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**Maghull & Lydiate U3A**  
**Committee Meeting held at Maghull Baptist Church**  
**Held on Tuesday 13 SEPTEMBER 2022 at 1:30pm**  
**MINUTES**

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**Present:**      Jane Jones (Chair)                  Carol Westall                  Joan Martin  
                      Irene Edwards                          Chris Chua-Short              Kenneth Moulton  
                      Geoff Heaps                                  Nigel Burrows

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| 1 | <b>Apologies:</b><br>Alan Carr, Linda Simms, Chris Dalziel  | <b>Action</b> |
| 2 | <b>Minutes of last meeting – 12 July 2022</b><br>Minutes agreed and copies will be circulated to those who do not have access to printout.  |               |
| 3 | <b>Actions and matters arising</b><br>Leaflet for Betty's coffee shop is now complete. Larger A4 posters are now ready for distribution to doctors' surgeries and church halls.<br>Name Badges completed. However, we need to ensure that all wear them.<br>CD had provided notes regarding TSB<br>JJ has found the correct filing cabinet to order and will buy in due course.   |               |
| 4 | <b>Committee Reports</b><br><u>Membership</u> – Eight new members today, we now have a total of 704 members.<br><br><u>Health &amp; Safety</u> – KM I to contact AC to progress the Health & Safety Report. JJ asked that this report be available for the next meeting in October. KM stated that the Kensington House Health & Safety check is now complete.<br><br>Cost of the venues was discussed and it was agreed that we support groups with low numbers. Small groups, where possible, should be merged. |               |
| 5 | <b>Safeguarding issues</b><br>The Bowls group have raised some concern and these were explained by JJ.<br><br>A copy of the Safeguarding Policy was given to all Committee members present.<br><br>Equality & Diversity needs to be discussed and approved.<br><br>JJ had read various safeguarding policies for comparisons. TAT have also provided copies.  |               |

## 6 **Safeguarding Officer**

IR was appointed the new Safeguarding Officer to oversee and look after our Safeguarding Policy.

## 7 **Proposed Plan**

It was stated that items have been removed from the website and only those authorised / designated are allowed to remove information and data from the website.

It was agreed that the Chair and Secretary only to take charge of the administration section.

## 8 **Craft fair**

This is no longer taking place.

## 9 **Christmas / Carol Concert – Tuesday 13 December 2022**

A discussion took place with JJ asking for someone to help organise and put this event together. CW said she would do this but would need support. NB and JJ said they will support her.

## 10 **Update on TSB**

JJ has visited the bank on numerous occasions and had to re-submit new forms on many occasions. To date we are still waiting for approval of new signatories. Of note, this has been ongoing since April.

## 11 **Any other business**

### 11.1 Inventory

A discussion took place regarding the inventory and the insurance of items on this list. JJ stated that only those items on the list which have been bought by the u3a and remain the property of the u3a need to be insured. CD will check the lists to ascertain which are the said items that the u3a own.

### 11.2 Get Well cards to members who have had COVID

JJ raised the issue of who we send cards to when a member has COVID.

**A VOTE TOOK PLACE AND IT WAS AGREED THAT NO CARDS WILL BE SENT UNLESS THE MEMBERS IS VERY ILL OR IN HOSPITAL.**

### 11.3 One minute silence for the Queen

As a mark of respect to the Queen, this was held at the Coffee morning on 6 September,

### 11.4 Donations for Tea and Coffee

CS informed the Committee that £18 had been taken for tea and coffee this week.

### 11.5 Holiday forms

These need to be checked and update.

## 12 **Date of next meeting**

Tuesday 11 October 2022 at 1.30pm Lydiate Village Centre