
Maghull & Lydiate U3A
Committee Meeting held at Maghull Baptist Church
Held on Tuesday 21 June 2022 at 1:30pm
MINUTES

Present: Jane Jones (Chair) Carol Westall (Vice Chair) Linda Simms (secretary)
Chris Dalziel (Treasurer) Joan Martin Kenneth Moulton
Nigel Burrows Irene Edwards Geoff Heaps
Alan Carr

JANE WELCOMED CHRIS DALZIEL AND GEOFF HEAPS TO THE MEETING.

1 **Apologies:** **Action**
Christina Chua-Short

2 **Minutes of last meeting – 10 May 2022**
Minute agreed with no issues of accuracy.

3 **Actions and matters arising**

Item 5 – Correspondence. To clarify “Betty’s coffee shop” is run by Hayley Brennan. JJ had asked her if we could advertise in her shop. JJ also stressed to her that the u3a is not classed as a care group for the elderly but a group for able bodied people. JJ passed around the Committee a small flyer (A5) size she had prepared. Christina Chua-Short had emailed her to ask if we could put a QR code link onto the flyer? After a discussion it was agreed that a photo or “the coffee morning” should be inserted onto the flyer and leave off the QR code for now and see how successful the flyer is. The Committee agreed that the flyer that JJ produced was fine.

Item 4 – membership. It was thought that the grace period of 12 weeks for members to renew was too long and should be reduced. The Committee agreed that we should leave the grace period at 12 weeks as to change it would mean to alter our Constitution document and this was deemed unnecessary. If the member renews after the grace period, they are then issued with a new membership number.

THE COMMITTEE VOTED TO LEAVE THE GRACE PERIOD AT 12 WEEKS.
ALL AGREED

Item 6 AGM

JJ confirmed that the AGM went very well with 207 members attending. It was well supported. She thanked the recorders for their work.

Item 6 - Para 5 - Closed Groups - £950 cash balance. What do we do with this balance? It makes sense to give a grace period of 12 months. Commencing in September 2022, if 12

months have elapsed and if these groups still remain closed, the Treasurer will send a letter asking if they have any intention of re-starting. Monies would then go into the General Fund. Ann Willox, Group Support officer will give support to the Treasurer. It was also mentioned that if some groups have large sums of monies available to them they should reduce the weekly/monthly costs for members of that group.

JM also mentioned that she had three incidents with venues:

Lydiate Village hall – JM had noticed that two groups were in the RED through balancing the books, however, one of these groups had held back £200 because they thought our u3a was going to collapse earlier this year and they have now put that money into the accounts.

St Andrews – one Group Leader was running a group and only two members had turned up and went to the office and requested he cancel the group for that week. St Andrews stated that this is not acceptable to cancel on the day.

Maghull Town Hall – had a similar issue as St Andrews.

JM stated we need to respect our venues.

JJ said at the GL meeting in February – assets were discussed and how to share them out between group members and that had triggered other Group Leaders to hold onto funds. We now know this is wrong as any assets/funds have to be returned to Head Office or another u3a. Only if items were paid and invoices were produced to that effect can those assets be shared with members. JJ said she will now leave CD to deal with this.

JM asked if groups could keep a small float as happened in the past and everything else transferred to the General Funds. JJ thought that this should be held in the Gen Funds but we shouldn't encourage leaders to hold onto general account.

NB asked if new Group Leaders received a hand book on how groups worked. JJ said this is what happens and given support from the Group Support leader Ann Willox who is doing a grand job.

JJ asked are we all happy to leave this to CD to decide when she is ready to call a meeting and try to explain to the leaders how it works. The Committee were happy with this.

JM also made CD aware of her role in venue bookings and payments to those venues. JJ also mentioned that JM and Ann Willox do amazing work in choosing the right venue for the groups concerned.

Setting up microphone. JJ wished to formally thank Hillary (Line Dancing Leader) for her help in bringing a microphone system. Someone needs to check with the system the church has and see how it works.

Cricket club car park – GH will be responsible for getting the keys and unlocking the gate each Tuesday.

4 **Committee Reports**

Membership - MK – 687 members at present. 140 had so far not renewed.

Health & Safety – AC and KM have completed the venue check earlier with Lydiate Village Hall with only one more at Kensington to do. They will report back in September or October.

Treasurer – CD stated that doing the Treasurer role was something she had been considering. Although she had no accountancy or banking experience but did use to teach science and maths. She then worked for Sefton Council and was very familiar with excel spreadsheets.

She thanked Brenda McKenzie and Frank Mercer for their help and stated that Brenda will continue to offer her support.

5 Trustee Induction – agreed for Tuesday 28 June at 11:15 for 11:30 at MBC

Those available would be: JJ, JM, AC, CD, CW and GH (since heard GH not available for following 4 Tuesdays).

