

**MINUTES**  
**MAGHULL & LYDIATE U3A**  
**Held at Lydiate Village Centre on Tuesday 18<sup>th</sup> June 2024 at 1:30pm**

**Present:** Jane Jones – Chair  
Carol Westall – Vice Chair  
Irene Edwards  
Ev Craig  
Chris Dalziel – Treasurer  
Joan Martin  
Lynne Chappell  
Neil Hawkes

**1 Apologies:**

Nigel Burrows, Ken Moulton, Christine Chua-Short, Lil Boyle, Deborah Reardon

**2 Minutes of last meeting**

Minutes agreed and approved by all. Proposed by Carol Westall and Seconded by Irene Edwards

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

Item 9.4 – No feedback as yet from the Community Police regarding parking on the road each Tuesdays morning.

**4 Correspondence**

JJ will be attending the NW regional meeting at The Quaker House in Liverpool in July.

**5 Co-opting of New Members**

Neil Hawkes who runs the Cribbage Group and Lynn Chappell have been co-opted onto the committee. They were welcomed onto the committee, and this was approved by a show of hands.

**6. New committee roles**

Following Linda Simms departure from the committee, there has been a vacancy for the role of Secretary. It had been agreed that this would be split into two parts – Admin and Minutes. There had been two expressions of interest in the admin role, but the relevant people changed their minds. As a result, Chris Chua-Short has agreed to take on this role. This may also include doing the induction for new committee members although this will be discussed with JJ. JJ proposed this change and CW seconded this and was approved by a show of hands. Ev Craig had put her name forward to do the Minutes Secretary role so this was proposed by JJ and CD seconded this and was approved by a show of hands.

Note: two printed copies of the minutes will be required at the meetings for CW and LC.

**7. Officers Reports**

Finance

CD has asked CVS be our Independent Examiner for the forthcoming year and is awaiting their reply.

Health and Safety

JJ reported back on behalf of KM. The location of the new bowls section at Oakhill Greens has still to be checked re H&S.

Fire Marshalls – JJ held a meeting with the FM and everything is ok. Armbands still to be sourced for new marshalls.

#### Website/Facebook/Beacon

JJ reported that everything was running smoothly with the website. There is now a Contact Grid under the 'contact us' on the menu. Items for Secretary will go to Chris Chua-Short.

Facebook – JJ reported that there are 118 members who have joined the FB site and there has been good feedback. Group Leaders need to post more items on to this. There has been an issue that JJ had approved someone with a membership number that didn't belong to them. So each member requesting to join will now need to have their number verified as correct.

Beacon – There is still the ongoing issues regarding corrections of data. This will take time to sort. Group Leaders need to be encouraged to use Beacon to send out emails to their group rather than directly thus avoiding any problems with GDPR.

Calendar – the calendar on the website has been improved and is much easier to use. It is easy to see what activities are going on each day and what has been planned for future months so there should be no problem about clashing of events. The team can help members to post items if required. The intention is to appoint a Calendar Secretary who can post events on group leaders' behalf.

NB is also working with Derek the blind gentleman to provide audio access to all our printed documents. The software is called BALA BOLKA and this converts text into MP 3 files

#### **8 AGM – 4 June 2024 - review**

It was agreed that the AGM went well and smoothly. Of our 629 members, 111 members attended which is a reasonable percentage.

#### **9 Report from Maghullfest**

JJ reported that the U3A attendance at Maghullfest went very well, with thanks to everyone who helped on the day or provided material to display. There were some reservations regarding the size of the room [potential H&S concern] and the parking difficulties.

#### **10 Outings Issue**

Having received a proposal from GB that the Day Trip and the Gardening trip groups use the first and second week of each month for their outings leaving the third week free and the fourth for Architecture trips. The committee concluded that this was not really practical as venues may well be open on different days and coaches may not be available.

It was decided that the current system of consultation would continue with the leaders offered extra tuition in accessing and updating the calendar. A letter is to be sent to all the leaders who provide outings for their groups.

All members of the committee were in favour.

#### **11 Group Leaders Handbook – review team**

It was agreed that the Group Leaders Handbook needs to be reviewed and updated to simplify it. The team agreed will consist of – Peter Duffy, Joan Martin, Jane Jones, Ken Moulton and Neil Hawkes. The meeting will take place after the coffee morning on a Tuesday. A date will be organised to suit as many as possible, with the 2<sup>nd</sup> of July being proposed as a possibility.

**12 AOB**

12.1 CD had been approached by Rhoda Myers and Colin Bennett regarding the balance of £235 which remains in the account of the Computer Group even although that group is no longer running. It has now changed to a Digital Help desk, so a request has been made to use this balance to buy a new/refurbished laptop. CD to speak to them and ask what they have re-equipment and what they want. CD has a U3A laptop that she doesn't use so this can be given to them.

**13. Date of next meeting - Tuesday 9<sup>th</sup> July 2024 at 1:30pm – Lydiate Village Centre**

CONFIDENTIAL