

MINUTES
MAGHULL & LYDIATE U3A
Held at Jane Jones House on Monday 14 November 2022

Present:	Jane Jones – Chair	Carol Westall – Vice Chair
	Linda Simms – Secretary	Chris Dalziel – Treasurer
	Ken Moulton	Alan Carr
	Nigel Burrows	Joan Martin
	Geoff Heaps	

1 **Apologies:** **Action**
Chris Chua-Short, Irene Edwards

2 **Minutes of last meeting**
Minutes agreed and approved.

3 **Actions and matters arising from previous minutes**
Item 3 – add Treasury as they also hold a key to the filing cabinet.
Item 4.1 Membership and item 6.8 evacuation plan, these will be discussed below under Agenda items.

4 **Committee reports**
Beacon – NB mentioned that he had held a couple of education sessions for training on Beacon. So far 20 groups have had their Group Leaders trained. 40% of groups are now using Beacon and members are being added to their relevant groups. CW was concerned on whether Group Leaders would accept it. NB said we will review again in a few months' time to monitor uptake by Group Leaders.

JJ also concerned that if members have lapsed there is no way of us knowing. It is important that we can see on the members list who has lapsed. If these could be highlighted in RED? Concern too as lapsed members are not covered by insurance. However, the membership secretary can see who has and has not lapsed.

JJ would also like to hold a meeting in January 2023 for members who do not have email as she is concerned this group of members are missing out on information, there are 111 members who do not have email. Once this list is complete we can arrange for hand delivery of letters according to postcode.

Finance – CD had been chasing up the closed groups who still had funds available to them in our accounts. She had communicated with them via emails and hand delivery of letters. Some had not replied.

VOTE - It was agreed by the Committee that we now draw a line on the ones that have not replied and transfer all funds into our General Funds.

Float for Tea & Coffee and Books was discussed and we are happy for them to keep monies until a larger amount is collected and then transfer to our funds. These would need to be submitted well before end of financial year to enable the Treasurer to include into figures produced for AGM.

Health & Safety – discussed under Item 5

Membership – report from CCS via email as below:

Total members including lapsed since last year 733. Not renewed from 2021 (incl in above) 70. Total registered members from 1/4/22 to 8/11/22 = 663. New members include in 663 = 90 (includes previous members who did not renew in 2021 and re-register with new numbers in 2022.) From my brief review of the Beacon stats, there were 681 registered members in 2021-2022 of which we have sadly had 6 RIP, 52 retired/resigned and 70 to renew. (needs confirmation from other committee members).

5 **Health & Safety Risk Assessments**

AC stated the issues are: What is required by Law, what is essential and what is desirable, e.g, Fire Risk Assessment – you would think this is essential, some premises have them and some say they have them but cannot produce them. AC referred to the Zoom meeting we had on 9 November with North West Regional advisor, Gill Russell. AC thought her advice was very good. Gill Russell said it is fine as long as we show that we have done due diligence and let Group Leaders know. She also said that you don't need to have sight of these documents, if they say they have them, then you have to take their word for it.

AC said that we need to update our Health & Safety Policy as over the years previous Committee members had made alterations.

JJ had revised the Risk assessment form and had added a "Venue Specific" section for comments. KM said that the group leaders need to have had sight of this form and that they along with the venue leader needs to sign the form to that effect. JJ said that as long as we as a Committee are satisfied, then we cannot be blamed.

VOTE – All Committee agreed that as long as we show due diligence and the Group Leaders know the floor layout and Venue leaders have signed the Risk Assessment then we should be above criticism.

Maghull Baptist Church

JJ had also prepared an Evacuation Pack for MBC and is happy to do similar packs for other venues. We also have 5 Fire Marshalls at MBC and we need to get an arm band or something similar so they can be identified easily.

Car Parking was mentioned for the MBC as members are parking on the road outside the church and not using the cricket club car park. JJ will mention it during Notices the following day to encourage members to use the cricket club car park.

United Reform Church

The issue with the Bar across the Fire Door was discussed. If the Fire Brigade have instructed us to remove the bar each time we use this venue, then that is what we have to do. JJ had attended the venue and doesn't think this is a problem.

PAT testing

JJ had contacted electricians and the cost is £1.75 per item, if we have >50 the cost is £1. These will begin in January.

1st Aid Kits

There was an issue with lack of 1st Aid Kits in certain venues. It was agreed by the Committee that if a group leader felt that having a 1st Aid Kit was beneficial for their group then we would provide them.

Lydiate Village Centre

Lydiate Village Centre was also mentioned. They have good practices in place but we were not sure where the escape route was from the Council Chambers. AC and KM will check next time they attend LVC.

AC also said they will revisit each of the venues we use with this updated Risk Assessment

6 Update on Christmas Concert

We are still waiting to find out how many children will be attending. CW will contact them again. We will provide carton drinks for children. We also need to check for allergies. We have sold 70+ programmes so far, they are £1 each and monies collected will be donated to Woodlands. Somebody will be attending from Woodlands to receive the donations. Speaker is sorted. Pianist sorted. Tea and Coffee will be provided by our own T&C team.

JM asked if we were any further on managing the sound system, microphone etc. JJ had asked Jan Hawksworth from the Church if the Church Youth leaders would be able to help?

7 Update on TSB

Good news! Social Fund mandates have all been completed and previous Committee members' names has been removed. General Fund mandates – only 4 complete but we do not know which ones at present. These cheques will continue to be signed by LS and PD.

8 Any other business

- 8.1 Group Leaders meeting – JJ will organise an update for the Group Leaders in January. JJ
- 8.2 Reduced membership fees – if joining from January. **VOTE – the Committee agreed that the membership fee would be reduced to £5 for members joining from 1 January to 31 March.**
- 8.3 Increase or decrease in membership fees from April 2023 – we have to ensure we keep at least six months monies in reserve. **VOTE – it was agreed that we would discuss this further in January as we would need further information on how much monies we have in our funds.**
- 8.4 Revised membership form – JJ had streamlined the form and put Gift Aid information onto a separate second page. Only those intending to sign up will get a GA sheet. This year it would have come to 76 people to date. CD had amended the wording on the Gift Aid part and JJ will amend the revised membership form accordingly. JJ had also added Emergency

Contact details onto the front of the form. **VOTE – all agreed we would swop to new form in 2 parts.**

- 8.5 Trustee Annual Report – the previous year this was not required by the Charity Commission following COVID rules. LS has now been informed by the Charity Commission that this is required and this would need submitting before the end of January 2023. LS has now prepared the TAR and has sent to JJ for approval. Once approved, JJ and CW will sign the form and LS will submit to Charity Commission.
- 8.6 Fire Alarm Test – KM asked when this test will be carried out? JJ said it will happen but no-one will be informed of when the test is happening. CD was concerned as it is difficult to hear the fire alarm in the Treasury office. JJ said the Fire Marshall will inform them.
- 8.7 VAT – JM had been informed by LVC that they charge 20% VAT on room hire. JM said this equates to large sums of money and could we claim in back from HMRC. It was agreed that we could and should. CD will look into it. In the meantime, JM will find out from LVC the name of the relevant form.
- 8.8 Groups that are struggling – Square Dancing are having problems with a lack of members attending. We had subsidised the group for a 2-week period earlier this year. It was agreed that we would pick this up again in January.
- 9 **Date of next meeting**
Tuesday 10 January 2023 at 1:30pm – venue will be LVC or JJ's house. Confirmation nearer the time.