

**Minutes of M&L U3A Meeting  
Held at Maghull Baptist Church  
Tuesday 6 November 2018 at 11.30am**

<b>Present:</b>	Dot Brannigan (Chair)	Linda Simms (Secretary)	Stuart Findlay (Treasurer)
	Frank Mercer (Dep. Chair)	Tony Dodd	Phil Davidson
	Margaret Kendall	Brenda McKenzie	Marj Atlay
	George Birchall	Rhona Simon	

1 **Apologies:** **Action**  
Jane Jones

2 **Minutes of last meeting**  
The minutes of the last meeting were approved by the Chair, no issues of accuracy having been raised.

3 **Matters arising from previous minutes**  
Item 5 – GDPR – 3<sup>rd</sup> para – TD/DP update on stored documents on website. We have a draft list of documents stored with review dates for these documents and also whether they have restricted or unrestricted access. Majority of documents will have unrestricted access. Any documents holding personal data will have restricted access. Data Removal Request form - TD was asked to obtain advice from Head Office in relation to Members who do not want us to use or remove their data from the database. The reply from the Head Office was “It would not be feasible for someone to join if you hold no information on them. It would not be safe and it could also impact on your insurance cover as they effectively wouldn’t ‘exist’.” TD has therefore added into our draft Privacy Policy, the following: *PLEASE NOTE: If you request us not to store or process your contact details (Name & Address) we will be unable to offer you any of the services provided by Maghull & Lydiate U3A.*

Deemed Consent. TD explained that under GDPR that we are not allowed to use Deemed Consent as a Legal Basis to manage Members data as explained: Referring to Article 4 section 11 of the GDPR; states: GDPR defines consent of the data subject as: “any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her. Therefore we cannot assume that “by virtue of people applying to be a member they are deemed to consent to their data being stored”. Seeking consent has now been largely superseded, after further research, by using the Legal Basis for managing data of Legitimate Interest. Although we still need explicit consent if we provide data to Third Parties.

Item 10 – 3<sup>rd</sup> Party Liability Insurance – DB had contacted Head Office for clarification regarding our insurance being unincorporated. We should consider obtaining Trustee Indemnity Insurance (if we don’t already have it). Being an Unincorporated Charity we have less protection as Trustees than if we were an Incorporated Charity (which we can’t become because of the nature of our organisation).

Item 11 – Christmas concert – it was agreed that the committee would not organise a concert this year but this is now being arranged by David Kearney plus a couple of volunteers and will be called a Christmas Carol Service. DB will speak to David Kearney for clarification of possible numbers attending.

DB

Item 14.3 – Closure of coffee morning - further clarification was requested about who needs to be at coffee morning in August.

VOTE – unanimously that we should try it next August and see if it works.

#### 4 **Committee reports**

Publicity – RS stated we had had an article published in the “3<sup>rd</sup> Age Matters” magazine regarding the canal walk, no photographs though! RS had been given a large amount of obsolete leaflets and didn’t know what to do with them. It was agreed that as they are out of date they should be binned and FM agreed to take them to the recycling centre. RS and Bmck to discuss best ways of promoting the groups that need more members.

RS/BMck

Finance – SF discussed the accounts with regard to the current £6 membership fee. The U3A guidance is that we should only maintain a figure equivalent to 6 months running costs in our accounts which equates to £9,000. We have £19,000 to date in reserve in our accounts compared to £22,000 the previous year. It was agreed that the membership fee for the 2019-2020 year would remain at £6 which will continue to reduce our reserves. We will review the membership fee again in November 2019. BMck and MK will now set up a membership renewal process and take it forward. It was also agreed that we would put the next of kin information on the back of membership cards. MK also stated that at present we have 895 members as of last week, since April we have had 153 new members which is a record.

BMck/MK

SF also had concerns about the amount of money he has to take to the bank on a weekly basis and whether he is covered by insurance. DB said she would contact Head Office regarding this.

