

**MINUTES  
MAGHULL & LYDIATE U3A**

**Held at Lydiate Village Centre on Tuesday 13 February 2024 at 1:30pm**

<b>Present:</b>	Jane Jones – Chair	Chris Dalziel – Treasurer
	Nigel Burrows	Linda Simms – Secretary
	Geoff Heaps	Joan Martin
	Irene Edwards	Ken Moulton

**1 Apologies:**

Carol Westall, Ev Craig, Christine Chua-Short

**2 Minutes of last meeting**

Minutes agreed and approved by all. Proposed by Geoff Heaps and Seconded by Irene Edwards.

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

Nothing further to report other than what is to be discussed under Agenda Items below.

**4 Correspondence**

Letter finally received from Woodlands Hospice giving us information of how much monies were donated at the Christmas Concert. Next year however we will arrange for the monies to be counted at the concert. IE has also written to TESCO to thank them. IE also requested that notice is given at the next Coffee Morning to let all know how much money was raised

JJ said the amount had been put on the website but would announce it at the next Coffee morning.

**5 Committee reports**

Treasury – CD discussed PayPal process and has experimented by paying herself through PayPal. It was quite simple. CD said we do not all the screenshots that are in the guidelines, it is self-explanatory.

The first thing you need to do is register with your email address in Beacon. You can also update any changes in your personal details before the renewal process. NB in the process of setting up a system to print out the membership cards. NB wanted to make the Committee aware that this new system of renewals is now opening up 8 weeks before the end of the financial year instead of 6 weeks in the past.

CD stated that Gift Aid will need updating from new members only.

**The Committee voted and agreed that this was fine to open up renewals up to 8 weeks in advance.**

JJ, on behalf of the Committee, thanked CD and NB for all the hard work that has been done in setting up this new system.

JJ also told the Committee that over 100 people have already renewed through the groups.

CD also stated that JJ now has access to the Social Fund again!

Website - We now have 99 members on FaceBook. 14 groups in total also advertise their groups on this site.

Once renewals vis PayPal has been sorted NB and JJ. Would move on to sorting out the Admin page of the website. JJ showed the Committee how she envisages the new set up will look.

Membership – 692 members at present.

## 6 PayPal process

As discussed earlier under Committee Reports – this process was discussed by all and amended slightly. CD will now send out to all members.

## 7 Welfare Team / GDPR update

NB had had a preliminary meeting with CW to discuss the process for the Welfare Team meeting which will take place next Tuesday 20 February. There are two issues to be discussed, one is to do with GDPR and the other is the Welfare Team. NB stated that the GDPR issue is main issue and that we have to follow the guidelines from Central u3a as we have a duty of care to manage data of all our members. All paper copies need to be destroyed. Also however is on the Welfare Team has to be a Committee member in order they can be given access via Beacon to members details.

It was also stated that the details of the Welfare Team must be given to all members of the u3a at the next AGM.

## 8 Code of Conduct – review

JJ discussed the copy of the Code of Conduct we have but it is only for Trustees. We need a similar one to cover all members too. CD asked if something could be written at the beginning of the Disciplinary Policy but JJ thought that the Disciplinary Policy was too long. NB also said that once we have this policy in place that we need to make members aware of such a policy. CD asked if there was a Code of Conduct policy from Central u3a that we could use. NB also stated that it would also be useful to send out a GDPR document to members.

**The Committee voted unanimously that a Code of Conduct policy is set up and put on the Website.**

## 9 Letters to non-email members

JJ had written out all the envelopes for members who have no email. Two documents to do with renewal process was inserted into them and Committee members were given a small pile to hand deliver.

## 10 PAT testing

Brian Whittle was due to commence PAT testing over the next week or two but due to a family bereavement this has been cancelled. JJ will make enquiries as to who else we can use.

## 11 Final arrangements for membership renewals in March

JJ discussed the arrangements for renewals of membership at the Church Hall on Tuesday mornings in March. Renewals will take place in the sanctuary on Tuesday 5 and 12 March. KM and Lynne Chappell will assist members who have forgotten their membership number in the foyer as usual. The Committee members available on those Tuesdays will cover the desks.

## 12 Any other business

### 12.1 Incident at Coffee morning Tuesday 6 February.

A lady had taken ill and the paramedics were called. She recovered significantly prior to the paramedics arrival. She was eventually taken home. An incident form was completed and handed to the Secretary.

### 12.2 Health & Safety paperwork

Alan Carr has not returned any of the H&S paperwork. As this may well included Accident/Incident forms we would be in breach of GDPR rules if they are not returned. NB will ask him when he next sees him at the ramblers group.

### 12.3 Independent Examiner of our Accounts - CVS

CD also informed us that Tony Deegan from Sefton Council Voluntary Services is leaving soon and a lady called Simone Meemee is his replacement. CD had left her a message to contact her. CD said our accounts will be ready by the 9 April to present to the Committee for approval on that day. She will then take them to CVS on 10 April and would hopefully get them back by the 10 May. The AGM scheduled for 28 May 2024.

### 12.4 Surplus paperwork

CD mentioned Gift Aid forms which she has to keep for 7 years. She also mentioned various other paperwork she had accumulated and wondered if we could arrange for a company to shred it all as a "one-off". JJ stated that she together with the secretary had a lot of paperwork and if we could all get together one day to shred it all. To be arranged.

## 13 **Date of next meeting**

Tuesday 12 March 2024 at 1:30pm – Lydiate Village Centre