

**MINUTES
MAGHULL & LYDIATE U3A**

Held at Lydiate Village Centre on Tuesday 9 April 2024 at 1:30pm

Present:	Jane Jones – Chair	Chris Dalziel – Treasurer
	Carol Westall – Vice Chair	Linda Simms – Secretary
	Geoff Heaps	Joan Martin
	Irene Edwards	Nigel Burrows
	Ken Moulton	Lil Boyle
	Ev Craig	

1 Apologies:

Christine Chua-Short

2 Minutes of last meeting

Minutes agreed and approved by all. Proposed by Geoff Heaps and Seconded by Carol Westall.

3 Actions and matters arising from previous minutes

Item 4.iii

LVC had requested groups that use their premises send some info and photos of their groups for a brochure they are producing. So far only one group leader had sent information. JJ will send LVC a list of the groups that use their premises and on what days and LVC will chase those groups up.

Item 5 – Treasury

JM had requested new bank details of St Andrews Hall. JJ had a meeting with Jimmy Entwistle, the new hall manger who told her they were thinking of raising the rent to £16.00 ph. They had spoken to Val Bridges who had suggested this amount. After speaking to him and explaining how our groups work JE said he would talk t their committee and suggest that £12.00 ph might be acceptable. JJ said she thought this was a reasonable increase. We now await their committee’s decision.be acceptable.

Item 9 - Secretary post

JJ had reposted the advert for the secretary post. So far no one has come forward.

Item 10.1

JJ stated that the two new groups now sorted. Cribbage is at present using the same venue and timeslot as German but a different part of the room. This is only costing £7.50 per hour and is ideal until we have amounted some funds. If it is successful and our funds grow, we can then use St Andrews Hall as they have stated they have availability.

Item 10.2

Minutes from Jan and Feb and AGM minutes from 2022. These are now all posted on the Website.

Item 10.3

Marj Atlay declined our offer of collections on bus. She has found her own way of dealing with it.

4 Correspondence

- 4.1 Fit for Future - JJ had circulated to all a document relating to a Fit for Future survey that Central Office had sent via email. JJ said she was happy to fill in the survey but suggested that we all meet at the end of the coffee morning on Tuesday 16 April to discuss the survey beforehand.
- 4.2 JJ had emailed Gill Russell regarding some queries. GR was only available during the afternoons of this week which were not suitable for us. She had sent us an email which answered most of our queries. This was brought up later in the meeting.

5 Committee reports

Membership

710 members to date. 137 to still renew. Issue with one person who renewed via PayPal to Paypal but did not give a name. So far 75 members have renewed via PayPal on Beacon. This is a fantastic number considering it was our first year. TAM requests - 485 members – now received the magazine. JJ had found duplicate requests; members living at the same address and had removed the second name in each case. 224 members do not receive the magazine.

JJ has removed the Grace period of 4 weeks to renew online so that the group lists would show non renewals in red. She has informed all group leaders to chase up their members to renew. However, our insurance company have agreed that they still cover those members during the grace period. JM will check with Creative Craft group to check that the leader has been in touch with her group members. JJ said of the 137 who have not yet renewed, she has emailed them all a reminder. On 1st May any non-renewed will be classed as lapsed and will receive an email advising them they can no longer attend meetings.

Health & Safety

JJ is in the process of completing a H&S venue check on the Oakhill Park Greens site for the new Bowls group. We have very little information about the site. Once a rough draft is complete KM/JJ will check at the venue.

The Cabin was mentioned where the Book Clubs take place. They don't charge us but we are expected to buy a drink as it is a café/bar. It was discussed whether or not we need to do a venue check? After discussion it was agreed that as we have brought it up then a venue check should be carried out.

ALL VOTED ON THE REQUIREMENT TO DO A VENUE CHECK ON THESE PREMISES.

ALL AGREED BY A SHOW OF HANDS.

