others

CC will be fully occupied with the Speaker. Helpers will wear lanyards to be recognisable. It was agreed that MC will 'mike up' the speaker and OS will ensure that a Meeter and Greeter helps out with water etc. for the Speaker. CC asked JH and BW to help with technical issues if they were able to attend.

CC agreed that we should buy additional hand sanitiser.

4.2.12 Identification of helpers

Lanyards and smiley badges to be worn. JH suggested that photos of the Committee should be included in the September Newsletter and this was agreed **Action JH**. LH to purchase additional lanyards.

4.2.13 Risk Assessment

CC suggested a working group should produce a Risk Assessment to liaise possibly via Zoom and suggested this should include herself, IM and MP. MP noted that she would need to see the location in real life and CC said that would involve a hybrid meeting. MP said she could do this on her phone. **Action CC, IM, MP**.

5. Agreed Actions

After an overall discussion it was agreed that:

- a. OS/CC would compose a letter/email to go out to all members by 12Aug 21 **Action OS, CC**
- b. CC suggested that no email should be sent to Committee Members between meetings, unless in an emergency, in order to reduce the work load of Committee members.
- c. All to evaluate critically the operation of the paper system trial for recording attendees at the 7 Sep21 Pavilion Meeting with a view to subsequent assessment and, if problems were observed, consider adopting an improved system, including the possibility of using a barcode reader method of recording at subsequent Pavilion Meetings. **Action All**.
- d. It was agreed that we should return to The Pavilion in Sep21, after the covid lockdowns, subject to the detailed conditions discussed and agreed at this meeting, and only so long as the situation didn't deteriorate between now and then, when further consideration would be needed.

JH spoke for all the Committee when he congratulated CC on chairing what was the most difficult of Committee Meetings and thanked her for her diplomacy and Chairmanship skills. CC thanked the Committee and reiterated that her sole purpose is to do the best for our membership, to keep them as safe as possible and provide a positive experience.

6. A.O.B.

There was no other business.

7. Date of next meeting 13:00 7 Sep 21 by Zoom.

Ian McLauchlin, Secretary

date 29jul21

Signed:



pp Christine Chittock, Chair

Date: 13sep21