

MINUTES
MAGHULL & LYDIATE U3A

Held at Lydiate Village Hall on Tuesday 9 May 2023 at 1:30pm

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

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| 1 | Apologies:
None | Action |
| 2 | Minutes of last meeting
Minutes agreed and approved by all. | |
| 3 | Actions and matters arising from previous minutes
<u>3-4 - Website update</u>
JJ and Pat Snape still to discuss calendar issues.

<u>3.6 - Re-starting of Bookclub</u>
The venue still to be finalised. The Cabin next to Morrisons was mentioned in the first instance, as members can get a drink at The Cabin. | |
| 4 | Correspondence
Nothing to report | |
| 5 | Committee reports | |
| 5.1 | <u>Treasury update</u>
JJ has a meeting with the bank with regards to issues remaining following the TSB mandate problems. Once JJ has had this meeting, CD will contact TSB head office to with regards to setting up BACS payments.

Weekly accounts are OK. | |
| 5.2 | <u>Membership update</u>
JJ had contacted all lapsed members regarding renewing. Membership at present stands at 579. Today we had 7 renewals. She thinks approximately 100 will not renew. | |
| 5.3 | <u>Beacon / Website update</u>
Beacon has worked reasonably well, especially for renewals. JJ asked if we can have a category “suspended” for members who are likely to be missing for a number of months. NB stated this can be done. Old members will remain in the “lapsed” category for a period of 7 years, then automatically deleted from Beacon. JJ asked all Group Leaders to check the membership cards of all their members to ensure they are up to date. | |

5.4 FaceBook

Our FB page now had 44 members. As this page grows, we will need more administrators to approve posts etc. We should limit number of photos provided by the Group Leaders and encourage individual members of those groups to post photos.

We need a set of rules to follow, e.g., data protection of photos, ensure members are aware their photo may be shared on FB. Inform the public how to join our u3a. Also put a post of Maghull Community Page.

5.5 H&S update

With regards to visiting premises AC / KM will get together to raise awareness to all Group Leaders of possible issues with venues. Each group leader will get a copy of the booklet for the premises they are using which will list all the possible areas of concern.

6 **Code of Conduct**

At the sub-committee meeting earlier this month, the majority of the proposed policy was discussed and changed where necessary. AC has updated that document and the last section on Appeals needs to be discussed and the document finalised. It was originally thought we could do this at the end of this meeting, but there are time restraints and it has been changed to Tuesday 23 May at 11:15 after the Coffee Morning at MBC.

7 **AGM – Tuesday 16 May 2023 – 9:30 for 10:00**

7.1 Register / Apologies

KM and Frances. A current list of members needs to be printed to aid filling in register.

7.2 Renewals

CCS

7.3 Issues that may arise

Following the last AGM when a member raised concerns over the accounts, JJ has drafted a response to this member as he had declined to meet with relevant members of u3a to discuss at the time.

7.4 Accounts

CD has completed the Annual Accounts with the help of Frank Mercer. She was unsure of the future as we cannot continue to rely on Frank. It is quite difficult to put all the information together. NB mentioned that it might be worth checking with Beacon to see what they offer. CD did not think it was feasible but would check. JJ wondered whether we could come up with a simplified plan for the future. JJ suggested that a sub-committee be set up to look into setting up a simplified plan. JJ stated that we only have to give two lots of Accounts to our members for AGM: Inc & Exp together with notes and Group Expenditure. CD will discuss the accounts at the AGM under Treasurers Report.

CD had contacted Anthony Deegan, Sefton CVS regarding approving the Accounts, unfortunately, he cannot finalise them for six weeks as he is extremely busy. At the AGM we will mention to members that the accounts are awaiting approval and once approved we will put a notice on the website to this effect.

It was also suggested that future AGMs be moved to the end of May to that this into account.

The Committee approved the Accounts and thanked CD for all the hard work she had done.

7.5 Refreshments

This has been arranged.

7.6 Advance notice from GLs on likely numbers who will be attending

JJ will send them an email.

8 **Phil Davidson – resignation**

Phil had emailed a resignation letter to the Committee on the 17 May 2023 explaining his reasons for resigning. A long discussion followed.

PD is the named contact with the Web Host and the Domain.

He is also the owner of the Email address.

What access to WordPress does he have?

Can we request meeting with him for access to all the relevant information that we will need to move forward?

Can we check if he would be available for advice in the future?

JJ stated she had found a relevant course which NB could attend, it was on offer at a cost of £125. The course details could then be disseminated to all.

We need to thank Phil for all the hard work and dedication he has provided over the previous years and the service he has given and we are sorry that he is resigning.

It must also be pointed out that we certainly did not reject his plan and we hope he will be available for any concerns or help in the future.

It was voted by the Committee that we would accept Phil's resignation

9 **Constitution**

To be discussed at a future meeting.

10 **Any other business**

10.1 New members meeting – JJ will set up a meeting in early June for all new members dating back to September 2022

10.2 Beginners Spanish class - following the death of the Group Leader, JJ states we might have a new teacher, but its only in the informal stage at the moment. She will endeavour to get his contact details.

10.3 Lydiate Village Centre- Following a discussion JM had had with them regarding reducing VAT payments, they have replied to her stating they will look into this to see if they can help in any way.

11 **Date of next meeting**

Tuesday 13 June 2023 at 1:30pm – Lydiate Village Hall