

MINUTES
MAGHULL & LYDIATE U3A
Held at Lydiate Village Hall on Tuesday 10 January 2023

Present:	Jane Jones – Chair	Carol Westall – Vice Chair
	Linda Simms – Secretary	Joan Martin
	Irene Edwards	Alan Carr
	Nigel Burrows	Chris Chua-Short
	Geoff Heaps	

- 1 **Apologies:** **Action**
Chris Dalziel, Ken Moulton
- 2 **Minutes of last meeting**
Minutes agreed and approved by all.
- 3 **Actions and matters arising from previous minutes**
- Item 4
Para 2 – NB has now managed to remove all the lapsed members. It has come to light that we have 670 members and not the 720 we have paid for on our annual return which is completed every April.
Para 3 – After checking, the 111 non-email members had been reduced to 73. JJ together with NB had hand delivered letters to these 73 members. The letter invited them to a meeting to be held on 24 January at 10:50am in the sanctuary at MBC. To date only 5 members have agreed to attend!
- Item 5
Para 6 – JM has been shown the easy way of removing the bar from this fire door. Item is now resolved.
Para 8 – 1st Aid Kits – if needed u3a will buy it.
- Item 6
Christmas Carol - £334.59 raised for Woodlands Hospice. Thanks were made to Irene Rowe and Barbara Wilson who provided wreaths and knitted items for members to purchase. It was a poor attendance, probably due to the weather, but it went well. A member of our u3a managed the sound system.
- Item 7
Update on TSB – to be discussed later as an agenda item.
- Item 8
Update on reduced membership fees – to be discussed later as an agenda item.
Refund from HMRC for VAT paid. JM has found the relevant form on their website. VAT Reclaim No 126. WE can only reclaim for a said number of years.
Struggling groups update – to be discussed later as an agenda item.
Reduced fees – anyone who joins as a new member or renews should be charged £5 only. Even out of this £5 we have to be insurance fees.
- 4 **Correspondence**
- 4.1 TSB response to complaint.
JJ had received a response to our complaint. They would not accept liability as they said the forms were filled in incorrectly, even though on numerous occasions the staff at the

bank had checked what we had entered and agreed they were correct. JJ has spent a further few hours at the TSB before commencement of this meeting. All forms have now been redone. These are the forms for the General Account as the Social Account forms were correct and all Committee members can now sign cheques for this account.

- 4.2 Woodlands Hospice – thank you letter from them for the donation of £334.59.
This has still not been received; however, it could be delayed in the postal system due to strikes over the Christmas period. Receipt for the cash passed over has been received although in poor condition.
- 4.3 Thank you letters to be sent to:
St Andrews School – a commendation to them for the excellent behaviour of their pupils.
Maghull Handbell Ringers – they were very good
Chris Otim – for piano playing
Jane Murphy – Group Leader for Square Dancing group which closed in December

5 **Committee reports**

Finance

CD had provided JJ with copies of the bank statements. JJ thanked CD for doing a brilliant job. She would like to visit another u3a treasurer, it was suggested that she visit the treasurer of Orrell u3a to see how and what they have to prepare. The report CD supplied to JJ showed we had a healthy balance of £17,000+ and from the treasurer's point of view we could reduce the membership fee to £12 from £15 for the following financial year. This figure will be reviewed annually. Today we had 4 possible new members plus 1 new and 1 renewal. 107 new members so far for this financial year.

VOTE – IT WAS AGREED UNANIMOUSLY BY THE COMMITTEE THAT WE REDUCE THE MEMBERSHIP FEE TO £12 FOR THE FINANCIAL YEAR 2023/2024.

Issue from one group member who could not receive a cheque from the General fund over the Christmas period due to a lack of signatories being available. It was suggested that this leader could receive a cheque from the social fund which has many signatories available. JJ will check with the Charity Commission if we can transfer funds from one account to the other.

Health & Safety

AC has made a few telephone calls to the Fire Service regarding Fire Risk Assessments. The contact there is James Berry who is the Fire Safety Auditor and he would like to meet with us to discuss our Fire Risk Assessments. He said that FRA are now done by private companies and not the Fire Service. AC will arrange a meeting.