DB

I.T – PD stated that the website was down yesterday – the hosting service CYBASE had had a catastrophic incident and all their systems were down. The concern we now have is we have no back up system in place. We should have contingency plans in place to back up our data approx. 50-60GB. Our data is gradually increasing in size as nothing gets deleted but just archived. We either have to buy Cloud storage or buy a hard-drive. In the first instance, PD will check with CYBASE regarding what back-up systems they have in place.

PD

The website is performing well. We have had 68,000 hits per year. The top groups are Day Trips, walking, architecture for fun. News had 13,000 hits and newsletter had 4,000 hits.

Group support – BMck updated the Committee as below:

**Walking groups** - The Walking Group had a very productive meeting and it has been decided to split into 2 distinct groups in 2019. The following groups will be created:

- Ramblers
- Easy walkers

Annual programmes for both groups will be published in December. Date remains the same for both groups...1st Thursday of the month. We also offer another walking group Sunday Strollers. This group is similar to the Easy Walking group. 20 of the group are to have Christmas Lunch at L20 after their November walk. We will be trying to get members to share responsibility for 2019 programme, hopefully with the help of the

leader of Easy Walking Group.

**Nordic Walking Monday Night** - Members from the group plus other U3A members including Lyn, Ian's wife plus his son Stephen completed the Light up the Night walk for Woodlands and as a team raised over £3000 including Gift Aid . The Nordic Walking group now have 22 members and more members are going to attend the Nordic Walking training. A great achievement; thanks to Ian for putting so much effort into getting this group off the ground.

**Archaeology** - This group has a new Leader Colin Hignett. The group are receiving support from Architect For Fun Group. (George Birchall)

**Discussion Group** -The group was formed seven years ago and has had 57 meetings covering a very wide range of topical and interesting subjects. Brian has decided to step down and the group will cease for the moment. Brian would be willing to support a new leader if one comes forward.

**History for Fun** - We are hoping to start a new group. We will hold a meeting for potential members on 20<sup>th</sup> November. The group will mainly cover British History. Hopefully members will take part in stimulating and enjoyable debates. There could also be possible outings to places of historic interest. Norman Stalford is willing to lead.

**Fun with Flowers** - This group has now finished.

**Painting for Pleasure** - This group has been successful in attracting new members by the assistant leader being present at Tuesday coffee morning. We should encourage leaders of groups that need more members to attend Coffee Morning to promote their group.

Membership – MK stated we now have 12 “meet and greeters” – layout of the tables needs to be discussed and it was agreed that a separate meeting would be held for this.

BMcK

## 5 GDPR

TD discussed the papers he had circulated to the Committee:

Both forms require Committee members to sign.

One was about the data the Committee member collects regarding members and what purpose it's collected for and whether it is shared and how safe is it stored.

The other form lists the Committee members' responsibilities on GDPR and that all data collected is stored and managed correctly. Head Office recognise that Committee members need to hold certain information but that any old files on computers are deleted or returned once finished with as this is a legal requirement. A discussion followed regarding restricting committee members and group leaders' access to the full membership database as recommended by Head Office. FM suggested that anyone wishing to have access to the database would need to make a written request to the Data Protection Officer for approval and this would satisfy the Head Office recommendation. As no Committee members disagreed with the suggestion, the proposed process will be implemented in the New Year.

TD stated that group leaders can keep information on next of kin but destroyed after holidays and ensure others know it is destroyed. This is to be discussed further at a separate meeting and will eventually go in the handbook.

PD discussed the database and who has access to it and how securely it is stored. Emails were also discussed to ensure that emails are sent as “bcc” only.

TD gave the Committee an explanation on Legitimate Interest:

There are other reasons why you might be allowed to process someone's data besides Consent.

There are six important Legal Bases upon which we would be allowed to base our decision to keep or use personal data, these are:

Consent, Contractual, Legal Obligation, Vital Interests, Public Task and Legitimate Interests.

