

MINUTES
MAGHULL & LYDIATE U3A
Held at Lydiate Village Centre on Tuesday 12th March 2024 at 1:30pm

Present:	Jane Jones – Chair	Chris Dalziel – Treasurer
	Carol Westall – Vice Chair	Nigel Burrows
	Chris Chua-short	Joan Martin
	Irene Edwards	Ken Moulton
	Lill Boyle	Geoff Heaps
	Cath Charlton	

The Chair welcomed Cath Carlton to the Committee, Cath is considering standing for the role of Admin Secretary on the Committee. JJ also welcomed Lill Boyle back onto the Committee after a few years absence.

1 Apologies:

Linda Simms Ev Craig

2 Minutes of last meeting

Minutes agreed and approved by all. Proposer Irene Edwards Seconded by Ken Moulton

3 Actions and matters arising from previous minutes

No matters arising as all points will be covered under Reports.

4 Correspondence

i. An email had been received from the Trust confirming their acceptance of the changes we have made to the Model Constitution. JJ thanked Linda and Nigel for the help they had provided whilst updating our Constitution.

ii Cyberspace had sent us an email concerning the £120.00 payment for hosting our website. A hard copy letter had been sent to 37 Bridge Road. As this no longer a valid address for our u3a it had not been received. JJ had worked out the address related to CW a treasurer from some years ago. JJ suggested that all invoices should be sent M&L u3a c/o Maghull Baptist Church (with their consent). CD stated that this would not work for the TSB as they need a fixed abode for the Treasurer. It was agreed that at each change of Treasurer this address would be updated.

iii A request had been received from LVC that all groups using the premises send in a few pictures and a short blurb regarding their activities. The Centre is hoping to produce a brochure of events taking place each week. JJ has sent the request to each Group Leader involved.

5 Committee reports

Treasury – CD stated that she has now transferred the first block of cash from our PayPal account to our General Fund. Some 60 people have used the new payment system to date. Transfer of some £600.00+ was very smooth. A better response is expected next year if we follow the Aughton pattern. JJ said she would send out a reminder about the system.

CCs asked if the printed card was ok or could members get a hard copy card. A few have requested a hard copy. JJ suggested we tell members to take a photo of their card so it is always with them.

CD brought up the issue of CVS and our annual audit. CD contacted Tony Duggan but found he had now moved on and that a lady called a Suzanne Minmi was taking over. CD had not heard from

her so made contact. SM will contact CD by the end of the week to bring her up to date. CD hopes accounts will be ready by next Committee Meeting.

JM asked new the Chair of St Andrew's for bank details so we can pay directly as they have missed cashing a cheque.

Membership - JJ stated that we have had a good response to renewals with approaching 2/3 of members having renewed to date. CCS wanted to know they number of members receiving the magazine as the Trust needs the information by the 16th of March.

Beacon/Website/Face Book – Face Book now has 101 members. Website OK. JJ thanked NB for the good work he has done building a new calendar. The basic structure is complete but the events now need listing. JJ suggested a meeting of the Website team so posts could be allocated. One would be Calendar updating. NB has produced a basic format but we will need to populate the calendar with all our events. A meeting of the Web Team will be held to ensure this task does not fall on one pair of shoulders. The calendar is necessary to avoid clashes such as happened recently with Holidays and Gardening. We also hope to have a What's On Today section as well with all necessary information. CD asked if GLs could put their own info directly. This will need careful thought.

NB has also found a way without needing additional plug-ins to create a grid system for our Admin page. JJ will sort out a site map for this page. JJ thanked NB for the amazing progress he has made with the Admin site.

Health & Safety – Most Risk Assessments for venues now complete. Copies have been handed out to leaders at each venue. Two existing venues still need completing but getting time with the venue caretaker/manager has been very difficult. JJ will continue to try. JJ has not been able to find a new electrician for our PAT testing so far. Fire alarm bell will be tested once renewals have been completed, we had planned it for a week ago but had issues with turning it off.

6 Welfare Team – update

JJ referred to the minutes that had been sent out from the Welfare meeting. The new team will consist of Jane Jones, Irene Edwards, Lil Boyle and Carol Westall. The plan is to amalgamate the Welfare Policy and the Safeguarding policy. These two teams will work very closely as the information relates to both. Our current policy relates more to a church group where nearly every age group is represented. Whilst we will refer to the 2014 Care Act and its Safeguarding issues not all apply to our group.

NB wanted to know if at the point of joining we need to know about any issues so can we object to their joining. JJ said we cannot turn anyone away unless of course they proved to be a danger to other members. We do need a system where we have a direct link to a family member and from this point of view our addition of an emergency contact is important. JJ said that our existing Welfare Officer has done an excellent job often following up by visiting families etc.

NBV commented that the Welfare Meeting had been very constructive. He also stressed that having access to Beacon does not mean we can give phone numbers out to others.

7 Up to date Constitution Document

JJ asked that everyone went through our new constitution, showing all our amendments. Everything had been discussed at Committee, but it was so long ago that a refresher would probably serve as well. JJ said that we have a dilemma this year in that, as shown in the example she had sent on the committee What's App; previous changes had been short and it was quite easy to show the original statements and the new statement side-by-side. Unfortunately we've got a brand-new documents and it's very difficult to get that across. It's something that we're going to

have to really consider how we're going to achieve that. We will certainly make the model constitution available on the website and alongside this our amended constitution, but of course it's highly unlikely that people will actually take that all in. It's not going to be possible to give physical copies to all our members as it would take such a large amount of time to complete the printing plus the time needed to put the documents together.

