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**Maghull & Lydiate U3A**  
**Committee Meeting held at Maghull Baptist Church**  
**Held on Tuesday 11 OCTOBER 2022 at 1:30pm**  
**MINUTES**

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**Present:** Jane Jones (Chair) Linda Simms (Secretary) Joan Martin  
 Irene Edwards Nigel Burrows Kenneth Moulton

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| 1 | <b>Apologies:</b><br>Alan Carr,, Chris Dalziel, Carol Westall, Chris Chua-Short, Geoff Heaps   | <b>Action</b> |
| 2 | <b>Minutes of last meeting – 13 September 2022</b><br>Minutes agreed and it was noted with thanks to KM and CW for compiling the minutes in the absence of the secretary.  |               |
| 3 | <b>Actions and matters arising</b><br>Filing cabinet now installed in church admin office. JJ had extra keys cut for secretary, membership secretary and Treasury.   |               |
| 4 | <b>Committee Reports</b><br><u>Membership</u> -725 members to date. It would be interesting to know how we have got the new members e.g., advertisements at doctors surgeries, coffee shop etc.<br><br><u>Membership form</u> – JJ had redrafted the form – GDPR needs to be on the front and Gift Aid on the reverse. JJ stated asked if we should also have an emergency contact number on the form and has entered a box to this effect. This would also comply with consent from the member. This form if agreed will come into effect next year when membership renewals are due.<br><br><u>Beacon</u> – nothing further arranged with training Group Leaders. NB needs two dates when coffee morning room is available. NB stated he will send two proposed dates to JJ so she can check the calendar. | NB/JJ         |
|   | Group Leaders – JJ would like a chat/meeting with Group Leaders to let them know how we are doing and if there is anything that they want to tell us.  |               |
| 5 | <b>Safeguarding premises – checklist</b><br>KM discussed the form that AC had circulated to the Committee prior to the meeting. It was noted that this form is the same one as is in the Group Leaders handbook.   |               |

## 6 **Health & Safety Report and Safety Assessment Form for Venues**

KM had compiled a list of contact names, telephone numbers and audit dates of the seven venues we use, plus a list of additional notes from some of the venues. JJ mentioned that Maghull Baptist Church did not have a fire risk assessment and that there was a query on whether Maghull Parish Hall had adequate firefighting equipment. He had also produced a document which shows at a glance the data that had been entered from the venues.

A check list with 22 items for the venues to complete was also discussed. KM stated there was an issue that the venues should sign the form to say they had seen it.

JJ was concerned that if we are doing these assessments and then find there is a problem, then what are we doing about it? Once we know, then we are responsible for the faults, then why do we use the venue? For example, Kensington House did not have up to date documental evidence available for their Public Liability Insurance but said they would produce it next week. They also had a First Aid box which was only accessible after 3.00pm. Is it the responsibility of the u3a group leader to keep a First Aid kit with the group? JM also stressed that she has had a couple of problems with four venues, in particular St Georges URC in that they have a heavy bar across the fire doors and it is the responsibility of the groups using the rooms to remove and refit this bar each time a room is used. JM stated that they are a group of senior ladies and lifting the bar should not be their responsibility.

NB asked whose responsibility it was for these forms, the venues or ours? LS stated that if the venues fill in the form and sign it then they are responsible and are liable for what they have signed for, e.g., if they say they have up to date Public Liability Insurance and this is not available to view, and they sign to this effect, then they would become liable if this insurance was not up to date and not our u3a.

JJ stated we need clarity on what we should and should not be doing.

JJ said she would contact Gill Russell, NW Regional Office to arrange a Zoom meeting to discuss our concerns.

JJ also stated that it would be useful for all to attend a "keeping it Legal" workshop and she will look out for the next available workshop.

JJ also has concerns regarding the Fire Alarm at Maghull Baptist Church. The bell is of a low volume and difficult to hear. Darren, admin officer at the Church will find out who holds the key to set it up for a practice drill. JJ has appointed two Fire Marshalls Ken Moulton and Geoff Heaps and will arrange a Fire Drill in the near future. We need to make all aware of where the fire exits are.

It was also agreed that Risk Assessments should be carried out on all new groups and for any groups where exercise is involved e.g., Light Yoga, Square Dancing.

JJ thanked KM for all the work he had done on compiling this report.

## 7 **Christmas Concert – Tuesday 13 December 2022**

JJ produced a draft programme for the day. She asked if everyone was happy for Woodlands Hospice to receive any proceeds?

## **ALL VOTED ON WOODLANDS HOSPICE TO RECEIVE ANY PROCEEDS**

The programmes will cost £1 each. JJ went through the programme stating that the children from the local school would be first on after which they could go into the hall for refreshments before returning to school. She asked for volunteers to help set up the hall with tables and chairs the previous night (Monday 12 December).

### **8 Safeguarding Officers report - IE**

IE had looked at Safeguarding Policies from various u3as. Many were very wordy. IE had looked through ours which needs a few amendments. She stated we must be aware that privacy is paramount when someone makes a complaint about another person.

IE and JJ to look though the safeguarding policy and set up an action plan.

### **9 Update on TSB**

JJ stated there is no update! On a positive note however, all 8 forms are now in the Edinburgh Office, one step further along the way!

JJ had also received a letter from Frank Mercer who suggested that we should change banks. All agreed that this is not a good idea.

### **10 Any other business**

#### **10.1 Get Well Cards**

Lill Boyle wanted to send out a card to a member of a group who had sustained an injury whilst at a group event. JJ stressed that when we send out cards we must be aware of what we write in them e.g, keep them very simple as not to implicate ourselves.

#### **10.2 Future meetings**

Lydiate Village Hall is not available for the next few months as they are running a trial HUB for their local community. It was agreed that the next meeting in November would be held in JJs house. There is no meeting in December and we will look at the situation again for the January meeting.

#### **10.3 Maghull Town Council HUB**

MTC were setting up a hub offering advice to the local community on various topics from tax, benefits etc. Phil Dillon had contacted JJ as they wanted our Welfare Officer's contact details in case there was anything they had to offer that was relevant to our members. Lil Boyle and Doris Cox should be the contacts for this.

#### **10.4 Groups who are low on funds**

JM had been contacted by the leader of Square Dancing. They have been running for a few months and numbers are dwindling, 20 to begin with and 8 last week. The fees for the venue (Maghull Parish Hall) were set as £15 per hour at a total cost of £30. JM stated that after discussions with MPH they agreed to charge for just 1½ hours even if they were there for the two hours. JM stated we will support the group until January and then review the situation. There are similar issues with the Singing for Fun group.

### **11 Date of next meeting**

Tuesday 8 November 2022 at 1.30pm in Jane Jones house