

Agenda for Committee Meeting at 4.00 p.m. on Wednesday 8th March 2023

St Paul's Church

No	Description	Lead	Pages
Standing Items			
1.	Apologies for absence	Secretary	
2.	(i) Approval of Minutes of 8 th Feb meeting (ii) Review of Action Log as of 5 th March	Chair	2 – 4 6
3.	Monthly Updates from Committee Members	Chair	7 - 16
4.	Review of latest Committee Calendar	Secretary	17 - 18
Reports from Sub-Committees			
5	Events Sub-Committee meeting 21 st February covering: (i) 21 st Feb Coffee Morning (ii) 23 rd June Midsummers Eve Celebration	Comms Coordinator	19
Non-Standing Items for Discussion			
6.	GLs meeting 13 th March	Chair	20
7.	Process and timetable for setting the 2023/24 Fees and Budget	Treasurer	21 - 22
8.	Update of Finance Policy	Treasurer	23- 37
9.	Accessibility Policy	Access Coordinator	38 - 43
10.	Update of Safeguarding Policy	Chair	44 - 47
11.	Data Protection & Privacy Policies update	Secretary	48 - 67
12.	Review of Beacon access and privileges	Secretary	68 - 75
13.	Process for appointment of new external examiner of accounts	Secretary/Treasurer	76 - 77
14.	Updated new Publicity Leaflet	Comms Coordinator	Attached to e-mail
15.	AOB	Chair	
Date of next Meeting: Wednesday 12 th April St Paul's Room 6			

Draft Minutes of the Committee Meeting held 8th February 2023 at 4pm

Saint Paul's Northgate

Attending: Chair (Jim McGough), Secretary (Margaret Lloyd); Treasurer (Graham Friday), Communications Coordinator (Sue Parker), Members Coordinator (Jacqui Mercer), and Access Coordinator (Janet Newson).

Standing Items

Agenda Item 1: Apologies for absence

Group Leaders' Coordinator (Peter Beckley) sent his apologies; he was on holiday.

Agenda Item 2(i): Minutes 11th January and 22nd January extra meeting

The minutes of both these meetings were approved with no amendments.

Agenda Item 2(ii): Review of Action Log 5th February

The Treasurer pointed out, on the 1st item under 22nd Nov, that the printer itself was working, it was just the connection to the internet that appeared to be at fault.

Agenda Item 3: Monthly Updates from Committee Members

The following matters had arisen since the updates were submitted:

(i) Chair's Update

The Chair would be meeting a potential candidate for the Vice-Chair role within the next few days.

(ii) Treasurer's Update

The Treasurer explained that a Group Leaders (GL) had e-mailed the members in his group quoting a weekly fee for the meetings this term which was lower than that set by the Committee. It was not clear whether this was a simple mistake or a deliberate intent not to follow the indoor group fee policy.

Action: Treasurer to phone the GL to establish whether this was a mistake or not.

(iii) Group Coordinator's Update (by e-mail 5th Feb to the Secretary)

The Smartphone Photographic group has amended its meetings schedule with immediate effect. Instead of meeting monthly at St Pauls, they will have a photoshoot at an outdoor location on alternate months, discussing the photos at St Pauls the following.

Agenda Item 4: Review of latest Committee Calendar

The Secretary briefly stated that the dates for the February and October coffee mornings were now fixed, but not that for the one to be held in the spring/summer. The date for the 2023 Celebration event was now fixed for Friday 23rd June, Midsummer's Eve.

It was the intention to agree the date for the all-member meeting to approve the 2023/24 fees at the next Committee meeting on 8th March.

Reports from Sub-Committees

Agenda Item 5: Events Sub-Committee meeting 31st January

The Treasurer confirmed he was holding the bunting.

It was noted that the hire of the bandstand with a connection to mains electricity would probably cost more than £100.

The Communications Coordinator and Chair would be meeting soon to discuss future publicity material and initiatives.

Non-Standing Items for Discussion

Agenda Item 6: Out and About Operations Working Group

The draft role description for the proposed Out and About (O&A) Groups Coordinator was agreed. It was asked whether this was one of the roles supporting the Groups Coordinator proposed as part of the potential reorganisation presented to GLs in September 2022. The response to this was that it not, but that one possible model for providing the much-needed additional support to the Groups Coordinator was to establish a support role for each of the three main categories of groups, i.e. room-based groups, O&A groups, and the non-O&A outside active groups (such as the walkers and tennis/pickleball).

