

INFORMATION

FOR

GROUP LEADERS

Contents

| | | |
|-----|--|----|
| 1. | THE EXECUTIVE COMMITTEE AND ITS RESPONSIBILITIES..... | 3 |
| 2. | BOURNE U3A ADMINISTRATION..... | 4 |
| 3. | SUBSCRIPTIONS AND EXPENSES..... | 4 |
| 4. | PUBLICITY | 5 |
| 5. | MEMBERS AND VISITORS | 6 |
| 6. | BOURNE U3A POLICIES AND PROCEDURES | 6 |
| 7. | FINANCIAL PROCEDURES: GROUPS | 7 |
| 8. | COPYRIGHT AND PERFORMING RIGHTS LICENCES..... | 8 |
| 9. | INSURANCE..... | 8 |
| 10. | GROUP TRIPS USING MEMBERS CARS..... | 9 |
| 11. | ORGANIZED VISITS..... | 9 |
| 12. | GUIDANCE NOTES FOR ORGANISERS OF COACH TRIPS..... | 10 |
| 13. | ATTENDANCE OF CHILDREN AND DOGS AT U3A MEETINGS..... | 11 |
| 14. | GUIDANCE ON DEALING WITH PROBLEMS WITH GROUP MEMBERS | 11 |
| 15. | SAFEGUARDING POLICY | 11 |
| 16. | POSSIBLE MEETING VENUES | 11 |

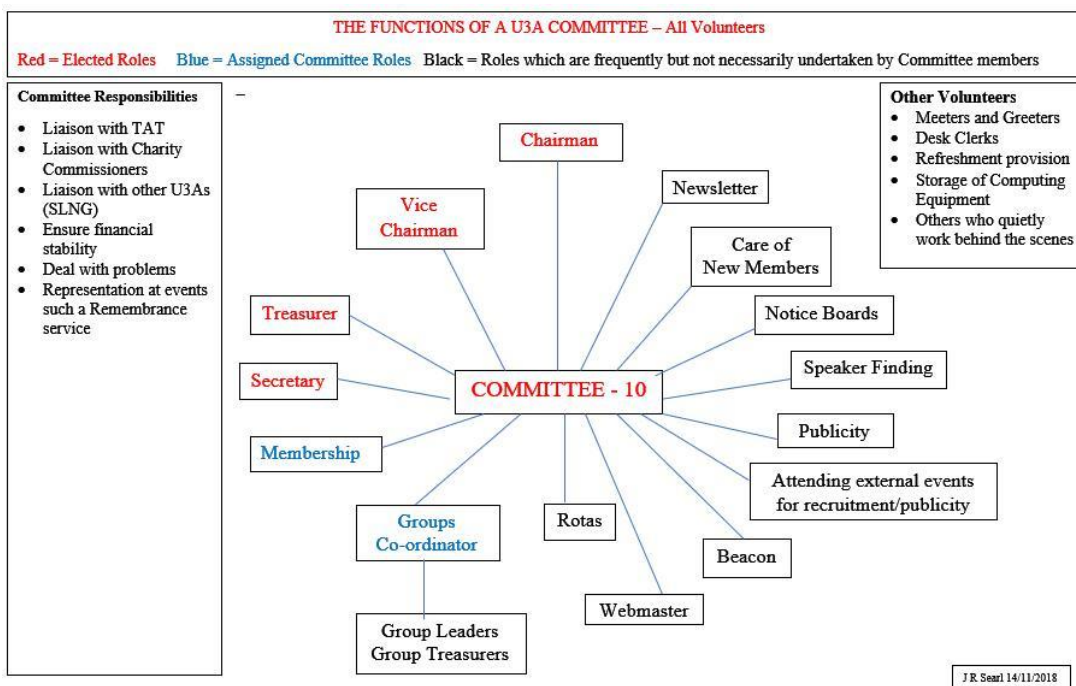
1. THE EXECUTIVE COMMITTEE AND ITS RESPONSIBILITIES

The Constitution calls for the election of the four honorary officers plus up to six other members plus up to two co-opted members.

All committee members are trustees of the Charity that is Bourne U3A (Registered Charity No. 1100094) and, as such, are answerable to the Charity Commissioners.

The aim is always that the work -load is shared as evenly as possible between all the committee members. The Committee has a duty of care to all members of Bourne U3A.

Consult the Committee page of the Website to see current postholders and a link to the Roles and Guidance document.



