

**MINUTES**  
**MAGHULL & LYDIATE U3A**  
**Held at Lydiate Village Centre on Tuesday 9<sup>th</sup> July 2024 at 1:30pm**

**Present:**

Jane Jones – Chair	Chris Dalziel – Treasurer
Carol Westall – Vice Chair	Joan Martin
Irene Edwards	Ken Moulton
Ev Craig – Minute Sec.	Nigel Burrows
Chris Chua-Short – Admin Sec.	Neil Hawkes
Lil Boyle	Deborah Reardon

**1 Apologies:**

No apologies

**2 Minutes of last meeting**

Minutes agreed and approved by all. Proposed by Ev Craig and Seconded by Neil Hawkes

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

Still no feedback from the Community Police regarding the parking outside the church on Tuesday mornings. This is still a problem.

**4 Correspondence**

1. Email from David Blanchflower regarding the voting for the Trust Chair of the U3A. JJ had discussed the candidates at the NW meeting with their Chair and proposed that we vote according to their advice. This was agreed by a show of hands. We also lack information regarding the Fit for the Future so agreed to abstain from this vote which again was agreed by a show of hands
2. There has been no response from George Birchall following his receipt of the letter from JJ. The matter is now regarded as closed.

**5 Officers Reports**

Membership - CW reported that there had not been any new memberships this week. She had noticed that people who wanted to join had expressed an interest in a particular group, so the Group Leaders were doing their job by sending people to join before accepting them onto the group.

Finance – CD stated that there was nothing new to report except with the help of the technical department of TSB, she can now fully access both accounts.

Health and Safety – KM reported that he had visited Oakhill Greens with Brenda Delaney who represents the Lydiate Bowls Federation. Certain concerns were pointed out and Brenda has agreed that these would be sorted.

Website update – NB reported that the upgrade of the calendar has been completed successfully. He needs to be kept informed if anything needs changing on the calendar. JJ explained that the intention is to appoint a Calendar Officer who will work with the Group

Leaders and others to make sure the calendar is kept up to date. NB also pointed out that Beacon.org offers education slots for anyone who might be interested.

Facebook – JJ reported that this is doing well with 120 people signed up for it, although there still needs to be vigilance when approving people who request access. It is important that Group Leaders use it and post updates and photographs to encourage members.

**6. Correspondence to DB Response**

Already dealt with above in item 4.

**7. Digital Help Desk Request**

The background is that the Computer Group were active in the past and have a balance of money against that name. The group has now stopped and moved to being a Digital Help Desk and have asked for 'their' money to buy new laptops. CD has written to them to ask for details of exactly what they want bearing in mind that there is at least one laptop available for them to use. CD awaits a reply. The Bowling for Fun group has recently started and is in a similar position that they need smaller bowls as the ones they have are too heavy for the lady members to use. It was pointed out that second hand ones can be bought at a reasonable price on FB Market Place or Ebay. The guidelines have always been that each group must be self sufficient even in the beginning, so it was agreed that the group does not get funding for equipment in line with the guidelines.

**This was approved by a show of hands with C C-S abstaining.**

**8. Group Leaders Meeting 23<sup>rd</sup> July 2024**

There was a discussion regarding the Group Leaders Handbook which is being revised as the original one was too intensive and included items like policies. It was agreed that the new one should only contain sections on how to set up a group, how to run it, how to deal with free places etc. It does need to include everything that applies to being a Group Leader. An example is when a member is providing teaching to a group, then they are not required to pay, but if they take part in the activity, then they must pay. There was a discussion that different groups pay in different ways – some smaller groups need to ask for money a month in advance to be sure of covering the cost of room hire, while other groups can absorb changes in attendance meeting by meeting. It is important that group leaders keep a record of meeting attendance and payments received.

The handbook is currently being revised by a small review team of Peter Duffy, Joan Martin, Jane Jones, Ken Moulton and Neil Hawkes.

**9. Report on Cyber Security talk on 9<sup>th</sup> July 2024**

Everybody who attended this talk agreed that it was excellent and provided a lot of information. It was quite scary how vast the scam 'industry' is, and we must all be vigilant.

**10. Dates for meetings**

**11.** The Group Leaders meeting is scheduled for Tuesday 23<sup>rd</sup> July immediately following the coffee morning.

The website meeting is on Tuesday 16<sup>th</sup> July

The Group Leaders Handbook review team is meeting on Tuesday 30<sup>th</sup> July. The aim is for this to be ready for September 2024

**12. AOB**

- JJ explained that there is an issue with the AFF Arboretum trip in July because part of the cost of the trip includes a donation of £5. This is against the rules of the Charity Commission because U3A is a charity, and one charity cannot donate to another charity. **It was agreed that the cost of the trip should be reduced by £5 so each person who has booked to go on the trip will get a cheque for £5 as a refund. It is necessary to do this by cheque to create an audit trail.**
- A post has been uploaded to the website by George Birchall regarding a request to raise funds on a personal basis for an Alzheimers Charity race. **It was unanimously agreed that this post needs to be removed as U3A cannot support personal charities no matter how worthwhile they are.** Each year the carol service is run in aid of Woodlands Hospice and the proceeds from the weekly book sale goes to Woodlands as well. That is as much as we can do.
- JJ notified everyone that Maghull Baptist Church will be running a week of events so there will be no U3A on Tuesday 6<sup>th</sup> August. We will also be closed as normal on Tuesday 27<sup>th</sup> August immediately following the bank holiday
- EC asked whether it was possible to use Beacon to book appointments for the Treasury paying in on a Tuesday. NB explained that Beacon cannot do that anymore. CD to look at into an alternative way of booking.
- JM pointed out that the bill for colour printing via the MPC photocopier had risen significantly in May. While it was agreed that this could have been caused by all the printing required for the AGM, it shows that there needs to be more vigilance. Group Leaders need reminding about what can and what can't be photocopied with respect to copyright. Maureen Lavelle who oversees photocopying is to be asked to break down how the photocopier is being used.

**Date of next meeting**

Tuesday 10<sup>th</sup> September 2024 at 1.30pm – Lydiate Village Centre [no meeting in August]