The Treasurer emphasised that he was willing to be Chair of this working group, but that this would be as a consequence of his role as a Trustee rather than the Treasurer.

It was agreed that, in order not to cause offence to the existing O&A GLs, the terms of reference to be presented to GLs in advance of their meeting on the 13th March would be redrafted with an emphasis on solving the existing problem around a lack of leaders, rather than on examining and/or changing the ways in which the groups are currently run.

Action: Treasurer to circulate amended Terms of Reference.

Agenda Item 7: Latest Financial Policy Delegated Decisions

It was agreed to redraft slightly the wording on paragraph 4.1.2, to remove the implication that all requests for deferments have to be approved by the Committee.

Action: Treasurer to circulate amended wording for Committee approval

Agenda Item 8: First Term 2022/23 Financial Monitoring Report

The Treasurer took the Committee through the various sections of the report, looking first at receipts and payments for trips and outings (Annex 3), then the activity group financial analysis (Annex 2) and then at the general activity income and spend for the four months (Annex 1). These were encouraging, suggesting that overall the outcome for the year should be considerably better than the deficit of £7,015 originally computed. The main reason for this was that some of the assumptions made last summer around both cost inflation and the spend on postage, printing and stationery have proved to be too pessimistic.

The trips and outings analysis in Annex 3 showed only two cases of payments exceeding income by a significant amount:

- (i) The gardening group trip to RHS Stowe in October, which attracted fewer members than anticipated. The group has incurred large surpluses on previous trips which offset this.
- (ii) The autumnal seasonal outing trip to the Tower of London. This was hit by unbudgeted costs (such as the driver's tip) and unanticipated costs (such as the coach parking costs) and lessons had been learnt for future occasions.

The groups showing a deficit for the first four months tended to those which have lost members, such as short mat bowls and singing for fun. The latter group had moved to a smaller room.

Most groups are spending less than their membership income, and the Treasurer intends to encourage GLs to look at spending surpluses on renewing equipment and learning materials. The Theatre Group could reclaim the costs of printing tickets.

It was agreed that a simpler process would be followed for the 2023/24 budget, in that income and costs would be prepared at a higher level than was the case last year, and in a format like that used for the Annual Report and Accounts for 2021/22.

The Committee also agreed that £7,500, representing the £6,000 donation received in early 2016 to support the activity groups, plus the associated gift aid of £1,500 received subsequently, would be ring-fenced for the support of activity groups (less any amount which had already been utilised). The GLs would be asked at the meeting of 13th March for ideas on its use.

Action: Treasurer and Secretary to identify any further adjustments required to reserves arising from past donations and/or past group surpluses and deficits.

The Committee also agreed that it needed to devote an extra meeting to the question of what to do with the non-restricted reserves accumulated, totalling around £30,000. Some work would be required to determine the costs of any proposals (such as renting or buying a storage unit where equipment and papers could be stored, and possibly small meetings held) and to assess the benefits arising to member. As ultimately the funds had been generated by an excess of fees and donation income over expenditure the members should be consulted.

Action: Secretary to note the need to set up an extra meeting to discuss the use of reserves, in the April/May period.

Agenda Item 9: Draft Agenda for the Group Leaders meeting 13th March

The following points were agreed:

- (i) The item on the proposed Access Policy and Assess Coordinator role should be removed, as more time was required to develop both of these. Instead the Chair would refer to the new Access Coordinator role and its purpose in his item on EDI;
- (ii) The wording of the O&A Group item would be rephrased in accordance with the decision described under Agenda Item 6 above;
- (iii) The item on the proposed IT support team would not be included, as this team was intended to support the Committee and not GLs. In any case the GLs would have read about it in the recent newsletter;
- (iv) The Secretary would send out the draft agenda and supporting documents to GLs within the next week, asking if there were any other topics they wished to discuss and inviting them to submit questions in advance of the meeting so we could respond to them fully;
- (v) Slides would not be used;
- (vi) A microphone should be made available – preferably the ones provided by Max Woodward for the AGM.

Action: Secretary to send out the draft agenda as above

Agenda Item 10: Draft New Publicity Leaflet

The Communications Coordinator showed the current draft, explaining she still had a lot of work to do on it. The Committee expressed their approval.

Action: Committee members to submit any comments and suggestions to the Comms Coordinator by end February 15th.

