**MAGHULL AND LYDIATE U3A**

**Committee Meeting, 29th March 2018**

1. **Apologies:** Clive Walker, Frank Mercer, George Birchall

**Present:** Dot Brannigan (Chair), Joyce Taylor, Rhona Simons, Marj Atlay, Phil Davidson, Jane Jones, Margaret Kendall, Brenda McKenzie, Clare Baxter

**In attendance:** Mary Prendergast, Jan Halksworth, Tony Dodd ( for discussions on BEACON and GPDR); Linda Simms

The Chairman introduced and welcomed the guests. She reminded those present that what goes on in the room stays in the room and that they should respect each other’s views.

1. **BEACON (introduced by Phil)**

BEACON is a U3A sponsored software system which appears to cover everything necessary. It is tailored for U3As. Phil has contacted Ian Haskill from Aughton and Ormskirk, who is helping roll it out to other groups. Phil stressed that it is not compulsory to use the system, but that it covers security; emails; membership and renewals; more can be done on-line in future; it can import our existing database relatively easily. It costs 50p per member for the licence.

Security: run with on line software, with nothing on individual computers, so data protection is also covered.

Phil has signed up to a demo so we can all look at the set up. It was later agreed that it is better to sign up ourselves to the demo. He suggested we all look at it, then he would ask Ian to talk to us about it. Phil would like it up and running by next year.

Mary commented that some people would still prefer paper, so some forms would still need to be printed. We might also need an electronic system at the membership desk to avoid duplication of numbers. She inquired about membership cards asking if we can issue our own.

There would be various methods of payment: Paypal, Direct Debit, cheque, card payment

The system would need a manager. Phil expressed a willingness to stay till it is up and running, but is planning to be away from November for a few months so someone else would be needed then.

The new finance team will need to look at it. In future it might help prevent overlap of holidays because it could handle the diary. It was thought we could ‘start small’ and use more features once the system is up and running. Emails would go through special accounts, identifying Chair, Treasurer, Secretary etc.

The Chair thanked Phil for his research and presentation.

1. **GPDR: Data Protection (Tony Dodd)**

* Following EU legislation due to take effect this year, the U3A has to undertake various measures to protect members’ privacy. These include updating policies and statements in line with guidance from Head Office. There is a policy in the Handbook and on the website but Tony needs to see it.
* Much greater emphasis and focus is now being given to this issue. Tony is willing to act as our Data Protection Officer.
* It is possible that BEACON will build in GPDR, so our data would be more secure.
* The idea is to keep as little information as possible. Paper copies can be destroyed. We should not keep data on lapsed members.
* Group leaders can keep names and phone numbers.
* Data Protection is work in progress and should be regularly under review.
* Written permission is needed. All members should get a consent form this year (send out via Group Leaders). Permission is also needed for photographs. In future this will be incorporated into membership forms.
* Tony has prepared an Action Plan which he will forward to Clare for her to send out with the minutes
* Once the correct procedures are in place it should be easy to manage
* Jan suggested a working party is set up to look at BEACON and GDPR. She would be happy to be involved in it.

**Membership:**

Mary commented that the Renewals are going well, with 537 cleared out of about 810. In future it might be possible to pre-register, to say someone will renew on line (to avoid printing off more forms than are needed.) 40 new members have joined this month.

At this point, Mary, Jan and Tony left the meeting.

1. **Minutes of latest meetings**

January 24th Minutes agreed

1. **Matters arising:**

13th February minutes:

The Secretary has been in the habit of asking committee members to check technical matters in draft minutes before the final draft is brought to the meeting. It was thought all corrections should be made during the meeting at Matters arising.

As meetings are currently held every two months, it can sometimes be difficult to find a balance between involving the committee and getting something done. It was suggested meetings might be held more frequently.

It was thought appointments needed to be ratified by the committee. A vote was held to ratify Tony as Data Protection Officer. This was agreed unanimously.

There was no need to ratify Linda as that vote will be made at the AGM. She attended this meeting (at the invitation of the Chair and current Secretary)as an observer to see what was involved in the role and to see if she wished to take it on.

1. **Notification of A.O.B. –** none notified
2. **Reports**

**Finance:** no report

**IT and website (Phil):**

The website is going well. More people are posting and more people are being given editorship. There is a good team. Phil is happy to carry on with this and Tony Dodd will ‘understudy’ him to take over if needed. Average number of daily hits is 260. Thousands of malicious login attempts have been blocked, along with thousands of SPAM comments. These are sometimes political and sometimes attempts to sell something. It is important to be careful to block them.

**Newsletter (Jane):**

This is running smoothly.

**Health and Safety:** no report

There has been no H&S Officer since George resigned; the committee needs to think about a new Officer.

