

**DRAFT MINUTES
MAGHULL & LYDIATE U3A**

Held at Lydiate Village Centre on Tuesday 14th January 2025 2025 at 1:30pm

Present: Jane Jones – Chair	Chris Dalziel – Treasurer
Ev Craig – Minute Sec.	Chris Chua-Short – Admin Sec.
Lynne Chappell	Joan Martin
Irene Edwards	Deborah Reardon
Neil Hawkes	Nigel Burrows

1 Apologies:

Carol Westall, Lill Boyle, Ken Moulton [delayed],

2 Minutes of last meeting

Minutes agreed and approved by all. Proposed by Irene Edwards and Seconded by Neil Hawkes.

Agreed unanimously by a show of hands

Minutes of Emergency meeting

Minutes agreed and approved by all. Proposed by Chris Dalziel and Seconded by Chris Chua-Short.

Agreed unanimously by a show of hands

3 Matters arising from previous minutes

3.3iii. Numbering of correspondence altered.

3.7 Copyright Infringement. We continue to monitor the situation and wait for correspondence

4. Correspondence to be sent to members from Iain Cassidy via Beacon.

9. Christmas concert raised a total of £615 which was gratefully received by Woodlands Hospice. See AOB

10. 2 more items have been identified for PAT testing – a laminator and a speaker

4 Correspondence

Incoming:

- a. News shot from NW region was sent out to the appropriate people
- b. TAT letter received and sent out as per matters arising above.
- c. Letter from MBC closing the debate about the notice boards and use of drawing pins. This letter of apology is on file
- d. Receipt from Woodland Hospice received for the money raised from Christmas concert and book sales. This is on file. See AOB
- e. Following the Christmas concert, letters were received from Val Bullen of the Aughton and Ormskirk Guitar Group and Hudson Primary School. These are on file.

Outgoing:

- a. Letters of thanks were sent by JJ to the Aughton and Ormskirk Guitar Group, Hudson School, Woodlands Hospice, Lynn Marolet and Chris Otim.

5 Officers Reports

Membership – On CW behalf, JJ confirmed that there are now 675 members. Also 5 more are expected to join in March once the new membership year starts.

Finance – CD stated that everything was on track, although there is an outstanding payment to be made by the Bowls Group to Kensington House. The invoice is required from Mike Melling, the steward at Kensington House.

Health and Safety – In KM absence, JJ confirmed that she had started to the Risk Assessments for each building for the new year of 2025.

Website update – NB stated that there are 138 members joined on Facebook. Members of course must have their own Facebook account to join the U3A one. There were only 15 postings on the website in December. None had problems.

There is a meeting on Thursday to finalise the website policy and to update the admin page of the website.

CCS explained that the Annual Report had been completed and submitted, and JJ informed the Committee that the TAM figures had been submitted for January.

6. Membership renewals including Pay Pal

JJ has updated the form for the renewals for 2025, ready to start in February with the groups to ease the possible congestion in March. Financially this money won't get paid into the accounts until March. This money can be either cash [no coins] or cheques. The new cards have been printed and are ready for distribution, with membership fees set at £10.

CD to check the new renewal form for Pay Pal instructions.

Sanctuary has been booked for 04.03.25 with subsequent renewals to be held in the foyer. Pay Pal payments can be made from 04.03.25.

Ken Moulton joined the meeting at 13.55.

7. Health and Safety Venue Assessments

KM arrived in time to confirm that the Health and Safety Venue Assessments will be started asap. JJ has already completed two and the rest will follow. Procedure this year should be much easier and speedier.

8. Group Leaders and Members' Handbook – review team

There are two handbooks. The team will continue to review these in the next few weeks.

Group Leaders Handbook – CD asked that it includes what can be claimed for financially by Group Leaders

Members Handbook – there will be sections on refunds, attendance at groups [non attendance because of illness etc], blank cheques. Policies will be referred to on the admin page with links to them.

Group Leaders will need to check the members handbook before it is approved.

9 CPR Training

This is taking place in the Activity Room at Maghull Town Hall on Wednesday 15th January at 2pm.

10. AOB

1. JJ received a phone call from Paula Parle regarding all the donations that Maghull U3A has made to Woodlands Hospice. JJ wanted to make it clear that donations are sent from the organisation and not from any individual member. It transpired through various phone calls that donations had been sent from the Bowls Group independently. JJ has now been in touch with the group leader to clarify the correct procedure. In total we have donated £996.89 to Woodlands Hospice in 2024. As a result we have been asked if we would like to put our name to a leaf on their Tree of Life. We agreed that this would be an honour. As the word count is restricted to 10-12 words, one proposal is 'From Members past and present of Maghull & Lydiate U3A'. JJ to discuss with relevant members.
2. JJ has received a donation of a large pile of assorted sized envelopes following the death of one of the members and the subsequent house clearance. These could be very useful for AGM material, but the offer is there if anyone wants to have some.
3. EC asked about printed copies of the minutes being available for committee members. There is concern about the waste of paper and the time and effort producing the minutes if, after the meeting, they just get destroyed. The minutes are sent out electronically so most committee members can read them in advance and could access them on their phone at the meeting. This was agreed in general for those who can access them electronically.
4. EC also suggested that these minutes should be sent out as soon as they have been approved rather than waiting until the email goes out with the agenda for the next meeting. This gives committee members a chance to read the minutes and provide items for the agenda if necessary. This was agreed.
5. It was clarified that the minutes to go on the notice board in the hall should have the watermark 'confidential' removed from it.

Date of next meeting Tuesday 11th February 2025 at 1.30pm – Lydiate Village Centre.