Agenda Item 11: Data analysis of members and groups data from Beacon

The Secretary briefly explained this. She would add more analysis for the next meeting, including a geographical analysis showing the spread of current members across the different Crawley neighbourhoods and places outside Crawley.

Agenda Item 12: Committee Programme of Activity for 2023

The Chair had no time to present this in any meaningful way. The target date for achieving a membership of 600 would be moved to end March 2024. This item would be placed on the agenda for the next meeting for a fuller discussion.

Action: Chair to draft an article summarising this programme for the March newsletter.

Any Other Business

Congratulations to the Communications Coordinator for her work on the Newsletter as a lot of time and effort has gone into this.

The meeting closed at 18:00

Action Log on 5th March

Actions will be removed once they are completed or superseded by an action from a subsequent meeting.

Comments *in italics* in the right-hand column indicate that the action is not yet fully completed and will be carried forward to the subsequent Action Log.

Meeting	Agenda Reference	Action	Progress/Comments
26th April	11. Contents of crates handed over by Janet Boniface	Sort and log the historic items and old u3a papers held by Janet Boniface	<i>Work in progress but material going back to 2008/09 sorted. Yielding some useful information.</i>
22nd Nov	3.1 (b/fwd from 26 th April 11)	Treasurer to organise PAT testing on the printer	<i>Now PAT tested but needs to be moved to Members' Coordinator home and set up there..</i>
	15. New Committee Ways of Working	Secretary to: (i) Produce a task list, showing member(s) responsible, which feeds into the calendar. (ii) Agree Role Profiles incorporating just the essentials of each role	<i>Started but other priorities have meant limited progress to date.</i>
15th Dec	13. Report on 22-23 membership renewal	Following their meeting in January the Treasurer and Members' Coordinator to bring a report to the Committee stating how the 2023-24 renewal process would be run and reporting progress on the documentation of the processes.	Meeting now postponed from January to March, so that the Members Coordinator can become more familiar with Beacon
	18. Microsoft Licences	Secretary to investigate whether Crawley u3a would be eligible for a non-profit Microsoft licence, and if not what the costs of a corporate group membership would be.	Microsoft confirmed that Crawley u3a eligible for a non-profit licence <i>but not yet reviewed the conditions.</i>
11th Jan	3. Treasurer's update	Treasurer to make a formal complaint to the bank about Phil Light receiving an e-mail concerning a signatory change he initiated in December 2021, when he in fact was removed from the bank mandate some time ago.	
8th Feb	3 (ii) Treasurer's monthly update	Treasurer to establish whether GL who quoted an incorrect weekly fee in an e-mail was just making a mistake.	
	8. Financial monitoring	Secretary to arrange an extra Committee meeting in April/May to discuss use of reserves	

Agenda Item 3: Updates from the Third Age Trust and Committee Members

Action for the Committee: To note, and submit any questions directly to relevant member

Third Age Trust

1. New Sitworks Site (from February TAT Newsletter 23rd Feb)

U3a SiteWorks is a volunteer-led project which will provide WordPress websites to u3as, replacing their existing SiteBuilder platform. A special web-site has now been set up for it y TAT Newsletter 23rd Feb)

[SiteWorks \(u3a.org.uk\)](http://u3a.org.uk)

February Progress Report on SiteWorks

The final design of the new website, which has similar functionality to the old SiteBuilder website, is now built and is being tested.

During the next month we plan to train all our volunteers on WordPress. We will then run the Migration program to set up the new SiteWorks websites for the two 'Guinea Pig' sites, Worcester u3a and the Cotswold Network.

When we are happy that they have been set up correctly, we should be able to let these two sites go live, so that everyone can see what the new design looks like.

2. No to Possible u3a Conference (from Liz Thackray, Chairman in February Newsletter 23rd Feb)

Thank you to the 254 u3as that responded to the survey asking whether or not your u3a would be likely to participate in a National Conference in August this year. Of those responding 66% indicated that they would be unlikely to participate and just 82 u3as indicated that they might, with only 63 u3as able to meet the expenses of sponsoring a delegate. On this basis, the Board has taken the decision not to hold an annual conference in 2023 as it is clear that there is little appetite for such an event.