2. BOURNE U3A ADMINISTRATION

All Membership, Financial and Group information is held on a Third Age Trust provided database called BEACON.

Further information is provided on our website accessible at: <https://bourneu3a.org.uk>

To access any forms required by a Group Leader, please go to the Members area of the website and click on the FORMS link to the right of the page. If you do not have access to the website, please speak to any of your group members who have, or a committee member.

Once a Data Protection Form has been completed, the Beacon Administrator will provide Group Leaders with a login and will be able to set their own password.

With a Group Leaders login, leaders will be able to see the Group data and members list – full instructions are provided in a separate document which is available on the Groups page of the website.

It is considered a good practice to share responsibilities within a group in order to achieve smooth running.

3. SUBSCRIPTIONS AND EXPENSES

- **Subscriptions**

The Subscription year runs from 1 February to the following 31 January.

Annual Subscriptions shall be paid on 1 February and must be paid no later than the 31st March.

The Membership Application and Membership Renewal Forms (available from <https://bourneu3a.org.uk>) detail the current rates.

Potential members are allowed to attend any two U3A events (either monthly or Group meetings) before joining.

To ensure that all members of a group are covered by U3A insurance, Group Leaders MUST check their membership lists against the Beacon database on or immediately after the 1 April annually, removing deceased, lapsed or resigned members or those who no longer attend meetings.

- **Expenses**

All reasonable out of pocket expenses may be claimed by the Executive Committee members and others carrying out functions for the Branch. Receipts must be obtained.

Mileage will be reimbursed at the prevailing per mile rate recommended by the Third Age Trust.

General Publicity Information Expenses - costs incurred in providing group information as part of a publicity drive should be cleared and authorised by the Publicity Officer, in order to avoid any duplication of effort and resources.

Group Printing Expenses – normal monthly printing requirements should be dealt with and expensed at group level. If the group requires any high volume printing e.g. drama scripts, help may be available through the Business Secretary, who should be the first point of contact. The group will be charged at a reasonable rate to cover paper and ink.

Open day Expenses – in order to assess the true cost of the event any costs incurred by a group in supporting an open day should be claimed from the Bourne U3A treasurer. Any high value expenses should be pre-authorised by the Groups co-ordinator or event organiser.

With the exception of the New Members Group where room hire will be funded from central funds, Interest Groups should be self-financing. However, a new Group may apply to the Executive Committee for a grant to aid start-up costs.

4. PUBLICITY

Bourne U3A is keen to maintain a high standard of information and presentation for the sake of clarity to our members. If you are a Group Leader and do not have the facility to produce computer-generated information about your Group, in the first instance try to establish if there is a member of the Group who can do this for you. If not, please contact the Groups coordinator or another member of the Executive Committee who may be able to advise you.

Local Press

Group Leaders who require publicity for their Groups, such as special events, should also give details to the Publicity Officer: publicitybourneu3a@gmail.com with a view to publication in the press.

Notice Boards

Notice Boards are available at Monthly Meetings and have space to cover the needs of existing groups.

Newsletter

The Newsletter is published monthly. The Editor will be pleased to have information for inclusion regarding your Group programme or news of anything you have done. Email: editorbourneu3a@gmail.com

Website

Every group has been allocated a web page on the U3A web at <https://bourneu3a.org.uk> Each page has basic information regarding Group Leader and meeting place. It can also have more information and a programme of events or a selection of photos of interest to the group.

Group Leaders can edit their Group website page. Only basic word processing skills are required. If the leader does not want to do this, the Webmaster will be pleased to add to a Group's page any news or planned special event and can accept input in any form. While email would be preferred, Office documents, pdf files, and legible handwriting on paper are all acceptable. Please remember that a completed Data Permission form is required before any Group Leader's personal information can be published.

There is no limit on the size or frequency of updates.

Pre-Meeting Display

The monthly pre-meeting screen show can be utilised to give Group information, although this needs to be brief in order that slides can be read from the back of the hall. Contact websitebourneu3a@gmail.com to have Group information included.

5. MEMBERS AND VISITORS

The Executive Committee have arranged a system for members to be available at the front of the hall to act as "Visitor Hosts" greeting new or prospective members or visitors into the hall for the first time.

An experienced member will try to remain with the new member/visitor for the duration of the meeting taking them for tea/coffee at the end of the meeting and introducing them to the notice boards and possibly to Group Leaders.

All new members will be invited to the New Members Group where they can be introduced in more detail to the various groups available.

