

MINUTES
MAGHULL & LYDIATE U3A

Held at Lydiate Village Centre on Tuesday 14 November 2023 at 1:30pm

Present:	Jane Jones – Chair	Chris Dalziel – Treasurer
	Carol Westall – Vice Chair	Linda Simms – Secretary
	Chris Chua-short	Joan Martin
	Irene Edwards	Nigel Burrows
	Ev Craig	Ken Moulton

1 Apologies:

Geoff Heaps

NOTE – Alan Carr has resigned from the Committee due to work commitments. We wished him well for the future.

2 Minutes of last meeting

Minutes agreed and approved by all. Proposed by CD and seconded by IE

3 Actions and matters arising from previous minutes

JJ mentioned with regards to the Finance letter sent to all Groups from CD that there is no category for Maricourt for the groups that attend there.

CD mentioned Sue Quinn was very upset regarding not being able to hold the Christmas Party but CD explained that it was only due to the time factor and hopefully she will run the party next year.

4 Committee reports

Health & Safety – JJ had discussed with KM about being the H&S lead for our u3a and he was quite happy to take on this role. JJ stated that she has completed 4 venue checks and is in the process of completing the others. For the future it would be advisable to do these yearly checks around September. JJ has no past paperwork and has asked AC to pass back any H&S paperwork he still has.

Treasury – CD and NB in the next week or so will meet to work out how we set up PayPal through Beacon and will set up a dummy run. Payment for venue hire is now being done via BACS, hopefully soon all the venues will be paid via BACS.

Membership – Membership cards was discussed and how many to order and what colour. It was agreed that the colour would be BLUE and we were unsure on how many membership cards to order. It was also mentioned that once we set up PayPal payments there would also be an option to print out membership cards.

Beacon / Website / FaceBook – JJ stated that together with CW they had completed checking all membership form details have been added correctly onto the membership database, all Gift Aid information is as up to date as it can be. We have added onto Beacon the members preferences with regards photographs in the details section. This is not easily accessible to GLs so it is up to Group Leaders to ensure that any photos being uploaded to Website etc are compliant with the members involved. JJ confirmed that all paper copies have now been shredded.

Facebook now has 93 members.

Welfare Team – a long discussion followed regarding setting up of the Welfare Team and the current incompliance we have with regard to General Data Protection Regulations (GDPR). At this point JM left the committee having been taken ill. JJ stated that the Safeguarding Lead (IE) should also be involved in this team. It was agreed that we would compile a letter and hand deliver to Lil Boyle with regards to a way forward and setting up a protocol for the future.

5 Constitution update

There are a few more issues that JJ has noted following the Draft Constitution sent to all. It was agreed that JJ, LM and NB would get together at the end of the Coffee Morning next Tuesday to finalise.

VOTE – THE COMMITTEE ALL AGREED THAT FOLLOWING THESE LAST AMENDMENTS THAT THE CONSTITUTION SHOULD THEN BE SUBMITTED FOR APPROVAL OF NATIONAL OFFICE.

6 Update on Christmas Concert – 12 December

IE had contacted TESCO stores in Burscough and they had donated 15 boxes of Mince Pies. EC/IE will pick them up the day before and would also buy the biscuits from them. Tea and Coffee would also be provided. It was agreed that the rooms would be set up the day before (Monday at 4pm ish). Volunteers would be recruited to set up the tables. Sue Quinn / Geoff Heaps would collect monies for Woodlands and four donation buckets to this effect would be required. EC/IE met with Dave Ruddle with regards to microphones and IE will email him to see if he is also available on Monday at 4pm. Minister has been booked. So far we have sold 90 programmes. We will print out another 20 next week. 120 members was considered an appropriate number to attend. We will advertise on the website and also send a group email to members but we also had to be mindful that we did not want more than is allowed in the Sanctuary.

7 Trustee Annual Return – for approval.

VOTE – THE COMMITTEE ALL AGREED THAT THE TRUSTEE ANNUAL RETURN WAS APPROVED TO SEND TO THE CHARITY COMMISSION. LS WILL DO THIS.

8 Dates of Committee Meetings for 2024

A list of dates for Committee meetings to be held next year was discussed. The dates were agreed and LS will contact Lydiate Village Centre to arrange.

A list of meeting dates for 2024 will be put up on the notice board.

VOTE – THE COMMITTEE ALL AGREED WITH THE DATES SET FOR NEXT YEAR.

9 Reports from North West AGM on 6 November and Network Meeting 10 November

North West Regional AGM - 6 November 2023

IE and CD had attended on behalf of our U3A. Only 20 people attended. IE thought the AGM went well and learnt a lot. They had four tables of six members. Gil Russell had given an update on how to run a successful AGM, she discussed Quorum numbers, membership cards and the Constitution. CD mentioned in the afternoon session they talked about the ratio of membership to groups which should be 10%, e.g. if you have 800 members you should have

80 groups. However, we thought this was not really useful information as it would not always be possible to have this many groups, our u3a for instance only had 44 groups and our membership is over 600.

North West Networking meeting – 10 November 2023

JJ discussed the paper she had produced following her attendance at this meeting. It was not well attended with only 11 members present. Discussions also took place on how to get more members to attend these meetings. Gill Russell was concerned as it was not cost effective to book the Quaker Mtg Room with only such a few members attending.

Proxy Voting was discussed but one would have to be careful that this person did not turn up at an AGM and have a second vote.

Another issue discussed was Social Prescribing and caring for members i.e., a member with dementia. This would have to be discussed with the Group Leader involved to see if they were happy to look after members with these type of illnesses. It would also be considered a safeguarding issue.

GDPR was also discussed and the need to shred all confidential paperwork especially containing individual members details.

10 **Any other business**

- 10.1 Reduced membership fees were discussed. It was agreed that we would do what we agreed for the previous year as follows:

Reduced membership fees – if joining from January. **VOTE – the Committee agreed that the membership fee would be reduced to £5 for members joining from 1 January to 31 January. After this, February admissions and renewals would be at the fixed price of £12.00 with a thirteen-month membership.**

11 **Date of next meeting**

Tuesday 9 January 2024 at 1:30pm – Lydiate Village Centre