

Maghull & Lydiate U3A
Committee Meeting held at Maghull Baptist Church
Held on Tuesday 10 May 2022 at 1:30pm
MINUTES

Signed:

Dated:

Present:	Jane Jones (Chair)	Carol Westall (Vice Chair)	Linda Simms (secretary)
	Alan Carr	Phil Davidson	Margaret Kendall
	Ann Willox	Frank Mercer	
In attendance:	Joan Martin	Irene Edwards	

HOUSEKEEPING – JJ STRESSED THAT FOR FUTURE MEETINGS – ONLY ITEMS ON THE AGENDA CAN BE DISCUSSED AND ITEMS UNDER AOB SHOULD BE VERY QUICKLY DISCUSSED

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| 1 | <p>Apologies:
Ken Moulton, Nigel Burrows</p> | Action |
| 2 | <p>Minutes of last meeting – 12 April 2022
Two errors amended under item 8 Para 2 - Joan Martin not allowed a vote at present so her name was changed to AC and item 5 – AW changed to AC. No other issues of accuracy.</p> | |
| 3 | <p>Actions and matters arising
Item 8 – AGM – 2nd caterer contacted by PD who were more expensive and we have therefore agreed to go with “Catering for Perfection” at a cost of £1.50 per head.</p> <p>Meeters and Greeters – Jeff Martin had agreed to be one of these.</p> <p>JJ – contacting all group leaders stressing the need to attend the AGM – this has now been done.</p> | |
| 4 | <p>Committee Reports
<u>Membership</u> - MK – 696 members at present. 123 members of the 696 still to renew. MK had contacted Tony Dodd with regards to the grace period of 12 weeks as in accordance with the constitution. This is too long and we will look at the Constitution over the next few months and reduce this grace period.</p> <p><u>Health & Safety</u> – with regards to inspections, AC stated he has two more venues to complete.</p> <p><u>Website</u> – PD stated we have 1500 hits per week, approximately 200 per day, down on previous years but this is what it is.</p> | |

5 Correspondence – Maghull Champion

JJ had been sent an email from Maghull Champion following our initial contact with them. They were offering us some advertising space not for free. JJ was of the opinion that it was a lot of money to pay out for what might be a poor return. We did have success in the past when Marj Atlay put a post on the Maghull Facebook page from which we received 10 new members. This may be a better avenue to follow. The membership does seem to be increasing at a steady pace. JJ proposes that we say thanks but no thanks to the Maghull Champion. All were in agreement. MK stated that another option was to advertise via a flyer and post it in coffee shops, GP surgeries, libraries etc. She mentioned Betty's coffee shop, she is very pro-active for the local community in particular the elderly she invites once a week to a specific session and we could advertise at this. JJ states she is actually seeing Betty later and can discuss with her further.

JJ

6 AGM – 17 May 2022

External Auditor - we used SCVS the previous 2 years. FM stated there is a timing issue this year. Tony Deagen from SCVS needs at least 6 weeks to complete his examination and unfortunately our accounts are not available until after the 31 March. Our AGM then falls in the middle of May and the time frame is very tight. We could change the date of future AGMs to alleviate this problem by a few weeks.

The statutory requirement is that we have to have our statement of accounts independently examined before they can be filed with the Charity Commission and thus become a public record. This is the CC16A document has to be certified by the Committee and has to be signed off before AGM but hopefully signed off by Friday 13 May. Subject to anything that comes from the examination that this document can be filed with the CC in due course together with the usual reports and returns.

JJ proposed that we accept form CC16A to be filed with the Charity Commission. This was seconded by AC. All voted in favour.

Joan Martin mentioned that every year there are some abnormalities with monies coming in and out of accounts but they are usually balanced in and rectified in due course, these are normally for groups holding funds for future trips and days out.

Accounts – FM discussed the accounts. With regards to income and expenditure it is difficult to compare due to Covid. We need to concentrate on the current year's figures. Currently the balance is just under £1,000 with £10,600 reserves. As far as groups are concerned we act as a Bank on their behalf.

FM invited the Committee to formally approve the Accounts to show to our members. This was proposed by JJ and seconded by LS. All voted in favour.

FM had one item to discuss. A few groups (12) that are now closed. The cash balances left after the closure of these groups is £950 and what do we do with this balance? Normally they would be transferred to the General Fund. Joan Martin asked if a group of the same ilk sets up, e.g., Yoga and Tai Chi can the balance of funds from that group be transferred? FM that is so but not always that simple and stated our central fund will supply monies. Some brand-

new groups were given a float and it could well be this money that is collected is used as a contingency fund for these purposes.

FM for example mentioned Group support item paid out £46 to support groups but we actually recovered £103 in the previous year which was when groups were closed.