6. BOURNE U3A POLICIES AND PROCEDURES

May be accessed from the [POLICIES](#) link found on the Members area of the website.

7. FINANCIAL PROCEDURES: GROUPS

a. Group Subscriptions

Groups may wish to charge their members a subscription to cover costs such as tea and coffee, room hire, guest speakers, or other things. Because the Groups are sub-groups of a Charity, it is necessary to keep records either by using the Beacon Group Ledgers or alternatively on a spreadsheet or on paper.

These records can be quite simple, and should include:

- A list of members and contributions made and the date (either per meeting or for a series of meetings);
- Money spent (supported by receipts, where possible).

At the end of the financial year (or from time to time as the group or U3A Treasurer prefers), the person responsible should produce a balance sheet. This will show income and expenditure in broad headings.

This is primarily for members of the group to see the state of the account, but at the end of the financial year (31 March) a simple summary sheet should be filed with the Treasurer if the Beacon Ledger has not been used.

This is primarily for the protection of the person in the group who is responsible for the money.

Because the Groups are part of a Charity, the Trustees have the right to inspect Group accounts.

The Treasurer can provide help with Group funds as needed. For example: Groups should not hold funds in excess of £100.00, because of the risks involved to public money. Any money in excess of £100.00 should be passed to the Treasurer for banking in a ring-fenced group account. Money can then be drawn down by the Group as required, or the Treasurer can write a cheque directly to the supplier for the group to pay bills from the funds held.

b. Money from U3A funds

Groups may wish to ask for financial help with start-up costs and sometimes with costs of other equipment (including replacement equipment) from central funds. In this case, a written request should be submitted to the Groups Co-ordinator for inclusion on the agenda at the next committee meeting. The Executive Committee will consider the request and decide an appropriate response.

Requests for financial help must include:

- Factual evidence to support the case, e.g. the number of U3A members who will benefit and how they will benefit.
- Ideally, at least two estimates detailing the total cost.

If the Executive Committee approves the expenditure receipts must be given to the Treasurer. All items purchased by the group will be the property of Bourne U3A rather than the individual Group.

c. U3A Treasurer services.

Many Groups like to keep an account with the Treasurer for much smaller sums. This has the advantage of safety, and it provides the facility to ask for a cheque. If you do this, you will get a periodic statement from the Treasurer showing your balance.

If visits are planned to involve larger sums (probably for short periods of time) the money for these should be banked with the Treasurer.

d. Non-cash Assets

The Treasurer may ask for a written return advising on the condition and usefulness of any equipment held by the Group. This will include electrical equipment, tables and any other U3A asset.

e. Dissolution of Groups

If a Group dissolves holding assets at the time of dissolution, all money or equipment must be returned to the Executive Committee.

8. COPYRIGHT AND PERFORMING RIGHTS LICENCES

- **Copyright**

See www.gov.uk/guidance/exceptions-to-copyright

- **Performing Rights**

In General, Bourne U3A does not need a Performing Rights License for any of its current activities.

See <https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act>

9. INSURANCE

Bourne U3A is covered by the Third Age Trust and the current situation may be checked by referring to the National U3A website www.u3a.org.uk for which a login will be required (apply on site).

Note: Use of Private Vehicles - transport of other members:

Most claims resulting from use of motor vehicles are covered by the motor vehicle insurance, not by a U3A insurance. Drivers are advised NOT to charge a fee, or to accept a fee for transport of passengers.

Note on the use of private tutors for U3A groups:

As such people are NOT covered by U3A insurances, they MUST hold their own appropriate insurances and evidence MUST be checked annually by Group Leaders.

10. GROUP TRIPS USING MEMBERS CARS

These notes are required to ensure that the Trustees and Members of Bourne U3A comply with the advice of the Third Age Trust and certain insurance requirements.

- a. Only U3A members (and their carers) may travel on U3A trips.
- b. It is important to remind drivers, who might use their cars to transport other members, that they should clear this role with their Insurance companies first.
- c. Most comprehensive insurance should be adequate for use of cars on group trips. However, this insurance could possibly be invalidated if a fare is taken.
- d. Passengers may make a small voluntary contribution to their driver towards transport expenses of the activity
- e. Both drivers and passengers need to be reminded that any contribution must be totally voluntary.
- f. The driver should make no profit.

The above points are made as a guide for organised trips only. Members may give each other lifts to regular meeting venues as this is a purely personal arrangement.

