

MINUTES
MAGHULL & LYDIATE U3A
Held at Lydiate Village Hall on Tuesday 11 July 2023 at 1:30pm

Present:

Jane Jones – Chair	Carol Westall – Vice Chair
Linda Simms – Secretary	Chris Dalziel - Treasurer
Irene Edwards	Alan Carr
Ev Craig	Nigel Burrows
Ken Moulton	Joan Martin
Geoff Heaps	

1 **Apologies:**

Chris Chua-short

2 **Minutes of last meeting – 13 June 2023**

Minutes proposed by Alan Carr as accurate and approved by all.

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

No matters arising apart from stating that the Code of Conduct was given out to Group Leaders at the Group Leaders meeting.

4 **Committee reports**

Treasury update – update from CD

Update on Gift Aid – CD had completed CHV1 on HMRC website to change the name from Frank Mercer to her own and is now awaiting a code which is being sent via postal service. Update on TSB BACS payments – need two signatories CD and JJ, but issue as JJ is not yet down on social account as a signatory but is on the General Account. CD will pursue it. With regards to the General Account, would we wish to give access to others to pay via BACS, e.g., a group leader paying their own invoices or JM paying for the use of venues.

VOTE – The Committee agreed that we would set up the BACS payment system with two signatories – Chris Dalziel and Jane Jones.

CD asked whether we had a Debit Card would we trust a GL to take that debit card. The initial reaction is that we do not allow this as the wrong amount may be put in or an incorrect pin. The bank also states that the use of a Debit Card would have to be approved by the Committee.

CD had done another online course on Financial Matters in u3a which was more useful this time with her being more familiar of u3a financial matters, one suggestion was that at least once a quarter that she should produce a summary of our financial situation. CD passed around the summary and explained our income and expenditure. The Committee agreed that this would be very useful.

CD has also been trialling BEACON on the social account and it works well but not suitable for the groups account. So, for now will carry on using Frank Mercer’s spreadsheet which works well until something more useful comes along. JJ had given a spreadsheet to CD that Aughton & Ormskirk use and it looks doable. JJ will arrange a meeting between A&O and CD to discuss further if CD so wishes.

Another issue that CD had noticed from the workshop is that if we want to change the amount of membership fees it should be approved at the previous AGM. JJ mentioned that as we were reducing it perhaps this did not apply??

All thanked CD for her report.

Membership and Renewals

JJ stated we are currently at 620 members. Our total for last year was 689 and it looks as though we will surpass this number this year. This week there were 6 new members who were all keen on joining "walking Netball", the group leader said she should be able to manage these 6 members. We need the welcome team to stress to new members that joining our u3a doesn't guarantee a place on some groups, there may be a waiting list that they have to join in the first place.

Beacon / Website / Facebook

JJ said Beacon seemed to be running OK. NB agreed with this. Stating that 11 members had logged on this month.

JJ stressed the Calendar is a big issue and is not fit for purpose. It needs redesigning. Pat Snape who is in charge of the calendar would also welcome an update. Pat has an APP on her phone to input items into the calendar but does not have a way of sharing that APP with anyone else. JJ had been in touch with David Kearney who had included the calendar onto our site but it turns out it was developed by his son. David has no knowledge of how the calendar works. We do have an option to remove this calendar and go with another one from the wider u3a who are pooling their knowledge. NB stated they have provided a toolkit for him to have a look at. Maybe in a position to discuss further in the next month or two.

The website is in serious need of an update, there are a lot of instances where old information is still available.

Facebook now has 67 members.

H&S update

AC asked if anything was mentioned about checking premises at the GLs meeting? JJ stated it was not on the Agenda.

However, JJ and KM had met with the Bowls group who use Kensington House to discuss the concerns that one member had raised a point regarding issues of insurance. It appeared that the 'concern' had not been universally shared and that following the explanation given by JJ all members were happy to run their group within the umbrella of u3a and as far as checking premises and the grounds is concerned – that common sense prevail i.e., making sure no broken glass is present on the green etc.

JJ is drafting a proforma for all venues to include venue, contact person etc with tick off sheet inside and every single GL to receive a copy.

5 **Report of Group Leaders meeting**

The Code of Conduct and FaceBook policies were handed out to Group Leaders. A lot of items we wanted to discuss, in particular, any concerns that Group Leaders had were not discussed as the majority of time at the meeting was taken up by one subject only i.e., Website and Facebook. It must be stated that the website is not obsolete due to us using Facebook as was stressed by two Group Leaders.

There was a slight issue with the minutes of the meeting as LS was not available and we need a further person to take minutes.

6 **Constitution**

Discussion began on bringing our Constitution, which was amended in May 2021, in line with the u3a Model Constitution. This will be completed at our next meeting in August.

7 **Any other business**

7.1 Email update –

NB had brought to the Committee 3 options for changing our u3a email contact addresses as below. After a discussion the Committee agreed that the preferred was Option 3 and that this should be set up asap. With four email addresses : chair@mandlu3a.org.uk, secretary@, treasurer@ , admin@ - with all having access to admin@ email address.

VOTE - The committee were unanimous on choosing Option 3

Option 1

Utilise the same company that host our website (they are called Cybase and are located in Speke). They can provide an unlimited number of email addresses and we would utilise our existing website domain (maghullandlydiateu3a.org.uk) to create our email addresses (e.g chairman@maghullandlydiateu3a.org.uk) which could then be assigned and configured on that persons devices.

I managed to get them to reduce their initial price down from £100 to £50 per year but for this reduction they would only provide limited support with anything extra being chargeable.

Option 2

Option 2 would be to use the company where we (I.e. Phil) has registered our domain. This company is called Easily. They can provide email (5 users) for a cost of £2.31+VAT per month – approx. £30 per year. Again we would use our existing domain name (maghullandlydiateu3a.org.uk) to generate our email addresses. Or purchase another domain if we wanted something snappier.

Option 3

Use Ionos to host our emails. They charge £1 month (rising to £2 month after the first year) for 5 email accounts which we can expand as required. As part of this setup we would be able to purchase the domain mandlu3a.org.uk so emails could be chairman@mandlu.org.uk, etc

This domain only costs £1 / year as a “welcome” offer (they are normally £10/year)

7.2 Dual Membership – a long discussion followed on whether or not we allow a discount for members from a reciprocal u3a. i.e., Maghull is parent u3a to Aintree.

**VOTE – CD proposed that we do not allow dual membership – 8 agreed and 3 did not (JJ, CW and NB).
Vote carried.**

7.3 Group Leaders Expenses – CD had received a request from a Group Leader from Crosby requested reimbursement for fuel. CD brought the item to the Committee. It was discussed and agreed that no expenses were to be paid to any Group Leader. This is also in accordance with our Constitution.

VOTE – no personal expenses will be paid out to any group leader – all agreed

7.4 Request from a member at the Coffee Morning two weeks ago for all present to sign a petition for the stopping of an illuminated sign on the corner of A59 and Old Hall Road, all Committee present at the time decided that it was OK for this petition to be signed.

7.5 JJ had received a request from a member to be able to sell her poetry book at the u3a coffee morning and all proceeds go to the Woodlands Charity.

VOTE – proposal that we allow Roberta to sell her books at the Coffee Morning. All Agreed.

8 **Date of next meeting**

Tuesday 8 August 2023 at 1:30pm – Jane Jones house