

**FINAL MINUTES
MAGHULL & LYDIATE U3A**

Held at Lydiate Village Centre on Tuesday 19th November 2024 at 1:30pm

Present:	Jane Jones – Chair	Ev Craig – Minute Sec	Neil Hawkes
	Carol Westall – Vice Chair	Nigel Burrows	Lynne Chappell
	Chris Dalziel – Treasurer	Joan Martin	Ken Moulton

1 Apologies:

Irene Edwards, Chris Chua-Short, Lill Boyle, Deborah Reardon

2 Minutes of last meeting

Minutes agreed and approved by all. Proposed by Chris Dalziel and Seconded by Ken Moulton.

Agreed unanimously by a show of hands

3 Matters arising from previous minutes

3.3iii. LC raised the point that CPR training is also offered by St John's Ambulance Service. JJ said that this would be dealt with under AOB

3.7. Copyright infringement. The fine has not been paid yet. There was a discussion about whether to wait and see what happens and possibly then incur an increase in the fine, or to just pay it. CD proposed that JJ email the Visual Rights Group to say that our investigations were complete so could they send an updated invoice.

3.8. It has been agreed that all post for Maghull & Lydiate U3A can now officially go to the Baptist Church.

4 Correspondence

It has been requested that Iain Cassidy's correspondence should be sent out to all branch members. JJ will do this via Beacon, by attaching it to an email.

5 Officers Reports

Membership – CW confirmed that there are now 672 members which is a rise of 16 from 656 members in October.

Finance – CD provided a comparison of current finance of this year so far against the same period last year. There was very little difference and part of the difference was made up from current membership payments going into last year's accounts. CD has requested TSB to upgrade the functionality on her phone so that she can approve payments. Now only JJ can do this. There was discussion around the use of blank cheques which are used to pay things like entrance fees when the exact amount is only known on that day. There are fewer occasions now when this happens. The cheques always have the payee written on them as well as being signed so there is no problem about possible theft. Receipts are always given for on the day too. This is required less and less with most payments being done in advance via bank transfer since members have to accept that they can't get refunds if they cancel at short notice. CD suggested that this needs to be discussed at the next Group Leaders meeting.

Health and Safety – KM confirmed that risk assessments had been completed for this year, but the process needs to be repeated from January. This should be much quicker as the base documents are already in place for each venue.

Website update – NB stated that in October there were 28 new posts on the website with 9 people posting. This is consistent with previous months. EC pointed out that members are possibly unaware that they won't get any updates emailed to them unless they subscribe. This didn't seem to be generally known. It was agreed that this would be advertised more widely but not made automatic as many members wouldn't appreciate getting constant emails. The website policy is virtually ready. NB pointed out that a term of service for membership needs to be included especially regarding legal situations. There is a Privacy Policy from 2018 which needs updating. There is a national U3A template for this.

Facebook – NB reported that there are 132 members of the site. There have been lots of really good photographs submitted though again care needs to be taken about copyright.

Report from NW Regional Meeting on 4th November on Interest Groups

6. KM attended the U3A regional meeting at the Quaker House Liverpool on 4th November. The topic was 'Interest Groups'. Some of the points raised at the workshop include the following:
1. Do you understand the principles of the U3A? There are three main principles – Third Age, Self Help and Mutual Aid. These should be raised with all new members.
 2. Attracting new members. It was important to have relevant interest groups for members. New members could be attracted to short courses on a topic lasting say 12 sessions. New member meetings are vital to make sure they get the best for the group. Members should be encouraged to suggest new group ideas with a list on the notice board.
 3. Constitution. It is important to check that the words 'Associated Activities' are included in the group constitution. If groups use the new model constitution, then these words are already included.
 4. Encourage new members. An interesting idea to allow new members to get to know other members is to ask them if they would like to help on the tea rota. It is important to get them involved. If a group does not have a leader, then groups can be asked how they want it to be run. For example a history group could have each member researching a different topic to bring to the meetings. It is important for branches to offer new member packs.
 5. Group Leaders. It is vital to have a Group Leaders handbook and to have regular Group Leaders meetings in order to stay in touch. It is also important that the Chair does visit groups to see how they function.
 6. Exercise. The attendees were given an exercise 'a member of a group has made a complaint to the group leader'. What should they do? Not everyone responded that it needed the Grievance Procedure to be actioned.
 7. Review of the day. Overall nothing new was learnt. Maghull & Lydiate U3A are ahead of the game as far as procedures are concerned and cover aspects that particularly smaller U3As don't. KM did bring the Copyright issue to the attention of the organiser as this was not raised at any time during the workshop.