11. ORGANIZED VISITS

If a deposit is required this *might* be advanced from Branch funds but must, of course, be paid back by the Group when monies are collected. However, should the trip not take place and the deposit lost the Group will be responsible for any loss to U3A funds.

It is good practice to obtain a non-returnable deposit from each member wishing to go on a trip, at least sufficient to cover any deposits or pre-payments to be made.

When collecting monies, it is important to keep as little cash in your home as possible. It follows, therefore, that monies collected should be paid to the Treasurer as soon as possible after they are received. Cheques are not to be made payable to the trip organiser personally and under no circumstances must your own Bank Account be used.

12. GUIDANCE NOTES FOR ORGANISERS OF COACH TRIPS

These notes and the forms CHECK to which they refer are required to ensure that the Trustees and Members of Bourne U3A comply with the recommendations of the Third Age Trust and certain requirements of the Charity Commissioners.

- a. Only U3A Members (and their carers) may travel on U3A trips
- b. If you cannot fill the coach with members of your own Group, you may ask other U3A Groups to join you and if there are still spare places these may be filled by U3A members from another U3A.
- c. When making coach bookings it is good practice to obtain two estimates from reputable coach companies.
- d. In order to fulfil insurance requirements, it is important that the Executive Committee is advised of any proposed coach trip.
- e. Provisional bookings of coaches can be made at any time but note that the monies due for the coach hire must be paid to the Treasurer preferably one month before the date of the trip and before the final contract for full payment. The Group Leader can then confirm the booking with the coach company.
- f. If a deposit is required by the coach company this *might be* advanced from Branch funds but must, of course, be paid back by the Group when monies are collected. However, should the trip not take place and the deposit lost the Group will be responsible for any loss to U3A funds (see paragraph 7 below).
- g. It is good practice to obtain a non-returnable deposit from each member wishing to go on a trip, at least sufficient to cover any deposits or pre-payments to be made.
- h. When collecting monies, it is important to keep as little cash in your home as possible. It follows, therefore, that monies collected should be paid to the Treasurer as soon as possible after they are received. Cheque payments should be made payable to Bourne U3A and are not to be made payable to the trip organiser personally. Only in a very extreme emergency should the trip organiser's own Bank Account be used. All monies collected should appear on the coach trip income sheet.
- i. Note: The U3A cannot act as a tour operator. This has wide implications but does mean that the individual who has organised the coach cannot also be a leader or guide at the final destination.
- j. The above points are made as a guide for organised trips only.

13. ATTENDANCE OF CHILDREN AND DOGS AT U3A MEETINGS

- **Dogs**
U3A members are permitted to take dogs on events such as walks and incidents involving them will be covered by U3A insurance.
- **Children**
Children or grandchildren of members may be permitted to attend certain U3A Group events with the prior consent of the Group Leader. They will be responsibility of the member taking them.

14. GUIDANCE ON DEALING WITH PROBLEMS WITH GROUP MEMBERS

- Group Leaders are not expected to deal with "problem" members on their own.
- Any issue related to discipline, incompatibility or discord in any group that has been caused by an individual should be immediately discussed with the Group Co-coordinators or Chairman for their guidance.
- A Group Leader should not become involved in written arguments in any form with another U3A member under any circumstances. This includes letters, emails, or any form of social media.
- This procedure would allow the Trustees to ensure a consistent approach to all disciplinary issues and would remove the very likely chance that words written possibly in haste and/or anger do not further complicate the issue in question.

15. SAFEGUARDING POLICY

The Vulnerable adults Safeguarding policy will be posted on the web when available. Bourne U3A will value, listen to, and respect all adults who may be vulnerable, and ensure that everybody feels welcomed, accepted and safe.

In addition, we will encourage vulnerable adults to be as active as possible and contribute as much as they are able.

Vulnerable adults who require assistance for their needs and wish to attend any meeting and/or interest group must be accompanied by an adult carer of their choice who is capable of assisting them with their needs, thereby ensuring their safety, comfort and well-being.

A carer accompanying a vulnerable adult to meetings does not have to be a U3A member and will not be charged for attending U3A meetings.

16. POSSIBLE MEETING VENUES

Possible meeting places for small groups can be found on the "venues" page of Beacon.

All have rooms with a capacity for at least 20-25 people.

Please contact each venue for details of availability, kitchen hire and room charges.

Video and audio equipment are available at some premises.

However, Bourne U3A has available for group use a laptop computer, digital projector and sound system. Contact webmaster@u3abourne.org.uk