Website/Calendar/Emails/Beacon/Facebook

Calendar

NB explained about the calendar and JJ thanked him for all the hard work he had done on this. The calendar was now being populated by JJ and NB. There are a couple of tweaks to improve it that need to be done. We will then be in a position to upload it onto the Website. GLs need to inform the Website team of changes to their groups i.e., closure dates.

Emails

NB stated that at present we pay for 5 generic email addresses, we do however need more for other groups to use, i.e., website team, Welfare team and we can have up to 25 at a cost of £1 per month for each.

ALL VOTED ON THE PURCHASE OF FURTHER GENERIC EMAIL ADDRESSES. ALL AGREED BY A SHOW OF HANDS.

Beacon

JM and Peter Martin asked for help in adding new members to their groups. NB said he would speak to JM soon.

Facebook

NB stated we now have 104 members. There is an issue with the auto-assist on Facebook which had been turned off but it keeps turning itself on. There is also another issue with Facebook trying to automatically allowing members of other groups to join. JJ said we need to keep on top of it and be vigilant at all times.

6 AGM – 4 June 2024 - update

JJ had asked specific questions of Gill Russell with regards to preparing out paperwork for the AGM. Most of the information she provided was self evident and that we should notify members within 28 days of the AGM. It was agreed that we would send out the initial notification as soon as possible, which would include. Majority would be notified via email and the ones without email would be hand delivered.

- Nomination papers,
- Invitation to the AGM,
- Notification of Constitution changes,
- Information on proxy votes,
- Notification of Elections

JJ also mentioned that members need to sign in on the morning of the AGM by showing their cards. We would also have a copy of members numbers in case they forgot.

7 Approval of Accounts

CD presented the Accounts to the Committee. She stated that she is still working on the old papers of Frank Mercer.

Page 1 referred to the Income and Expenditure. Once agreed will send them to the Independent Examiner at Community Voluntary Service, hopefully by the end of this week. CD had read the information from the Charity Commission and all they need is a basic audit which is what is supplied by CVS. The cost is far less than what we would have to pay if we sent the paperwork to an Independent Accounts Company. For next year CD will present the accounts in a slightly different way.

Page 3 – refers to the Groups. Three were discussed – French, Computers and Beginners Spanish. These are now obsolete and the monies need transferring to our main fund. A total of around £1500. CD asked what will happen with this pot of money? It was suggested that JJ hold an event for all Group Leaders, tea ladies etc as a Thank You and this pot of money will be used to that effect. Each Chair is allowed to hold one such event in their term of office. Suitable venues were discussed, this will be re-visited later in the year.

JJ also had an issue with the amount of monies we receive from Book sales and Refreshments as these amount to around £1,000+ per year profit. After a discussion it was agreed that we would donate all monies raised from book sales to Woodlands Hospice. For refreshments we would have five months of the year when the refreshments were free, this would be during the winter months from Oct to February and this would be called "Keeping Warm Campaign".

ALL VOTED ON THE TWO PROPOSALS:

1. ALL PROCEEDS FROM BOOKSALES TO WOODLANDS HOSPICE
2. OCTOBER – FEBRUARY – FIRST DRINK FREE AND CALLED "KEEP WARM CAMPAGNE" - ALL AGREED BY A SHOW OF HANDS.

ALL VOTED ON THE ACCEPTANCE OF THE ACCOUNTS - PROPOSED BY GEOFF HEAPS AND SECONDED BY IRENE EDWARDS – ALL AGREED BY A SHOW OF HANDS.

8 Welfare Meeting date

This was discussed and a date agreed of Tuesday 23 April 2024 after the coffee morning at 11:15. Those present would be JJ, IE, CW, LB.

9 Any other business

- 9.1 Walking netball and badminton – at present use Maricourt School. We are looking into whether we can move to the newly refurbished high school (Deyes).
- 9.2 JJ had found a couple of pages of membership details in the admin office of MBC. She has no idea how they got their but it is classed as a serious breach of GDPR. She has taken them to destroy and will make further enquiries next week at the coffee morning.

10 Date of next meeting

Tuesday 14 May 2024 at 1:30pm – Lydiate Village Centre