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

Present: Jane Jones (Chair) Chris Dalziel (Treasurer) Linda Simms (secretary)
Irene Edwards Chris Chua-Short Kenneth Moulton
Geoff Heaps

CHRIS CHUA-SHORT WAS NOT AVAILABLE FOR THE MEETING ON 21 JUNE, JANE WELCOMED HER AS A NEW COMMITTEE MEMBER

- | | | |
|---|---|---------------|
| 1 | Apologies:
Joan Martin, Alan Carr, Nigel Burrows, Carol Westall | Action |
| 2 | Minutes of last meeting – 21 June 2022
Minutes agreed with one amendment to accuracy made in the opening welcome statement – no further issues. | |
| 3 | Actions and matters arising
None. | |
| 4 | Committee Reports
<u>Membership</u> – CCS has spoken to Margaret Kendall and a date still needs to be set to transfer data etc. | |

Health & Safety – KM had received an email from AC with details of Kensington House which still needs to be checked. KM needs a list of venues we use and what checks are to be done. Then list the restrictions of each venue. Ideally, he suggested a booklet is produced which we can give to each Group Leader who uses venues to highlight any restrictions etc.

Treasurer – CD stated some Group Leaders have “pots of money”. JJ has asked her to produce a standard letter to send to Group Leaders, in September. This letter will make them aware that they should not have large amounts of money in their own funds, especially when some groups are running at a loss. Some groups are only advice groups i.e., Computers, and shouldn't have large sums of money in their funds. CD hopes to then set up a meeting to discuss this with Group Leaders, probably taking place on a Tuesday after the coffee morning.

CD also mentioned that we are short of people on the Treasury Team with only Bill and Grace to help Rita. We need more volunteers to set up a rota on a once per month basis. After discussion with the Committee GH and IE said they would help. GH would count monies and

IE would transport monies to the bank. JJ said she will also put a note on the website to this effect.

5 **Update on Stuart Findlay situation**

JJ made the Committee aware of the historic issue with SF and where we are up to now.

Following the AGM and the issues raised by SF regarding the accounts he had prepared for the Independent Examiner in 2020. JJ had promised to arrange a meeting with SF, Frank Mercer and a third party with preferably a financial background to look at and address the issues.

Basically, he wants to know why his accounts were thrown out at the end of 2020. At that time he had contacted The Third Age Trust (Richard Teare, Financial Advisor) who had told him that there was nothing wrong with his accounts. In retrospect Richard Teare apologised for his replies to SF as he was not in full possession of both sides of the story. Frank Mercer and LS had sent various email communications to JJ to make her aware of what happened.

JJ had contacted Neil Stevenson, NW Trustee to request that he attend the meeting as an arbitrator, to which he replied that it was an internal matter and he would not be attending. JJ spoke to SF who also stated that he would not attend a meeting and became quite aggressive on the telephone to JJ and stated that he would be raising this issue again at the next AGM.

JJ has since prepared a statement to read out at the next AGM in case he does again raise his issues. Two meetings (one in 2020 and one recently) have so far been arranged for SF to attend to hopefully resolve the situation both of which he has declined to attend. There is not much any of us can do!

6 **Trustee Induction – training part one**

LS stated that the training took place on 28 June after the coffee morning. There were six present, JJ, CW, JM, CS, CD, IE. She thought that the induction went well and we covered what was required for an induction. She asked if anyone had anything that might be added to the next induction to further enhance it. Nobody did.

The induction for the remaining 4 members isn't likely take place in Aug/Sept due to holiday commitments.

7 **Report from Lancs, Merseyside and Deeside and Wirral network meeting – 29 June.**

JJ gave the Committee a handout of the meeting which took place on 29 June. At the meeting they discussed various workshops for new members i.e., Finance – which would be only for financial members and asked if CD would have any problem attending. CD was fine with attending when one was arranged.

8 **Inventory update**

JJ has in the past been in charge of the inventory list. Over the last few years, especially with COVID lockdown etc., further items have been bought by the u3a e.g., Card Reader but not entered on the Inventory. All equipment, whether working or not should be listed. Anything that is broke should be disposed of.

It was noted that anything any Group Leader looks after and is on the inventory is available for anyone from our u3a to use. All they would have to do was to contact the person who looks after it. Once this list is updated we could then arrange for all electrical items to be PAT tested. JJ has in the first instance contacted Ann Willox Group Leaders support.

9 **Names on Lanyards for Group Leaders and u3a operatives**

This was raised by JM at the last meeting but she is on holiday at the moment. That Group Leaders at the Coffee Morning would wear them so members know who they are. JJ had done some research, the lanyards would cost approximately £1 each and we would need approximately 80. We have had them in the past. Most Group Leaders have now misplaced them. Do we need them? Should we use name badges instead, the cost would be less. After a discussion it was decided that we would buy clipped name badges. We would send an email to Group Leaders to this effect.

10 **Filing update – possible sorting session**

JJ had received a lot of obsolete files dating back to 2006 when the Maghull & Lydiate u3a was founded. How long do we keep these files? The Third Age Trust stated that minutes should be kept together with original u3a set up paperwork. Anything else can be disposed of. LS also has a lot of files which the previous secretary Clare Baxter had passed to her.

Ideally all minutes should be digitalised. LS has minutes from 2018. She will check with Clare to see if she has any minutes on her computer which she can put onto a USB stick.

It was agreed that some of the Committee would arrange a meeting in the next month or two to go through all the old papers and dispose of them as necessary.

11 **Any other business**

11.1 Covid

JJ stated following her Isle of Wight holiday the previous week, two members have tested positive for Covid. Also the Spanish group five out of the eight in the group had tested positive. JJ sent an email to all members making them aware that COVID numbers are increasing and as there are no official guidelines to follow, requested that members be aware of their own health and only attend the coffee mornings if they are in good health. AC sent an email stating that it was a good idea to open all the windows in the main hall and leave external doors open and it was up to the individual concerned whether or not they wore a mask.

11.2 Cheques

JJ stated that following our last meeting when GH told us that the gardening group would not accept cash, today she found out they only want cheques which has not been sanctioned by the Committee. Both groups concerned have valid reasons for their decisions. The card reader was also discussed as a possible way of paying for a trip etc but a reference system would be needed so you would know which monies belonged to which groups. Also, can the card reader do refunds? It was suggested that we invite TSB to come and talk to us to let us know what can and cannot be done with card readers. JJ will arrange.

JJ

11.3 Welfare

Lill Boyle was informed a couple of years ago to stop sending out notifications when a member had died. Some Group Leaders did not want to know “bad news”. Many of the

Committee members felt it was right that group Leaders are made aware of the passing of members as a mark of respect.

JJ PROPOSED THAT WE ASK LILL TO RE-COMMENCE SENDING OUT NOTIFICATIONS WHEN SOMEBODY DIED. ALL AGREED UNANIMOUSLY.

11.4 Filing Cabinet

JJ stated that the filing cabinet we have at present does not have a lock on and therefore we have to use one of the drawers that belong to the church. She had looked at various types of filing cabinet that we could purchase but it must be lockable. CCS suggested we look at recycled units but the Treasurer felt we should just go and buy a new one.

JJ PROPOSED THAT WE BUY A NEW FILING CABINET. ALL AGREED UNANIMOUSLY.

9 **Date of next meeting**

Tuesday 13 September 2022 at 1.30pm Lydiate Village Centre