

## MAGHULL AND LYDIATE U3A

### Committee Meeting 9<sup>th</sup> May 2018

1. **Apologies:** Clive Walker, Brenda McKenzie

2. **Minutes of last meeting:** agreed

3. **Matters arising:**

13. Accessibility issues: Marj had contacted Holmswood who have limited wheelchair access (1 or 2 per coach) and will take electric scooters but not motorised scooters. If there is a wheelchair user, the company would expect there to be a carer. Formby coaches have similar rules.

Jane reported similar findings as coaches are not designed for wheelchair access.

There is also the issue of who would push the wheelchair and the fact that any carer would have to pay.

14. Discussion on priorities for next year to be postponed to next meeting.

9a) raising funds for charity: charities are allowed to raise funds for other charities, so long as they have common objectives (ie we could give to another U3A but not to a charity like MacMillan). We **can** dedicate an event as long as the profit goes to the charity directly.

Books: the money raised from the sale of books is useful as it helps meet the costs of the venue. It was agreed to continue with the sale of books instead of having a book swap.

10. Parking on the footpath: the problem seems to have been resolved following the recent targeting of the situation.

2. Beacon: it was agreed to ask the man from Aughton to come to talk to the committee after a coffee morning, though Jane pointed out that other members from Aughton held differing views of Beacon. The committee members who had looked at Beacon thought it looked good; the Chairman asked all members to look at it before the next committee meeting.

Group Leaders' Lunch: a buffet lunch to be held at the Legion, perhaps in October. Jane agreed to check availability at the Legion and to ask the caterer she knows for prices.

4. **Approval of accounts**

Figures are comparable with other years. We broke even and have maintained reserves of £18,000. This should reduce this year and will probably settle at roughly £5,500. The situation will be reviewed annually and a budget will be set with the next year's fees.

Archaeology funds are in debit. They are a small group and borrowed money initially to invest in reference books. Groups should be self-financing. It was agreed the leader needs to recover the cost of the books.

Group leaders should be aware of the balance in their accounts.

Phil commented on the considerable increase in administration costs; it is possible this represents premises hire.

Some groups initially appear to have made large profits, but it is because they have collected funds in ready to pay for a trip. This is explained to members every year. Frank said it would be possible to asterisk these groups in future, with an appropriate explanation.

Multiple membership: U3A Matters article referred to this issue, saying it is up to each individual U3A to decide if it will offer a reduction. It is estimated that there are approximately 20 members in M&L U3A that this applies to. The members concerned should pay their membership in full at renewal, then go to the Treasury team, with a receipt as proof that capitation has been paid elsewhere, to claim their refund. This is to be mentioned in the Newsletter.

## 5. Reports

**Finance:** the accounts have been signed off, but the ones that go to the Charity Commission (SOFA) are different. Those tie in with the annual return.

**Group support** update from Brenda (circulated in advance of meeting).

The Chairman commented that Brenda is to be congratulated on leading the establishment of a Treasury team/group. There are now 8 people in the team. This is an evolving situation and systems will change to streamline the work (which will probably take 6-8 months). The team is working together well so far. Clive will stay as part of the team.

The new Treasurer, who has to be approved at the AGM, is likely to be Stuart Findlay (unlikely to be opposed!)

**Publicity:** Rhona is hoping to have something published soon in the Champion regarding walking netball.

**Website:** still moving forward. Averaging 250 hits a day.

**2016:** 43,000 hits

**2017:** 75,000 hits

**2018:** predicted 93-94000 hits.

## 6. U3A Workshop

The Chairman attended a U3A all day workshop in Birmingham on Equality, Insurance, GDPR, and Safeguarding. The organisers are emailing materials; this can be discussed at the next meeting.

## 7. Yearbook

This would contain details of each group, what it does as well as contact details. It could also contain Committee details, possibly with photos. It was generally agreed a Yearbook for core information is a good idea as it could expand information on what each group does; the idea would be to give one to all prospective as well as current members.

It was felt that a disadvantage could be that it might get out of date, but there could be an insert if necessary to give an update on groups which need current information (gardening, trips, holidays)

The Committee agreed the need to keep our newsletter. It is hard to get people to write for the magazine. Group Leaders are to be asked to copy Jane in on any information they send to the website. ( Bren )

GDPR: permission would be needed for inclusion. Mention of this should be made in the Newsletter.

The Chairman suggested costs are investigated; Margaret and George agreed to look into this.

## **8. Constitution**

Brian Leach would like the Constitution published on the website; currently the Model Constitution is there, not Maghull and Lydiate's. It was suggested the Chairman tell Brian that the Constitution is currently being reviewed, but that it will be published later. A copy of the revised Constitution will need to be sent to HQ.

## **9. Arrangements for AGM**

- A register is taken to ensure the meeting is quorate (100 members); usually have sheets that take 25 so it is easy to check. Members are to be asked at the Coffee Morning to have their membership cards. Joyce agreed to take the register. It was suggested that at the Constitution review the number required for a quorate is changed to 75. All group leaders are to be asked to encourage members to attend and Phil will mention on the website.
- Committee members resigning: Joyce, Ron, Clive, Clare.

Potential new Committee members need to complete forms (George, Rhona and Tony)  
Forms already received for Chairman, Treasurer and Secretary.

Tellers if required: Jane, Tony Kneebone?

Ballot papers should not be needed.

- The Committee can go up to 14 members, with up to 4 co-opted during the year. Joyce is willing to continue with organising holiday lists and new members.
- The proposed change to the Constitution sheet needs to go in the bundle of papers. 120 copies agreed. Printing by Maghull High.
- Usually the President (Bill Howarth) would sort out the election of the Chair at the meeting.
- Appointment of Independent Examiner: Clive is trying to find someone.
- The Minutes of the previous AGM were considered to make sure any contentious issues had been resolved.
- Frank agreed to look at Administration expenses in the accounts as they seemed higher than usual.
- Date of next AGM: 21<sup>st</sup> May 2019 agreed

## 10. A.O.B.

Jane expressed her concern that Aintree U3A does not get enough people to support one of its groups so she asked if M&L could subsidise them. After discussion it was agreed that as the committee had agreed not to subsidise our own Archaeology group, it could not agree to support a group from another U3A. Groups are supposed to be self-funding.

Phil pointed out that there is some money in the books representing the table games group that is not needed .

Margaret expressed a concern over renewals. Group support are currently taking this on, but they could not find all the renewal forms. Phil Hughes sometimes helps Joyce and he may be willing to help.

Two people are needed on Meet and Greet. Dave has been taking prospective new members to the Group Support desk.

Jan has the up to date lists.

Following Mary's resignation we need to look at the system to see how best it can be run, because Mary always did a lot for Membership.

Clare thanked Dot for taking on the Chairmanship at a difficult time, steering the Committee and taking the U3A forward.

Jane thanked the retiring members of the Committee: Clive, Joyce, Ron and Clare.

The meeting finished at 11.30 am.