KM left the meeting at 2.41pm

7. Vetting query from G & M Birchall

There has been a query from G. Birchall re the vetting process. A post had been approved and then it was realised that the wrong date had been put on it, but GB had no direct way of correcting this. It was suggested that GB uses the draft facility to double check his postings before submitting them for approval. A complaint had been submitted by M. Birchall that one of her posts had been altered. This was accepted but only out of necessity as the post was too long and felt it was confusing. Again, it was agreed that the vetting process would continue until at least January 2025 as originally decided. Again, it was emphasised that Group Leaders need to use the Calendar facility to check that there are no clashes of dates. Basically, first come, first served.

8 Proposed new membership fees for 2025

JJ suggested that the membership fees for 2025/2026 should be set at £10 following confirmation from CD that this would be feasible. Proposed by JJ and Seconded by NH. **Agreed unanimously with a show of hands.**

It was agreed that the colour of the new cards for 2025/2026 should be green
Proposed by JJ and Seconded by JM **Agreed unanimously with a show of hands**

There followed a discussion about when the fees should be reduced in the run up to the renewal date. JJ asked EC to check this through previous minutes.

It was discussed that those joining in December 2024 and January 2025 should pay £5 while those joining in February 2025 would pay £10 which would give them membership until the end of March 2026. Proposed by JJ and Seconded by NH **Agreed unanimously with a show of hands**

9 Christmas concert update

Rehearsals have been held and going well. Negotiations with Asda are still ongoing about the refreshments. So far 89 programmes have been sold.

10. PAT Testing

The response from Group Leaders to bring their equipment in to be tested was very good. Only 3 items failed which were 3 soldiering irons used by the Glass Workshop group. These were discarded and the group will continue using the other 3 irons which did pass. The gentleman who did the PAT testing is willing to come back and test anything else that requires it. JJ to check with Bob Morris about the 'walkie talkies' which would use rechargeable batteries. Their charging unit would need Pat testing.

11. Book Sales

JJ expressed concern that the store cupboard at the Baptist Church is overflowing with books and jigsaws. There are also other items in storage there such as a display boards and mic system which need disposing of. There is a skip coming to the church on 30th November so items can be disposed of then. In order to try and reduce the number of books being stored, and increase the sales of the books, it is proposed that the books should be categorised in genres to make it easier for members to find what they would like; to make sure all books are in a reasonable condition and reject any donations that aren't, and to try and dispose of any books that have been on offer for a long time without being sold. Proposed by JJ and Seconded by NB **Agreed unanimously with a show of hands**

12. Dates for 2025 calendar

JJ listed the proposed closure dates for 2025.

Tuesday 22nd April following Easter Monday

26th August following August Bank Holiday

Closed for Christmas and New Year after our Christmas concert on 9th December, with reopening on

Tuesday 6th January 2026

Dates agreed with a unanimous show of hands

13.**Committee meetings in 2025**

14th January 11th February 11th March 15th April 13th May 24th June 8th July 9th September

7th October 11th November

It was agreed that the AGM will be held on 10th June. 17th June conflicts with a holiday hence 24th June chosen. No meetings as usual for August and December

14. AOB

1. Booking for the committee meetings to be done by EC as Minute Secretary.

2. CPR training is in hand. So far 12 people have signed up for it, so it is just a question of tying up a suitable date for trainer, participants and venue.

3. Drawing pins on the notice board continue to be an issue especially with the nursery group that is in. A double-sided sticker system is being trialled now.

4. The plan is to have a new members meeting in January 2025

Date of next meeting

Tuesday 14th January 2025 at 1.30pm – Lydiate Village Centre