**Membership:** see above

**Group Support ( Brenda):**

See attached report

Canal Walking: the group is considering possibly walking along the Shropshire Union Canal. Anyone organising a trip involving an overnight stay must tell Joyce.

Next of kin: at the February meeting it had been agreed to use an ICE card (in case of emergency) rather than request Next of Kin details for trips. Travel companies insist on NOK details, but holidays do not come under U3A. Under the new Data Protection rules, one has to have written permission from the named Next of Kin. Guidelines in the handbook do not actually mention Next of Kin; Third Age Trust is currently updating its guidelines.

**Publicity (Rhona):**

St Andrew’s magazine has a short article on the Recorder Group.

**Welfare:** no report

1. **Correspondence: (Dot)**

Dot has received a letter regarding ‘needy’ people in Maghull, but U3A is not a caring organisation.

1. **Books:** it was suggested that instead of a sale of books we have a book exchange. The committee did not want to make a decision on Finance in the absence of Clive and Frank.
2. **Lydiate Village Hall costs and VAT:**

U3A is no longer paying VAT at Lydiate Village Hall. People wondered if fees could be reduced at other venues. The Chairman agreed to contact Joan Martin.

1. **Parking on the footpath:**

The Chairman’s letter of apology has been published in the Champion. PC Paul Mountford is coming on 17th April to talk about the illegality of pavement parking and the scheme for Driving Assessment (for approx. 10 minutes in main hall after notices)

1. **Safer for Longer Course was held on 28th March**
2. **Charity Commission website** has wrong M&L web address. The password has changed. Lin, Clare and Rhoda to look into this. Clare thinks Frank has the current password. The issue of who hold which passwords needs addressing.
3. **Accessibility issues:**

It was suggested M&L U3A needs an Access and Equal Opportunities Officer after one potential member had turned up with serious mobility problems . There was nobody really designated to assist. However, M&L U3A is not a ‘caring organisation’. It was thought we should be better prepared in future. Some people may need a carer. It was suggested we contact the coach companies to see what degree of disability they can cope with (Jane and Marj to check)

1. **Our priority for the coming year –** discussion postponed
2. **Capitation and Multiple Membership**

The Chairman had contacted Aintree, Formby and Aughton and Ormskirk to discuss the issue of the £3.50 Capitation fee, but only Aughton had replied, saying they would require the full amount even if someone had already paid elsewhere. They are happy for other U3As to **not** charge capitation where the member has a receipt from Aughton indicating that Capitation has been collected by them.

It was pointed out that the insurance company would receive the money twice if someone has multiple membership. The committee present agreed it was immoral to have to pay twice, but were conscious of the concerns of the Treasurer and the membership teams who thought it would be administratively difficult to have two sets of fees. It is possible the new BEACON system **may** help in this respect, but at this stage we do not know.

The Chairman offered to go back to Mary and Jan, from Membership, and Frank, from Treasury, to see if there was a way round the problem. There could be approximately 20 members involved. Aintree already operate a system of reduced fees for multiple membership. There could be a further problem caused by different renewal dates.

It was agreed that even if it was not possible to introduce a single capitation charge for joint membership this year, we would aim to do so next year.

1. **A.O.B.**
2. **Future Committee**

The Treasurer and Secretary are standing down. Stuart Findlay is willing to stand as Treasurer and Linda Simms is willing to stand as Secretary.

Joyce would like to go off the committee but was willing to carry on organising the holiday diary. Dot thanked her for her work and contributions.

The Chairman would like to know if anyone else is standing down.

1. **Maghull Town Council**

Phil wished to let the Committee know that he has been asked by the Council to supply a copy of M&L’s accounts to go with his application to use the venue at a very reduced rate. The Chairman suggested he approach Frank.

1. **Paid tutors**

The Chairman read out an email from George, in which he said he had had a long series of Emails with Sam Mauger the CEO at Head Office. Sam had confirmed “it is acceptable for any U3A to use paid tutors as long as certain criteria issued by HO is followed and there is no expertise available within the particular U3A.”

George is holding “Italian Language Lessons” very successfully outside the auspices of M&L U3A.

He expressed the wish that future committees will, if there is no “in house” expertise, sanction the use of paid tutors.

1. **Notice of AGM:** this is mostly ready to go out, but it needs details of committee resignations etc.
2. **Asset Register:** this is held by Jane. It does not include an easel, so it was agreed one could be bought.
3. **Group Leaders’ Lunch:** this is held once during a Chairman’s tenure; it was suggested one be held soon; it would use some of the excess funds.
4. **Yearbook:** Margaret showed a Yearbook from another U3A which is published once a year and gives details of groups and contact numbers. She would like this to be discussed further at the next meeting.
5. **Date and time of next meeting: Wednesday 9th May, 9.30, Village Centre, Lydiate**

The meeting closed at 11.50