3. Chair's notes on the Zoom meeting with the TAT CEO Sam Mauger, 14th Feb 2023

Before an online audience of around forty Sam Mauger (SM) answered questions for an hour which seemed about the right time. The questions, however, had to be posed in advance by email, a problem for us because the information on this arrangement came too late for me to act! We could however use the Zoom chat feature for follow ups. As is not uncommon with these hook ups there was an inconvenient and mildly embarrassing break in transmission halfway through.

While it was somewhat odd to note that most of the questions were asked by Yorkshire u3a's there was no indication that they had colluded!

The topics raised were: -

TAM and digitalisation

A new advertising partner will emerge later this year and will address the possibilities of a digital edition.

Gender profile and need to provide more science-based presentations to engage men!

This did not seem as controversial as it sounds but was not really addressed though SM did confirm that the gender split was 70/30 weighted to women. This led on to a limited discussion on the possibility of a younger profile for u3a members, with the legally confirmed opinion of no set age coming as a surprise to many participants.

Council

A number of general questions to which SM responded by saying that the TAT Board did not have enough time to address many of the complex issues which confront it, and that u3a's had

expressed a wish for deeper and wider engagement. The notion of a body which could fill a gap will be tested by a pilot scheme, but no preconceptions exist.

This will be helped by the suggestion of a new survey of members post Covid. In the meantime, Trustee elections will proceed as planned. SM did emphasise that any constitutional change needed a 75% vote.

Site Builder, Beacon

Some u3a's use site builder, albeit reluctantly, some use u3a web, whatever that is, some use Beacon, while others use Excel. SM urged patience until SiteWorks arrives later in the year (we need some clarity on what exactly this is. I can identify online a Web Developer in the US) [see the new SiteWorks website under item 1. above]. She did say also that Beacon is underused but increasing (only 50%) and she felt that Excel's usefulness could be applied to only a few smaller u3a's.

Finances

While some argued that there was not sufficient detail in the ½ yearly report SM responded that while there was always a tension between too much against too little, the statutory yearly accounts presented an exhaustive level of available detail.

Online visibility

SM conceded that this was an issue and that Sitebuilder was not compatible with search engines, although Siteworks was expected to be a better fit. Some users speculated that the usage of terms such as 'older' and 'retired' were unhelpful and made no obvious connection to the u3a when utilised in a search engine.

CEO And Chair

SM confirmed that they had a sound relationship and met weekly.

Local Profiles

There was a general discussion on the need to raise the profile of all u3a's but nothing new was raised.

My conclusion

A useful exercise, if only skirting the issues

1. Trust Network Link event of Feb 15th (attended by Treasurer)

Nothing new came up, they were firstly making people aware of the Hadrian's Wall event, then did a run through of what good governance looks like. Finally had a presentation from the NCVO on their banking project which was a complete waste of time, all policy and theory no practical learning as to how to manage relationships with the Banks.

Chair (Jim McGough)

1. Recruitment to Committee. I had a meeting with a potential candidate for the role of Vice Chair this week. While this candidate is willing to help, if pressed, it was clear that the time devoted to a number of other activities would inhibit his/her ability to assume this demanding role. As a consequence will review our recruitment strategy following a workshop on the 13th March.
2. I attended the Third Age Trust "Meet the CEO" zoom event on 14th Feb (see notes on this above)
3. Met the Communications Coordinator on Feb 17th to discuss future publicity and leafleting (see report under Communications Coordinator below)
4. With the Secretary I attended the launch of the 3rd edition of the Crawley Older Persons' Directory, organised by Crawley Community Action, and which includes an entry for Crawley u3a. This took place on Monday 20th February, in the West Green Sainsbury's car park, not an inspiring or even a busy location. Interest from the general public appeared limited. In a conversation with Councillor

Chris Mullins, he promised his support for our proposal to use the Petanque arena in West Green Park

5. I composed an article on the Committee's aims for the future for the March newsletter.
6. Booked on TAT 13th March Workshop on Recruiting Committee members.

