

**Maghull & Lydiate U3A**  
**Committee Meeting held at Maghull Baptist Church**  
**Held on Tuesday 12 April 2022 at 1:30pm**

Signed:

Dated:

## MINUTES

<b>Present:</b>	Jane Jones (Chair) Alan Carr Ann Willox	Carol Westall (Vice Chair) Phil Davidson	Linda Simms (secretary) Margaret Kendall
<b>In attendance:</b>	Ken Moulton Irene Edwards	Nigel Burrows	Joan Martin

- |   |   |               |
|---|---|---------------|
| 1 | <b>Apologies:</b><br>Frank Mercer, Stuart Findlay   | <b>Action</b> |
| 2 | <b>Welcome to new members</b><br>Jane Jones welcomed herself and fellow new members. The Committee introduced themselves to all.  |               |
| 3 | <b>Minutes of meetings dated 8 February and 15 March 2022</b> -There were no issues with accuracy. The secretary signed them off on behalf of the Chair.  |               |
| 4 | <b>Matters Arising from 8 February</b><br>Sum up card reader – MK stated that the original had to be sent back as it was not suitable and she has only received the refund this week.<br><br>Item 5 – Champion advert. PD stated he had made contact with them and was awaiting a response.<br><br>Item 6 – AGM – set a date – this has now been done and is set for 17 May 2022<br><br>Item 8 – August closure – this is still in abeyance and will be discussed after the AGM<br><br>Also under item 8 – Communication – PD has updated the website as much as he can. Two documents “Code of Conduct” and “Equality & Diversity” will be discussed after the AGM.<br><br><b>Matters Arising from 15 March – none</b> |               |
| 5 | <b>Committee Reports</b><br><u>Membership</u> –MK stated we had 672 members so far with 9 new members today. TD had set grace period of between 6-8 weeks for a member to renew, after that period they would be classed as lapsed.   |               |

Group Support – AC stated that Yoga should be able to pay their own way. 16 members at present. Singing for fun - they are carrying on. Walking netball – starting on 20 April. The two Spanish groups had amalgamated as one groups' number were very low.

JJ stressed that it is important to keep the calendar up to date on the website until Beacon is flying. This is done via email to Pat Snape. All Group Leaders have to keep her informed. AW was not aware of this process and had previously done updates via Beacon. JJ asked if AW could make a book about which premises we use and let Group Leaders know.

Health & Safety – AC was continuing with venue checks and will be visiting Kensington House, St Andrews and Maghull Parish Hall next. JM stated not to contact Hudson School as they are withdrawing their contract with us.

IT – PD stated we have approximately 4,000 hits per month. In Jan/Dec there were 8000 hits per month. Figures are down. Pre-covid the figures were 80,000-80,000 hits per year. PD had produced a top 10 list.

## 6 **Updated list of accesses to website**

PD stated that 6 people are registered as administrators for the website, four of those are not active. PD discussed the issue that might occur if he is unwell. There is a u3a email which is not monitored. Emails are not answered then people complain. We need more people with basic skills to monitor it. PD stated he had sent out an email reminder with password details in the past. JJ stated that she has lost her email and could PD resend to her and she will monitor it. MK stated she had answered some recently. PD stated ideally we would want Group Leaders to take control. Also information is not being backed up and transferred to the website.

## 7 **Beacon update**

MK stated that Tony Dodd is working in the background and has been very helpful. As per TD's request that he wishes this to be minuted: "that he wants to step down from this role at the AGM and relinquish his control and pass that over to PD". JJ asked PD if he would have enough time?

MK stated there was an issue a couple of weeks ago with multiple databases when Beacon updated their software. Fortunately, TD managed to sort it out.

AW stated she would input information from Group Leaders onto Beacon and has emailed them all to that effect but they all need to be trained (44 groups in total). PD will arrange the training, after the AGM and AW will email them all. MK stated there was an issue a few days earlier where two Group Leaders had tried to access Beacon without the appropriate authority, so training should be a priority.

MK had been approached by a member asking for a hard copy of the database but this is not allowed as we are now governed by General Data Protection Regulations (GDPR). This may have been acceptable in the past but this is not the case now. MK stated that no-one should hold paper copies of our database, new or old, any old ones should be destroyed. PD did state however that this person could have access to Beacon Database as long as it is not printed off. Beacon operates on a "need to know basis", everything is audit trailed and you only have access to the area of information that you need. However, again appropriate

training is required in the first instance. PD was talking about Lil Boyle who is the welfare officer, and would like to clarify the position and he would like to bring it out in the open she has in the past been on the committee

PD also stated that the Treasury Team have requested access to financial ledgers.

## 8 **AGM – 17 May 2022**

JJ discussed the agenda. The previous September, JJ had done a small piece about the life of Bill Howarth who was our President. Rather than do a separate eulogy she will incorporate that into her Chair report and also asked two close colleagues of Bill's to give a short eulogy. They are happy to do this.

JJ would like to offer the role of President to Doris Cox. This was proposed by JJ and seconded by AC. There was an unanimous vote for this proposal from all those able to vote today.

JJ is also going to contact all Group Leaders and ask them to impress upon their members the need to attend the AGM.

JJ also requested we hire caterers to do tea, coffee and biscuits in the hall afterwards. The cost would be approximately £1.50 per head. This was discussed and thought to be a good idea. This was proposed by JJ and seconded by LS. There was an unanimous vote for this proposal from all those able to vote today.

JJ asked if the microphone works and can it be heard in the main hall. PD said this can be done.

JJ asked the current Committee if they wished to remain on the Committee after the AGM  
 AW – 3 year term of office ends – she requested to stand down  
 MK – will start her sixth year of office and will remain on the Committee  
 PD – has done 6 years term of office and can only stand as an officer role after a gap of one year.

AC – commences his 2<sup>nd</sup> year of office and he will remain on the Committee  
 LS – commences her 5<sup>th</sup> year of office and will stay for one more year.

JJ stated that nomination forms handed in for the EGM will stand and be presented to the AGM. KM stated he had had experience with H&S issues and can help AC. All observers today were happy to be nominated at the AGM.

Gifts were discussed.

We still have an issue with no treasurer.

We need some meeters and greeters and somebody to do the register.

## 9 **Any other business**

- 9.1 JM stated that Southport u3a had a table at the Southport flower show this year to mark the 40<sup>th</sup> anniversary of u3a. They might invite other local u3a's it would be good publicity. Publicity would also be on their website – hence a free advert for us.

- 9.2 Lydiate Village Centre had issued papers today regarding increases in costs. However the Council Chambers had in fact come down in price as it was classed as a small room. JM will contact them as there are some anomalies in their fees.
- 9.3 PD asked do we need a Welfare Officer? At present this is Lil Boyle, she is not on our Committee but she is listed on the website as such. The question we need to ask ourselves is do we want a welfare officer? yes or no. There is no half way house, we have to make the decision, if we want one, we have to give her certain accesses, she can have certain accesses to the database as long as it is not printed out. PD has discussed a couple of times with Lil about data protection, which nowadays is a big concern. She states that she is totally trustworthy and is sincere and honest but PD asked her what would happen if someone breaks in and takes your paper copy? There can be no paper copies.

After further discussion it was unanimously agreed that we did need a Welfare Officer and that Lil Boyle was doing a very good job. We have however curtailed some of her spending. Her role needs to be redefined but that can wait until after the AGM.

She will need to undertake training on the Beacon system once it has been set up.

## 10 **Date of next meeting**

Tuesday 10 May 2022 at 1.30pm Lydiate Village Centre