6 August Closure

At the Group Leaders meeting, which was very amicable, the proposal was put forward that we close for the whole of August, the query was why should we close at all! Maghull Baptist Church have no plans to re-instate the children club in the hall during August. It was proposed that we close just for the Tuesday following the Bank Holiday 30 August 2022. Apart from one disagreement everyone was in agreement.

JJ PROPOSED THAT WE SUPPORT THAT DECISION TO CLOSE ONLY ON TUESDAY 30 AUGUST. LS SECONDED. ALL VOTED IN FAVOUR

7 Beacon Training – for Committee – Tuesday 26 July 2022 at 11:15 for 11:30 – at MBC

NB stated he is now the System Beacon Administrator. It is a relatively simple and straight forward system designed for u3as. The Committee need to get an overview of what it is and what its used for. The Membership Secretary and Chairman will need a bit more of a detailed overview, in particular with the membership side. Margaret Kendall has done a great job so far. NB stated there are approximately 11 members who use it regularly. NB stated there are three main parts to the Beacon system, membership side, group side and finance side. It will take 30-40 minutes for the Committee to receive an overview. For any Committee member who is not available NB will arrange a different date.

The group leaders will be the next group to be trained. This group to be trained by the end of August.

GH stated he was unaware of what Beacon is and feels discriminated against because he has no idea what Beacon is. JJ explained to him roughly what it was. GH did not think he would be of any use on the Committee as he feels discriminated against. GH was reassured by all Committee members that he had a valid place on the Committee. JM stated that there are a lot of Group Leaders who are in a similar situation. JM also stated that this is our first Committee meeting as a new Committee and we are all unaware of what members could and could not do. JJ stated that it is another way of contacting each other, just like a WhatsApp group but on a grander scale. Apart from a few administrator members who will have access to everything, many members will only have access to what data is relevant to them.

8 Any other Business

8.1 Gardening Group concern

GH stated that he had spoken to a member who wanted to book a trip on the gardening group by paying cash as they did not have a cheque book. The group would not accept cash. GH felt she had been discriminated against. JJ was not aware of this and this needs to be discussed with the Group concerned.

JJ

8.2 Coffee cups

JJ raised concerns with regards to the current plastic coffee cups we use as they are not safe and now members are putting them on small trays and carrying them around. Its not safe. JJ would like us to use cardboard cups which are slightly bigger, slightly dearer but more safe. We can also order these via the church. She stated that the (pre-filled) plastic cups used at present cost 9p each. The price of the cardboard cups would be 17-20p each which would include the price of tea, coffee, milk and biscuits. Unfortunately, 500 small plastic cups have recently been ordered and received. It was agreed that we could double up the plastic cups to use them up quicker. We use approximately 90 cups per week.

JJ PROPOSED WE MOVE AWAY FROM THE PLASTIC CUPS AND USE THE SLIGHTLY DEARER CARDBOARD CUPS.

ALL VOTED IN FAVOUR

Should we charge or give them free?

We used to charge in the past. If we charge who is going to count the money as one of the teams of tea ladies is not prepared to handle loose change. IE and JJ prepared to count the change and bag it to give to treasury team the following week. We also need to find out which wrapped biscuits to buy.

LS mentioned that the membership fees went up, one reason was to take into account the free drink. JM stated that only helps those that come and receive a free drink and she would prefer a reduction in fees that would benefit every member. JM stated we pay £38 rent per week for MBC, we pay £7 per month for broadband and we pay for photocopying and in the past any monies made from Coffees or selling Books would help towards those costs. We cannot always take money out of our funds we need also to pay some back. CCS had suggested in a note to JJ that members bring their own cups. This was thought by the Committee to not be a good idea.

After a discussion it was agreed that we charge 50p. We will put a container out for the 50p fee.

JJ PROPOSED WITH EFFECT FROM 5 SEPTEMBER 2022 THAT WE CHARGE 50P FOR COFFEE. ALL VOTED IN FAVOUR.

This will be advertised on the noticeboard and website

8.3 Officer Roles

This was discussed and the list has been amended and will be advertised on the website and the noticeboard.

JJ asked if all Committee members could send her a small photo of themselves to put on the noticeboard so all members knew "who's who" on the Committee.

All

8.4 Development Plan

KM mentioned the Development Plan which had been started by Tony Dodd at the beginning of the year. JJ stated that this is on hold at present.

8.5 Name tags on lanyards for Group Leaders

This was discussed briefly but will be added to the July Agenda.

8.6 Meeting with Stuart Findlay

Following the AGM and the comments made by SF. JJ had said she would organise a meeting. JJ requested SF to write to her with details of the problems. It was agreed that JJ contact NW region.

JJ

9 **Date of next meeting**

Tuesday 12 July 2022 at 1.30pm Lydiate Village Centre

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