JJ said she would liaise with LS and try and contact Gill Russell I'm asking her how we should go about with this because let's face it when we do it wrong, Gill Russell is very quick to point it out to us. JJ said that she had already started putting together an invitation letter encouraging people to come to the AGM at online by Beacon and by hand delivery. We will be making sure the-members receive the invitation, a copy of the agenda, a very simplified copy of the accounts, (one showing what we had what we must what we spent it on what we've got left) with the full financial document available during the AGM itself. JJ will try to arrange a meeting with Gill to clarify if we have got things right this time.

8 AGM Dateline

JJ has made changes to the nomination form but wanted to clarify at what date do we make the forms available to members, and also what date we will expect all nomination forms to be received back.

Another problem is the fact that so many of us became part of the committee at exactly the same time, and according to our current constitution, will have to take a sabbatical or ceased being a member in 2025, unless we can promote and collect more members wishing to become part of the Committee we could have some serious issues. This is exactly why Clause 17 was put in. Unfortunately, whilst we had put in an additional statement, that said, if there were not enough people forthcoming the existing Committee could be asked by someone from the audience to stay on for a future 12 months. JJ's plan was to make it clear to members, that during the 12 months, the committee would be focusing on closing down the U3A. This was included the hope that this would galvanise members to actually take responsibility for the U3A themselves. It doesn't seem to have done so looking at the amount of interest that we have had in the secretarial roles that people are interested in joining the committee.

Lil Boyle stated that this was something that she comes across in many situations that we have many people who want to take from organisations, but if you were a few people who want to give back. In 2025 we will be left with only one current member of the Committee and without new blood we cannot firm a working Committee. It is at this point that during the AGM a member may propose we engage Clause 17 from our new constitution to ask the current Committee to carry on for a further twelve months if they so desire. Our amendment had a proviso that during that time the C will begin dismantling the u3a. It could mean that the current Committee could be there for a long time!! KM said that JJ had said something similar at the last AGM namely that our term of office was only three years in the hope it would garner interest - it had not. JJ said that if this scenario played out all current Committee members would have the right to resign having completed their term. Sadly if we all resigned we would no doubt be blamed for the ending of our u3a!!

It would be sad if that did happen as we have moved our u3a right into the 21st century with CD and NB having introduced us to online payments and renewals. Closing our u3a is the last thing we want to have to consider. LB said it would leave a huge hole in many people's lives. JM pointed that if the members know that option is available it might make them reticent to offer their services. JJ said once the amendments to the constitution are discussed prior to approval the members will know exactly that. CD said they might not read the new constitution but JJ pointed out that those in attendance would be asked to discuss and approve the amendment. CCS said that if we do stay on another year there is nothing to stop us using the time to recruit new c members. JJ pointed out that we have been doing that at every opportunity but to no avail.

CCS asked if there were any potential Committee members amongst group leaders. NB said it was a hard job being a GL and that being on the Committee as well was lot to ask. JJ wholeheartedly agreed. We need to send our info early especially in case we get a good number of candidates as it would mean an election was needed. IE pointed out that this years AGM was being held in half term week and that might affect numbers. She suggested bringing it forward by one week. JJ pointed out we had moved it forward to give the Treasurer time to get the accounts sorted. CD stated she did not want it brought forward. 4th June was suggested and NB pointed out that it was still with the time frame allowed for AGMs.

NB brought up proxy voting. Members have to request a proxy vote and if they had to request but they would have had to read the constitution.

Sending out info should be sent out some six weeks prior with nomination forms coming in a couple of weeks before hand as candidates details will need to be sent out if there was to be an election. 4th seemed favourable. NB asked does the minute secretary have to be a member of the committee. JJ she thought it was not necessary they could be non-voting but they would have to sign a confidentiality document. Minuted thanks from JJ to GLS who are setting up new groups.

9 Re-advertising of the post of Minutes Secretary – back up plan needed.

JJ will post another plea for interested parties to come forward if they are willing to take on the role of Minutes Secretary. She also thanked Cath for attending today and hoped that she would join the Committee on a permanent basis.

10. Any other Business

10.1 New Groups – JJ told the Committee that two new groups Book Club2 and Bowls for Fun were now ready to commence. A risk assessment would be needed for the Oakhill Park Greens site. RB had been asked to provide a photo of the building and get the name and number of the link person. KM said he would then visit the site to conduct a full risk assessment.

JJ mentioned that a new member had expressed a desire to start up a Cribbage team and that she was now searching for a suitable but cheap venue. JJ had a meeting with a representative of ST Andrew’s about fees and hoped something good would come form it.

10.2 NB had been asked by a member why the Jan minutes had not been posted on line yet. JJ said her ‘computer said no’ but hoped to get it sorted soon as her new pc was becoming more co-operative. NB wanted the minutes to reflect that the matter had been brought up. JJ said both Jan and Feb would be posted that evening.

10.3 CD brought up the question that Day Trips had been asked to give a donation to Children in Need. CD wanted to know if this was ok. JJ said charities cannot give donations out of their own funds to other charities. This has always been the case and as far as JJ knew nothing had changed. JJ suggested the visiting group be asked if they would like to make a donation whilst visiting Radio Blackburn as this would be acceptable. LB suggested a collection on the bus and asked if JJ could contact MA to check she was happy with this. JJ agreed.

11. Date of next meeting Tuesday 09th March 2024 at 1:30pm – Lydiate Village Centre