

SUDBURY GROUP OF THE THIRD AGE TRUST
Minutes of the Executive Committee meeting
Via Video Conference - Tuesday, 11 August 2020

Present: Anita Floodgate, Chairman Tony Lee, Treasurer John Freeborn, Membership Secretary Colette Bentley Nicola Godwin Richard Thomas	Brian Orton, Vice- Chairman Janet Cruttenden, Secretary Brian Hemmings, Webmaster Sue Campbell Dee Hoile
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- 1) Apologies for Absence: Jennie Leech
- 2) Minutes of the Meeting held on Tuesday, 7th July 2020
The minutes were adopted and will be signed by the Chairman as a correct record of the meeting.
- 3) Matters Arising from earlier meetings to be actioned once out of lockdown: -

Banner progress	– c/f
St Johns 1 st Aid Courses	– NG (c/f)
1 st Aiders within U3a and those interested in a course	– AF (c/f)
Non-disposable cups	– AF (c/f)
Sashes	– JC (c/f)

It was **AGREED** that when the tables are moved to a permanent location a donation will be made to the Bridge Project.

Matters Arising from 7th July 2020 meeting

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| 4.3 Ancestral Heritage episodes password | – AF/BH | ACTIONED |
| Password protect areas of website | – AF/RT/BH | Progressing |
| 4 Group Leaders note regarding latest Covid-19 guidelines | – AF/JL | ACTIONED |
| 5 Cancellation of September & October meetings | – CB | ACTIONED |
| Ascertain if November’s speaker could do a Zoom meeting | – CB | ACTIONED |
| 6 Removal of non-paid members | – JF | ACTIONED |
| July message to members | – AF | ACTIONED |
| Telephone call to members not on email | – JF/Committee | ACTIONED |

- 4) Chairman’s Report
Previously circulated. Anita thanked those committee members who had been involved in the exercise to telephone members who did not have an e-mail, which had proved worthwhile. The Resumption of Group Activities and 2021 Membership Renewal were agenda items for discussion.
Anita said the uptake for Sarah Doig’s ‘A Little History of Suffolk’ had been poor and asked if any committee members had watched the series. Tony had watched a couple of episodes and found them interesting.
- 5) Treasurer’s Report
Previously circulated. Tony confirmed that £100 shown against Rugby Club/St Peters was the deposit paid to St Peters. The Rugby Club had not invoiced for this years’ meetings and we were in credit with the Friends Meeting House for our committee meeting room hire. Brian O who is acting Group Leader for Woodcarving will chase the Quay to invoice for the rental of their meeting room to reduce the money held in the holding account.

6) Secretary's Report

The secretary had not tabled a report and had no additional comments.

7) Speaker Secretary Report

Colette reported that September, October, and November speakers had been cancelled and replaced with Zoom speakers – November will be a light-hearted talk by Tom Preston on Lancastrian Comedians. Colette will let Brian have details of this talk so that he may update the website. **ACTION: CB/BH**

Anita said that providing things were back to normal with a meeting at the Rugby Club it would be good to start 2021 on a positive note with a social meeting like the ones we have held in November.

8) Group Co-ordinator's Report

Previously circulated. In her absence, the committee discussed Jennie's report and considered the list she had provided of Groups which were active within government and U3A guidelines or meeting as a non-U3A group. It was noted that several groups were not on the list – cycling, walking, pitch & putt, snooker and beer. Some of these groups it was understood were meeting as a non-U3A group. Richard queried whether Jennie approved a Group's Risk Assessment which was what some other U3As did. Anita said that it must be emphasised to Group Leaders that they cannot do their own thing. Risk assessments should be on the simplified form devised by Jennie or the U3A form and that Group Leaders will be given help if required.

Decision following Meeting

All Group Leaders when resuming their group, should as a one off, pass to Jennie their risk assessment to ensure that it confirms to all guidelines. Any future risk assessments would not be required to be seen by Jennie. **ACTION: JL**

Jennie has compiled a list of indoor venues. **It was agreed** that she ascertain that these venues have opened following government guidelines and have a definitive Covid-19 policy as one or more groups use the same facility and it will form part of a group's risk assessment. **ACTION: JL**

9) Membership Secretary's Report

Previously circulated. John confirmed only 4 new members had joined since April and he had removed 227 non-paying members, of which 3 were Group Leaders. From the telephone exercise some had asked for membership forms (details had been passed to John for action) and it was noted others had received the emailed newsletter via their partner. Where there was only one email address per household John was asked to place the same email address into the email field of the second member. **ACTION: JF**

