

MINUTES
MAGHULL & LYDIATE U3A
Held at Lydiate Village Hall on Tuesday 11 April 2023 at 2:00pm

Present: Jane Jones – Chair
 Linda Simms – Secretary
 Irene Edwards – Safeguarding
 Nigel Burrows – Beacon & IT
 Geoff Heaps
 Carol Westall – Vice Chair
 Joan Martin – Bookings Officer
 Alan Carr – H&S officer
 Ken Moulton

- 1 **Apologies:** Chris Dalziel, Chris Chua-Short
- 2 **Minutes of last meeting:** Minutes agreed and approved by all.
- 3 **Actions and matters arising from previous minutes**
 - 3.1 Finance
 CD has sent appropriate information to TSB of what was required.
 - 3.2 H&S – MBC – door issue – JJ requested AC write a letter to MBC outlining our concerns and also to mention that the Fire Services are aware. Disabled bays – not a valid complaint as there are other disabled parking bays near to the bottom door.
 - 3.3 Beacon update – email sent on Rita’s behalf and leaders are now turning up as arranged and she is happy with this set up.
 - 3.4 Website update – JJ will arrange a time to speak with Pat Snape regarding calendar issues.
 - 3.5 Re-starting of Bookclub – interesting to note that the member who we thought was interested in setting up a book club, was interested in finding a club for his wife.
 - 3.6 Lack of volunteers for Tuesday morning – setting up tables – this needs to be raised at the AGM to make all aware.
 - 3.7 AOB – numbers in coffee room
 The Computer group have been moved to main hall, they are happy as less noisy and it has freed up space in the coffee room. Book stall has been re-located, this has caused a bit of an issue but it is deemed the most suitable place for them to be relocated to.
- 4 **Correspondence** - Nothing to report
- 5 **Committee reports**
 - 5.1 Treasury update
 As CD was not available JJ gave an update. CD was concerned as we have now paid the invoice for members which equates to £4 per person which amounts to approx. £2,500.
 CD at present very busy preparing our accounts for the AGM. She has also been heavily involved with TSB with setting up BACS system. We will need to download the BACS APP and it should be up and running by next February.

With regards to VAT request from Lydiate Village Hall, JM had contacted them to say we could not claim it back and asked if they could accommodate us in any way. JM waiting for a reply.

5.2

Membership update

As CCS was not available JJ gave an update. We have 530 members who have renewed, similar to the previous year. 180 members were still to renew. JJ knows that 25-30 of this number will not renew. JJ felt that to hold members as lapsed for 3 months was too long and we may look into this in the future. We are still in the process of contacting group leaders to remind members to renew. We will then send out reminder letters to all these members via email or post as at present they are not insured on any activities they may take part in.

5.3

Beacon / Website update

(i) Beacon - NB stated that Beacon is running OK, although it isn't a perfect system, it's the best we have. There have been a couple of data entry errors which have been amended. JJ mentioned that perhaps a three month renewal period was a bit too long.

(ii) Website - NB referred to an email he had sent to Committee members regarding the website. JJ said this will be discussed later on in the meeting under AOB.

(iii) Facebook - NB had set up a FB page and JJ was a moderator. Early days with only 14 members. However, there were some good posts added with plenty of pictures. It was also noted that it was much easier to put items on FB than on the website. Ordinary members would be more likely to post their own articles.

5.4

H&S update - Nothing further at the moment.

6

Code of Conduct

JJ sent out a sample Code of Conduct for members which she had got from the u3a main site. She had also circulated to the Committee an extract from our Group Leaders Handbook regarding the same. JJ wants us to set up a sub-committee to draw up this Policy so we have a clear plan of procedures to follow if there is a grievance against any of our members either on the Committee or from our Membership. The sub-committee will consist of : AC, JJ, JM, IE, KM, LS and the first meeting will take place on Tuesday 25 April at 11:15am

7

AGM – Tuesday 16 May 2023 - update

LS to send previous draft minutes from May 22 to JJ together with a provisional agenda for May 23. LS reminded JJ to contact Honorary President Doris Cox to see if she was happy to remain in this role. Nomination form for Committee members has been on the website and on the notice-board for the past 3 weeks. To date neither LS or JJ have received any requests.

JJ mentioned that whilst at a different u3a she met with Neil Stevenson, Chair of the North West Regional Office and requested that he attend our AGM in case a previous issue was discussed again as input from a Regional Officer would be beneficial. He was not available and JJ will contact Gill Russell to see if she is available.

8

Coffee Room Seating - As discussed earlier, the situation has now eased by moving of the Computer Group.

9

Welcomers / Movers & Shifters / tea ladies – supervisor – we need more help!!

As discussed earlier we can highlight the issue at our next AGM. We can also put up a notice on the notice-board at the Maghull Baptist Church and also on the website. It was also suggested that we

hold a meeting for new members – there may be willing volunteers who at present do not realise we have a problem.

10 Any other business

10.1 Group Leaders meetings – each group leader needs a deputy. JM has a list of those groups who have a deputy but not many members of groups are prepared to deputise. This can be a problem if group leaders are unavailable for whatever reason. JJ made the point that in the GL meeting she had requested a full deputy not an assistant. We need to build up a reserve of members who are able to take on the group if the leaders resigns etc.

10.2 Website

NB earlier raised the point that the website needs updating plus opportunity to introduce a new type of editor. JJ also asked had a meeting taken place in the first instance, with the current Website Team? JJ asked how imperative was it that we changed/updated our site? Was the new system better? JJ queried what PD had meant by saying there would be better content? How can this be? A new site will not make GLs send in more articles. The suggestion was made for all Committee members to have a session on the advantages of the new website. Many on the Committee had no idea what the information provided by PD actually meant and will need a clear account before being able to make a response. It might be advisable to organise a session with PD so that things can be made clearer. The Committee will then discuss the updating of the website in due course.

10.3 Group Leaders handbook – it has been a while since it was updated and this should be raised later in the year.

11 Date of next meeting -Tuesday 9 May 2023 at 1:30pm – Lydiate Village Hall