

**MINUTES**  
**MAGHULL & LYDIATE U3A**  
**Held on Tuesday 14 March 2023 at 1:30pm Lydiate Village Hall**

**Present:** Jane Jones – Chair  
Chris Dalziel - Treasurer  
Irene Edwards - Safeguarding  
Nigel Burrows – Beacon & IT  
Joan Martin – Bookings Officer  
Geoff Heaps

Carol Westall – Vice Chair  
Linda Simms - Secretary  
Alan Carr – H&S  
Chris Chua-Short - Membership  
Ken Moulton

**1 Apologies:**

None

**2 Minutes of last meeting**

Minutes agreed and approved by all.

**3 Actions and matters arising from previous minutes**

Item 3

History for Fun – meeting went very well and the speaker was good. Only 10 people turned up. Costs outweighed takings. Needs to be advertised better. Next one is on “crusades”. Need to boost numbers.

Item 5

H&S - Should read James Berry and not John Berry.

Item 7

Renewals – Working well so far. 689 members. 310 renewed so far. However we have cancelled the Sanctuary booking as the renewals for the next two weeks can be managed easily in the area outside the sanctuary by Committee members only. JJ will send a thank you letter to those u3a members who have volunteered their help over the past two weeks.

**4 Correspondence**

No correspondence.

**5 Committee reports**

Finance

CD said that we now have a full complement of signatories to sign cheques. Interesting to note that £526 paid in by Theatre Group to TSB still has not appeared on our statements. CD contacted TSB who stated that they had a pile of cheques (including Theatre group cheque) but were not sure why these had not been paid in and they will get back in touch with CD in due course.

CD had contacted u3a Central Office re: VAT payments. John Bent contacted CD. He was very helpful but stated that you can only claim VAT if your funds are over £85k. CD had also checked with Charity Commission and Government websites and these confirmed this fact. CD asked JM if it was worth contacting the venue concerned to let them know we cannot claim VAT payments back? CD also enrolled on a workshop for new treasurers.

Payment via BACS – CD looking into this and this should be up and running for our next renewal process next year. CD also looking into paying our invoices (including venue invoices) via BACS. This process needs two signatories (CD and JJ). CD will contact TSB head office in Scotland on how we go about setting this up. We also need to set a daily limit and the amount of £800 was thought appropriate.

#### Health & Safety

AC – all venues have now been checked. The process will begin again in April.

#### **Front Door of Church – to be closed permanently – Complaint raised**

JJ – there is an issue with the front door of the MBC. We are not allowed to use it. We are now allowed only to enter the MBC via the back door by the prayer room. The problem being the front door stays open and too much heat is lost. The church has stated it must be kept locked at all times. If there was a fire – the emergency key is in the glass box next to the door which has to be broken to open. There are two locks on the door. The whole process of opening the door in the event of a fire would cause mayhem and take too long. JJ has raised a complaint with the church. AC agrees with JJ and has taken videos and photos and emailed them to the Fire Brigade and is awaiting their response.

#### **Disabled Bays – now not accessible via the Front Door – Complaint raised**

If the only way in and out of the MBC is via the back door – this is too far away from the disabled bays.

#### Membership

Chris CS stated renewals going well. She also re-iterated that BACS would be better as the card machine we now use charges 1.75% on all transactions.

It was also noted that over the last two weeks we have had 19 new members.

#### Beacon / IT update

NB said Group Leaders are slowly joining Beacon. Beacon has been a benefit with the renewals process. Central Beacon are continually rolling out training sessions. Phil Davidson was looking at a new booking system for treasury team slots. Nothing suitable yet. Wordpress software needs upgrading. We need to set up a project team which would include Committee members and Group Leaders to come up with a process.

#### **6 Update on renewals**

Discussed above.

#### **7 Update on Group Leaders meeting – held on 21 February 2023 (incl Face Book)**

Concerns about new members in the groups and how they would pay their fees. JJ explained the membership renewal process.

Communication – non email member meeting was not as productive as hoped as only 13 people came. It was thought that more communication on the website was needed from groups. This was supported by an email from a member who thought the Spanish group was closed as nothing new had been posted online for ages. Some groups have closed their list as they are full. These groups who have temporarily closed should read – waiting list in place rather than closed. Problem is it is difficult for some groups to publish updates, especially language groups.

Also the need for groups to have deputies, there was not much enthusiasm for taking on this role. Bowls have 22 interested members to start up a second bowling group but no one wants to take the lead.

Website postings – JJ checks it quite often.

Calendar – issue as times are listed but nothing about venues or extra speakers or topics being discussed. This would also help with communication.

FaceBook – JJ had met with Aughton & Ormskirk u3a who had shown JJ how to set up a FB page. It can be kept as a private group with an editor and sub-editors. We can ask Maghull Community FB page to set up a link to our u3a. We can also advertise any future events. The Committee has to set it up and NB will look at central u3a. We also need some of our membership who are more into FB.

A member is interested in restarting the Book Club.

Issue with lack of members to help set out the furniture on a Tuesday morning. We need to send out a notice requesting volunteers.

## **8 AGM – Tuesday 16 May - preparation**

We can have up to a further four Committee members plus four co-opted Committee members. At present we have a good Treasury Team. The Secretary has one more year left. JJ asked if all present were happy to stay on the Committee for another year. All said they would but AC is not sure if he has already completed his third year of first term and if so, he will have to stand down and have a gap year.

CD is getting all Accounts information together. CD will also contact GLs with an update on their funds. Issue with one of the Spanish Groups which is run by Blair Attwood, there is a deficit of £170 but he has funds to hand over. He needs contacting to see what the problem is or how he can be helped.

We need to pre-empt various questions that might be raised.

Group Support issues – need someone to take on this role.

Adverts needed for Committee members and Group Support.

SF issue – JJ will request a representative from the NW region to attend our meeting to speak with SF if an issue arises.

## **9 Code of Conduct update**

JJ handed out a note regarding Code of Conduct and requested the Committee to read through it and we can discuss at our next meeting in April. All u3a members are expected to conduct themselves with dignity and respect to each other. The member Code of Conduct clarifies the standard of behaviour expected as a member of the u3a.

## **10 Fire Exit Door**

Discussed above under H&S -Officer reports

## **11 Closure dates for 2023**

Dates for closure this year were discussed and the following decisions made:

The hall will be closed as follows:

- Easter Tuesday 11 April
- Aug BH – Tuesday 29 August

- Christmas – last day Tuesday 12 December – re-opening Tuesday 9 January 2024.

**VOTE – THE COMMITTEE VOTED UNANIMOUSLY TO CLOSE ON THE ABOVE DATES IN 2023.**

**12 Any other business**

JJ noticed this morning that the numbers of people in the coffee room were extremely high, it was very crowded, so much so that members were in danger of tripping over chair legs whilst carrying hot drinks. It has also become too noisy for the Computer Group to be held in there. It was agreed that next Tuesday morning we would look at where they could go and where there was access to electricity points.

It was also noted that there was no identified person for members to approach with say “Happy to help / talk – I am ....”

**13 Date of next meeting**

Tuesday 11 April 2023 at 1:30pm – Lydiate Village Hall

Meeting closed at 3.30pm