The committee had agreed unpaid members would not be contacted this year, but the Group Leaders who had not re-joined should be contacted. A reminder will be placed in the next message sent out, that if you participate in your group's activity you are liable to pay the membership fee to ensure insurance cover is available if required. Brian O said that that with resumption of groups, Group Leaders need to check their members have a current orange membership card. **ACTION:AF**

Richard confirmed that details of those 227 members removed from this year's listing could not be sent out widely due to GDPR. Tony confirmed he checked that all those registering for the monthly meeting were current members.

10) Webmaster's Report

Brian reported that current hits on our sites, as may be expected, were lower than in previous years. Brian was asked to update the website for all cancelled activities and out-of-date information relating to Covid-19. **ACTION: BH**

- 11) Communications
No report from Jean. Anita drew the committee's attention to her editorial comment in July Su3an on how pleased she was to the amount of material received for the publication and that she had some in reserve for the next edition.
Anita said Indigo Ross will provide full fulfilment of Su3an while Covid restrictions are in place and consideration could be given to continuing this means of distribution as an ongoing facility when restrictions ceased.
- 12) Network Matters
Anita reported that nothing was happening, although she had sent a couple of emails asking if a Zoom meeting could be set up as she understood Hertfordshire had held a successful meeting this way. No reply has been received to date, but she will let us know if she gets anywhere with it.
ACTION: AF
- 13) Beacon Update
Roll-out will now take place during 2021.
- 14) National U3A Day – 3 June 2020
Decision to hold on 3rd to be agreed later.
- 15) 2021 Membership Renewal
The committee discussed whether free membership should be offered for 2021. Brian O said that the members had not received a lot out of this year and there had been a substantial drop in membership. If we were to extend membership to the end of next year there were certain financial implications to our income and expenditure – Gift Aid received this year and paid in 2021 would be less than budgeted and practically non-existent in 2022. We would still be liable to pay National's membership charge. Brian was happy to meet with Tony to look at a budget for the next two years. Tony will arrange to meet with Brian and bring their findings back to the next committee meeting.
ACTION:TL/BO
- 16) Resumption of Group Activities
Anita said Jane Bailey, Advice and Volunteer Manager at National has produced a document with advice for re-starting groups. Anita had circulated this information to the committee prior to the meeting and urged anyone who had not read it to do so as all committee needed to be aware of the information held within this document. The information will be available on the National U3A website. It was up to the Group Leader and their group to agree on how they could move forward following government and U3A guidelines.
Richard said that all Group Leaders must understand that they could not bend the rules to suit their group restarting because the committee as Trustees would be placed in a difficult position legally.
Brian O confirmed that, as stated in the 15-page guidance document, that the Ramblers Association had produced for their members they were prepared to walk with a group of up to 30. Where a "sports" group had a national body the U3A were happy for them to resume, provided they followed the body's rules.
Colette advised the committee that the 3 table tennis leaders were meeting the following week to discuss the way forward. The Stevenson Centre hire is for one day and each group will have a timed session. Colette was asked to let the Group Leader of TT3 to let Jennie know the outcome of the meeting.
ACTION:CB

The committee generally were in favour of as many groups restarting as possible under the guidelines currently in place, and provided that the Group Leader satisfied themselves that their group wished to restart, they had done a full risk assessment and had confirmation from Jennie

that their hired venue was Covid compliant. At Jennie's request Anita had asked the committee if she (Jennie), rather than the Group Leaders, should contact all venues currently used for our activities. **The committee agreed** it should be Jennie to ensure consistency of approach. Jennie, by this minute, was asked to mail all Group Leaders to advise of the latest changes to Covid guidelines and advise them that prior to restarting activity she was to be notified.

ACTION:JL/AF

17) Members Items / AOB

The **Committee agreed** to the Table Tennis Groups' request for financial support in covering the cost of transporting the tables from the Bridge premises to Stevenson Centre on receipt of an invoice.

ACTION: TL

The **Committee agreed** to donate £100 to The Bridge Project for storage of table tennis tables once they had been moved.

ACTION: TL

There being no further business, the meeting closed at 11.43 am

Date and time of next meeting

13th October 2020 at 10 am

Signed Date

Anita Floodgate, Chairman