Secretary (Margaret Lloyd)

1. Attended the Crawley Community Action's launch of its 3rd edition of the Crawley Older Persons' Directory, for which I recently updated the entry for Crawley u3a, on Monday 20th February, with the Chair (see Chairs report above item 4).
2. Met with Access Coordinator 15th February to assist her with planning her tasks over the next few months.
3. Reviewed and updated our Data Protection and Privacy Policies (see [Agenda Item 11](#)). This took a long time and suggested that we have a lot to do in this area to be fully compliant.
4. Met with John Walton, Beacon Administrator, on Feb 28th, to review how the Beacon Access and Privileges by role operates. This was a very useful session and from this I produced threw material in [Agenda Item 12](#). There needs to be a thorough review and update of these Beacon data access and privileges.
5. Article for in "Meet the Committee" in the March newsletter
6. GLs agenda – sent out draft on 19th Feb, requesting additional agenda items by Friday 5th March.
7. Chichester Summer school. Received some data on 2022 numbers attending (141 in total) of which 37 came from outside the SE region but then it is widely advertised in TAM and only 3 other regions run them.
8. On 3rd March the Chichester Summer School announced the details of its 2023 summer school, 4th to 7th September. Details are on <https://u3asites.org.uk/southeastu3aforum/events>. The booking form will become available on Friday 17th at 10:00am.

Where Crawley u3a Members Live (20th January 2023)						
	Full Members		Associate Members		Total	% of Total
	No	% of Total	No	% of Total		
Crawley						
Pound Hill	97	18.5%	1	3.4%	98	17.8%
Furnace Green	66	12.6%	0	0.0%	66	12.0%
Three Bridges	44	8.4%	0	0.0%	44	8.0%
Southgate	43	8.2%	2	6.9%	45	8.2%
Ifield	40	7.6%	0	0.0%	40	7.2%
Tilgate	28	5.4%	0	0.0%	28	5.1%
Broadfield	27	5.2%	0	0.0%	27	4.9%
Gossops Green	27	5.2%	0	0.0%	27	4.9%
Worth	27	5.2%	0	0.0%	27	4.9%
Maidenbower	21	4.0%	1	3.4%	22	4.0%
West Green	20	3.8%	0	0.0%	20	3.6%
Northgate	19	3.6%	1	3.4%	20	3.6%
Bewbush	12	2.3%	0	0.0%	12	2.2%
Langley Green	7	1.3%	0	0.0%	7	1.3%
Total Crawley	478	91.4%	5	17.2%	483	87.5%
Other West Sussex						
Pease Pottage	1	0.2%	0	0.0%	1	0.2%
Copthorne	17	3.3%	5	17.2%	22	4.0%
Crawley Down	9	1.7%	0	0.0%	9	1.6%
Turners Hill	2	0.4%	0	0.0%	2	0.4%
East Grinstead	3	0.6%	2	6.9%	5	0.9%
Horsham	2	0.4%	7	24.1%	9	1.6%
Haywards Heath	1	0.2%	4	13.8%	5	0.9%
Worthing	0	0.0%	1	3.4%	1	0.2%
Total Other West Sus	35	6.7%	19	65.5%	54	9.8%
Surrey						
Horley	5	1.0%	2	6.9%	7	1.3%
Redhill	0	0.0%	1	3.4%	1	0.2%
Reigate	0	0.0%	1	3.4%	1	0.2%
Warlingham	1	0.2%	0	0.0%	1	0.2%
Dorking	0	0.0%	1	3.4%	1	0.2%
Total Surrey	6	1.1%	5	17.2%	11	2.0%
Elsewhere					0	
London	2	0.4%	0	0.0%	2	0.4%
Cambridge	1	0.2%		0.0%	1	0.2%
Romsey	1	0.2%		0.0%	1	0.2%
Total Elsewhere	4	0.8%	0	0.0%	4	0.7%
Total	523	100.0%	29	100.0%	552	100.0%

Treasurer (Graham Friday) 2 committee decisions to make shown in green

1. Returning Member's Fee

The husband of a long-standing member, who resigned his membership in September because of ill health, has applied to re-join as his health has improved. Instead of charging him the individual fee of £20.30, I've agreed that as he and his wife were previously joint members, that they could pay simply the difference between what the joint membership would have been and what the wife has already paid £9.90 (£31.20 less £20.30).

2. Previous Surpluses on Group Activities

As our previous meeting we agreed that we would establish what the potential surplus has been on Group Activities and transfer any surpluses that have been generated since 2017/18 from General Fund reserves into the Group's Restricted reserve.

The following table shows the surpluses or deficits generated on Group activities for all financial years going back to 2008/09.