There is an issue in LVH in the Council Chambers where we hold our Committee Meetings in that there is only one fire access and what would happen if there was a fire outside that door. This was discussed as they have passed all their fire regulation checks and this must be deemed on a balance of probabilities to be safe.

At the Group meeting to be arranged over the next few weeks, Group Leaders need to be made aware to check if there are any issues with fire door, where 1st Aid kits are and where they evacuate to if there was a fire.

Membership

633 members at present. CCS gave thanks to Jeff and Joan on the membership desk who are doing an excellent job. CCS also thanked JJ for covering her role as MS for her period of absence.

NB suggested that we need to audit groups to check that memberships are up to date.

JJ had sent out a Christmas letter to all members via Beacon. 17 had returned as "blacklisted". This is a Beacon issue, there were various reasons why this happened, email boxes may have been full, emails gone to spam etc. NB stated he had contacted many of the members involved and had resolved errors in the email addresses logged onto Beacon. This will probably reoccur for a while.

JM asked about reducing fees for membership if one belonged to another u3a. The previous committee had said we would not give reduction as the numbers involved were only small. Aughton and Ormskirk do not give a reduction but Aintree do.

It was agreed that the membership cards for the following year would be RED. CCS to contact MK for details of printers.

Membership forms to be emailed to all members as we have changed the membership form this year and added Emergency Contact details. If members could not print out forms we would have spare copies for them to access.

Beacon

NB stated there are 25 active users on Beacon. Some groups have still to set up all their members on their groups. JJ has been round to many groups and completed the Beacon list for them so that only a few are not included. Welfare Officer still does not use Beacon to its full extent. Not all GL have taken access on board.

Group update

Most information already covered above. Unfortunately the History for Fun group leader passed away.

IT update

NB had received some stats from Phil Davidson. The website had 6,000 hits per month. Several online documents still need to be added. Concern that no newsletters uploaded since 2022 but this was suspended due to lack of information supplied to enter on to the newsletters. There has been no newsletter produced since the Nov/Dec copy in 2021. JJ does however put an updated group information letter onto the website once per month. The u3a were creating a new host for the websites "Wordpress" instead of "Sitebuilder". However we have used Wordpress for many years. Training is available for those that need it. All Group Leaders should be able to post their own information.

Inventory and PAT testing

JJ had updated the inventory and was not happy with the number of items that were on it. An email had been sent to all Group Leaders requesting what items they had. If items are not on the inventory, they are not insured.

PAT testing costs £1.75 per item or if over 50 items, £1 per item. Nothing further done at present.

6 M&L email address

We now have access to the email address and JJ NB and LS accesses and monitor it on a daily basis.

7 Membership fees 2023/2024

Discussed above.

8 Bank Account – suggested changes

Discussed above.

9 Members with none or little technology

Discussed above.

10 Group Leaders meeting and suggested agenda.

Some of the items to be discussed are –

- Update on TSB difficulties
- Each Group to have a deputy and to make them aware that we are all getting older.
- Communication between Group Leaders to make their members aware of other things that are happening e.g., quiz nights etc.
- Communication with members who are not on email. Information from the 24th Jan meeting to be passed on the GLs.
- In April we need to check membership cards and especially later in the year as new members join.
- Group numbers – how can we improve them? New members are not joining the groups. Better advertising? JJ to give out posters.
- Introduction of a Facebook page such as used by A&O u3a.

11 Wall boards in MBC

These are very old and need replacing. Very difficult to find a space where to put in drawing pins. In the first instance we need to check with Darren, church admin, to ascertain if the wall boards belong to them or us. Rather than take them down it is suggested that we cover the surface area with cork tiles.

12 Any other business

12.1 So far we have not set a date for our AGM. It was agreed that we would hold it on the third Tuesday in May – 16 May.

12.2 JM mentioned the problem with putting tables out and away at the coffee mornings. We need able bodied members to help. NB and another gentleman have started helping but we need to ask the GLs to put out requests/begging letter!

13 Date of next meeting

Monday 20 February 2023 at 10:00am – Jane's house