Two of the dormant groups have however now restarted, Canal Walking and Walking Netball – Joan stated that the lady who runs walking netball came in today and asked how does she pay and has paid a lot of money in. Joan may well not get the invoice for a further 3 months but not sure at the moment.

FM stated we may have to discuss in the future as to whether we transfer these funds immediately a group closes or have a 6 month's grace period.

Nomination forms – LS gave the details of the nominations received, 1 chair, 1 vice chair and 6 Committee members. It doesn't look like we will need to hold votes for these nominations. There will be a total of 11 on the Committee with a Treasurer gap.

Therefore there will not be an election but just a show of hands approving those people.

Potential Treasurer

We received an email today regarding a potential treasurer. Its early days yet and FM will give her copies of accounts on a USB stick to look through to see if it is something she can do. Basically to keep the books up to date is the initial problem. JJ said she sounded quite keen and asked if there was a laptop she could have to this effect. She had already been a member of our u3a for a number of years and could then potentially be an officer on the Committee. FM stated we do have a laptop but it is out of date and we do need to purchase a new laptop as FM has been using his personal computer up to now.

Setting up microphone – JJ spoke to Darren, Admin from the church, who does not know how it works. Phil Turrell used to do the setting up. JJ will contact him to ask him to help as a favour.

Recorders at arrival – four or five people needed to record names. We have registration forms with 20 spaces on each. We need a minimum of 70 names so easy to count. Members have been requested to bring current membership cards. MK stated she will bring her current working database as a backup in case members come without membership cards.

Cricket club car park – This is sorted.

Confirmation of catering – JJ will confirm approximate numbers with her in due course.

Gifts – it was mentioned that group leaders who also give up their time on Committee should be acknowledged. JJ would like to give not just a card but a small gift. In particular, give a gift to Brenda McKenzie, but not at the AGM as she did a brilliant job in keeping all the accounts up to date and in order. She also set up the current Treasury Team.

A couple of the Committee members did not agree with the giving of gifts, as it sets a precedent for the future and preferred to give a card only.

PD proposed that we do not give gifts but just a card. FM seconded this. All voted for.

7 **Any other Business**

7.1 Representation at Preston - AGM on 15 June 2022 at 2:45pm

Details of this had been circulated to all. JJ stated that herself and CW would attend and asked if anyone else was interested to let her know.

7.2 New members

Joan Martin asked if we were likely to have new members meetings again as this is something that happened many years ago, especially for members who come alone and also include Group Leaders in this meeting to advertise their groups especially if that groups numbers were low. She stated that she had recently joined Southport u3a and the welcome was fantastic and received a very welcoming email later in the day. It was also noted that if she sees a member on her own she feels very upset. MK stated that at present we have two meeters/greeters, we have had numerous named meeters and greeters in the past but they do not turn up!

New members are told about groups that we have and ask them what groups there are available and what groups they are interested in and the new members seem very happy with this system. She also gives them a welcome letter. Anyone who is on their own is looked after. JJ said this is something we may be able to offer in the future. PD mentioned that Southport only meet once a month and not weekly like ourselves and when it's done once a month it is easier. PD also mentioned that u3as that only open once a month can deal with all their paying ins and outs and we can't close for two weeks in August, it puts so much pressure on some of us, especially the set-up team and would like to push for once-a-month meetings. MK states she would ask new members if they would prefer a meeting and monitor the results for a few months. JJ happy with that. There is then an issue of who will run it. Joan mentioned in the past we also had sub-committees to help with the running of things.

7.3 Beacon

Joan mentioned that Southport are moving away from using Beacon and wondered whether it was because it was too expensive and asked if we were aware of "Simple membership". PD stated that lots of people are not happy with Beacon but it is in fact a fantastic system for us. MK also stated from a membership point of view it is far easier using Beacon.

The more people using it then makes it easier to run. JJ plans a discussion with Group Leaders to explain to them about Beacon but at the moment many of them run their groups via What's App and are not sure what Beacon offers them yet.

PD stated that this Committee in the past voted to using Beacon with regards to Data Protection, the system is secure and gets rid of paperwork and contactless payments.

Irene Edwards enquired as to whether all Group Leaders are computer literate enough but JJ thought they were. There are lots of people who do not want to use the internet, they have email addresses etc as it was given to them by their families and that is their choice and we have to acknowledge that. AW said she is always happy to help them.

PD stated he could do with some help on the website and needs a deputy.

7.4 August Closure

PD mentioned about the August closure as it has not yet been finalised. JJ will hold a meeting over the next few weeks with Group Leaders just to discuss this again and then decide how long we will or will not close for.

JJ

8 **Date of next meeting**

Tuesday 21 June 2022 at 1.30pm Lydiate Village Centre

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