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**MAGHULL & LYDIATE U3A**  
**GROUP LEADERS MEETING**  
**HELD AT MAGHULL BAPTIST CHURCH**  
**ON TUESDAY 30 JANUARY 2024 AT 11:20PM**

**Present:** Jane Jones [Beginner's Bridge], Alan Carr [Day riders and Ramblers], June Avery [Badminton 2], Maureen Birchall [Art Appreciation], Sue Quinn [Theatre], Pat Kelly [Theatre], Ann Unsworth [Theatre], David Ward [French], Peter Duffy [German], Barbara Short [Garden visits], Doreen Bird [Garden Visits], Colin Bennett [Tech/comp], Phil Davidson [Tech/comp and Table games], Maureen Collier [Creative Crafts], Gail Aindow [Walking netball], Anne Blundell [Stramblers 1&2], Joan Martin [Card making], Brenda Dickinson [Sunday Strollers], Brian Dickinson [Easy riders and Sunday strollers], Chris Dalziel [Treasurer], Lynne Chappel [Welcome committee], Irene Edwards [committee], Carol Westall [Membership], Rosney Leith [Family history and Glass workshop], David Russell [family history], Nigel Burrows [committee], Margaret Walton [painting for pleasure], Pete Martin [Digital photography], Hilary Loughlin [line dancing], Evelyn Craig [Committee], Linda Simms [Secretary]; Geoff Heaps [committee], Ken Moulton [committee]

**Apologies:** Margaret Kendall, Ron Hyams, Tony Snape

### **1 Minutes of last Meeting**

The minutes were proposed by Maureen Birchall and seconded by Joan Martin.

### **2 Matters Arising**

JJ stated that Facebook now has 96 members. No problems so far. 15 Groups are now presenting on Facebook. No huge impact on Website. Stramblers running OK. Issues with staffing groups. Evening groups were being considered following New Members meeting. It is a closed group so anyone asking to join must be vetted and are refused if they do not qualify.

### **3 Report from Website Team**

NB stated we now have a new email address "mandlu3a.org.uk" and 4 generic email addresses for the chair, secretary, enquires and treasurer. Website OK but needs updating. We have been trying to update the admin side of it and we would need to buy a "plug in". which would incur a cost. We need a proof editor to ensure entries are correct regarding spelling.

Central U3A are working on a change to the way they do things including producing a better website. We have not looked into the detail yet but it may be something we can look at in the future. Any improvements would be welcome.

## **4 Health & Safety**

### i Risk assessments for venues

JJ and KM had attended each venue we use and created an updated document covering all aspects of Health & Safety and Risks specific to that venue. These must include all contact details with Three Word locations. These checks are to be carried out on a yearly basis. These reports will also be available in the Group Leaders handbook. JJ stated she had these reports available here for all venues and asked all GLs to collect one from herself after the meeting. They had all been signed by herself and KM for on behalf of the Committee. She also stated that a little common sense is required too. DW asked if the Evacuation plans were available at each site, JJ said the venue leaders have reassured us that they hold these plans and we have to take their word for it. The document we have prepared is specifically for u3a members use. Note that in Kensington Social Club, the French door is not an emergency fire exit.

### ii PAT testing

PAT testing is due to take place in February. All electrical equipment needs to be brought in on the designated Tuesday, the more items that are done the cheaper it is for us. It must be pointed out that any personal items used for u3a activities need to be PAT tested in order to be covered by our insurance. Concerns were raised by JM and RL about heavy equipment at venues and would it be possible for the tester to attend the specific venues. JJ said she will enquire about this but does not feel it will be a problem.

## **5 Renewals**

JJ explained the new renewal form for this year which comes in two parts. Part one needs to be filled in with just their name and membership number. Part two is only for any changes in their details e.g, new address. We will be attending the largest groups with batches of forms to be filled in and then collected in after a few weeks. It is preferable that members pay by cheques. The membership card will be BLUE this year. JJ said all members will be getting an email to this effect and any non-email members will have letters hand delivered. JJ also said that payments this year can be done via PayPal. This should be a fairly straightforward process. Members have to log in via Beacon with their email address to renew. Members do not have to have a PayPal account to do this. There is also an option to print out the membership card. This system also gives members the chance to check their own details are up to date. Once monies have been paid in via this system, CD can then transfer the funds into the u3a bank accounts. The hope is that more and more members will eventually use this system, however, the previous system of renewals at the Coffee Mornings will still be available for members to use where payments can be made via cheque, cash or card payments. It was also mentioned that membership fees will remain at £12. RL asked when all this information will be issued and JJ stated that it should be very soon.

## **6 Finance Team**

CD and NB had set up and have been testing the new system of bank transfer payments and the introduction of renewals via PayPal. They will also send out a letter to all members explaining the process.

**7 Any other business**

7.1 CB asked about security regarding using online banking. JJ and CD reassured him that the security comes via the TSB bank but if anyone had concerns, they could continue with using cheques.

7.2 CD also requested that any group leaders paying in monies if they let Rita know in advance via text etc so that the Treasury can cash up as soon as possible.

7.3 CB also asked if Group Leaders minutes were on line as he could not find them. JJ said they were on line. JJ did state that it should be up to the Group Leader to request a copy of any minutes and we are not obliged to post them on the website, but she felt there is nothing to be gained by not making them accessible.

7.4 DW asked about the membership renewal cost. JJ stated that it will remain at £12pa

The meeting closed at 11:55 and JJ thanked all for their attendance.