We can use Legitimate Interest as a legal basis if it is in our organisation's and the person's legitimate interests for our organisation to keep or use their personal data.

To use Legitimate Interest we have to satisfy the following requirements:

1. Identify a Legitimate Interest: You must identify the purpose for using or keeping the personal data and why it is important to your organisation.
2. Carry out a Necessity Test: You must consider whether your organisation actually needs to use or keep the personal data to meet its objectives.
3. Carry out a Balancing Test: You need to evaluate whether keeping or using the data goes against the interests of the data subject.

This has been carried out for our U3A, by undertaking the three-stage test described above, known as a Legitimate Interest Assessment.

The Legitimate Interest Assessment document is available to view.

## 6 **Constitution Review**

FM had sent the amended constitution to Wanda Leach who is happy with the amendments. This will now go to the Head Office for approval.

TD had a concern about redacted minutes. They should not be redacted, there should not be two separate copies of the same minutes. Everything that is minuted and published should not be redacted. However there may be issues if individuals are named in the minutes. Everyone agreed that minutes should not be redacted.

## 7 **Year Book**

MK had received the first draft from the printers and was very impressed. The picture of the canal on the front page has been left off as the copy we had was not the original and was poor quality. It was shown to the Committee members and will now go for final print. It should be ready for March. The cost is £1,000 for 1,000 copies.

## 8 **Independent Examiner**

Ongoing.

FM

## 9 **Safeguarding policy**

The Charity Commission have set out this year that safeguarding is a key governance priority for all Trustees, we need to make sure we have looked at and understand the guidance. Charity Commission state that we need to carry out a full review of our safeguarding policy. The draft policy issued by Head Office was discussed. We have to make sure we are aware of any issues that need addressing. One of the issues is whether we are able to help and are we qualified to help if a safeguarding issue is identified? We have a duty of care to our members and we are aware of safeguarding issues. However, we are not qualified to do this.

GB said we have a similar issue with H&S guidance. We need to get a balance and make sure our members are safe. (GB has approached Head Officer for further H&S guidance).

It was agreed that we would wait and see what pans out and then formulate straightforward safeguarding and H&S policies. MA also stated that we should ensure risk assessments are carried out for all activities. It was agreed to hold a separate meeting to discuss these policies once we heard further from Head Office.

**10 Group Leaders handbook**

A sub-committee met to review and amend the handbook. Apart from H&S it is complete.

**11 Holiday co-ordinator role**

This role and what it involves was discussed, DB concerned if something happened on one of the holiday trips and was concerned that Committee may not even be aware we have people on holiday. There is no procedure document at present and MA agreed to draft this. GB stated that if there is an incident/accident, the appropriate form is filled in and emailed to the secretary. The secretary should then email the information to all committee members to make them aware of the incident/accident.

MA

**12 Cancellation policy for holidays, day trips and events**

If a member cancelled after paying any monies, the leader would try to fill that place with somebody else to save that individual losing what they paid. Usually with holiday trips we have a reserve list. It was agreed that any cancellations must not result in a cost to U3A funds.

**13 Charity Commission – self declaration form.**

Recently the Charity Commission introduced self-declaration rules. Anyone who wants to be a Trustee must be aware of these rules and sign a self-declaration form. This also applies to existing Trustees. Some of the reasons for Trustees receiving an automatic disqualification are being “in contempt of court”, or “on the sex register”.

**14 Any other business**

14.1 Lynn Gent had sent in a thank you card which DB circulated to the Committee.

14.2 Cash books were discussed, some groups used them and some of the newer groups did not. There does not appear to be one uniform way of keeping accounts up to date. It was suggested that BMcK email all group leaders as all groups need to keep cash records as we are dealing with monies from other people.

**15 Date of next meetings**

The date was set for Tuesday 15 January 2019 at 11.30am in Maghull Baptist Church.