Financial year	Groups		Surplus or	Accumulative	Account year	Months
	Income	Exepnditure	Deficit (-)	Surplus		
	£	£	£	£		
2020/21	372	1,139	-767	-767	Aug - Aug	13
2019/20	8,363	8,714	-351	-1,118	Aug - July	12
2018/19	11,702	8,216	3,486	2,368	Aug - July	12
2017/18	13,232	8,526	4,706	7,074	Aug - July	12
2016/17	13,997	8,808	5,189	12,263	Aug - July	12
2015/16	21,672	17,959	3,713	15,976	Aug - July	12
2014/15	9,093	8,220	873	16,849	Aug - July	12
2013/14	9,968	9,601	367	17,216	Aug - July	12
2012/13	13,038	10,819	2,219	19,435	Apr - July	16
2011/12	10,749	8,468	2,281	21,716	Apr - Mar	12
2010/11	9,757	9,733	24	21,740	Apr - Mar	12
2009/10	7,549	5,934	1,615	23,355	Apr - Mar	12
2008/09	8,425	6,919	1,506	24,861	Apr - Mar	12

This means a further movement of reserve into the Group's retained reserves of £7,074. After seeing this table the Committee are open to determining whether to transfer more.

After the transfer of £7,074. The reserves are:

	£
General Funds	28,265.59
Restricted Funds	
Trips	427.20
Group Activities	13,991.38
Equipment reserve	5,000.00
	47,684.17

3. Book Sales

The Coffee mornings provide us with the opportunity to offer the League of Friends of Crawley Hospital a chance to sell their second-hand book stock, which is a key part of their fund-raising activities. The sales receipts are shared on a 50/50 basis. The last Coffee Morning raised £18.60 for each organisation.

At the meeting the book stall is run by the RUG's.

Due to redevelopment of Crawley Hospital, the League will not be able to use the area they currently do in the reception to undertake their activities.

Given the close relationship the two organisation have, the Committee are asked to consider whether to extend the arrangement, so that books are on sale at the Monthly meetings, as well as the Coffee mornings.

In the future the Committee may wish to give further consideration to establishing similar arrangements with other charitable organisations.

4. Refund

A refund request has been received which requires a committee decision.

The background. A Member booked to go on the Tower of London trip, paid her £55, but had to cancel because she had been taken to hospital with Sepsis. The cancellation was telephoned in by her son the day before the trip to the Membership Secretary.

Under our refund rules, no refund is made on Trips unless the place has been taken up by another paying member. Given the short timescale this was not possible, therefore no refund was made.

The Group Coordinator recently received a call from the Member chasing where the refund was. It appears that her son was told that she would be getting a refund.

Because of her health, this Member did not renew her membership in September, so is not a current member. Her payment was received back in August when she was a member.

The current general reserves, includes over £1000 that was transferred into them last year from a surplus generated on previous Seasonal Trips accumulated over a number of years. The Committee therefore has the resource to fund a £55 refund from.

The Seasonal Trip coordinator is amending the paperwork for future seasonal trips to include the refund rules, so this situation hopefully will not happen again.

The Committee are asked to determine whether a refund should be made in this case.

5. Guest Membership of Short Mat Bowls Group

I have discussed this with the Group Leader and agreed that the group will trial Guest Membership.

Communications Coordinator (Sue Parker)

1. By the time we meet on 8th March, the March newsletter will have been sent out on 6th March via email
2. The new hand delivery system for the newsletter for those without email started this month. Some copies will be posted, e.g. to Cambridge and Horley
3. The Treasurer will be the next Committee member to be featured in Meet the Committee in the April newsletter. In the May, June and July newsletters I would like to feature the Membership Coordinator, the Groups Coordinator and the Access Coordinator, if they are happy for me to do so.
4. It is disappointing to report that once again I have not been able to tackle the website redesign. The work on updating the leaflet as well as trying to sort out the newsletter distribution list has had to take precedence. Although 43 people are listed as not having email addresses on Beacon, the actual figure would appear to be 69, which is frustrating given how much work had already gone into compiling a distribution list which has had to be revised.
5. The Events Sub-Committee held a wash-up meeting after the coffee morning, followed by a meeting to discuss the Midsummer's Eve Celebration, the notes of which have been circulated with the meeting papers (see [Agenda Item 5](#)). The Council asked for a seven-page form to be completed before agreeing to our booking for the Bandstand so matters are not moving as swiftly as we would like. The form is with the Council for their consideration. I will chase them next week if I hear nothing.

6. I met with the Chair on 17th February. Our discussion covered a number of topics, including publicity for future events, the handing out of leaflets in County Mall and the planned Petanque Group which we hope to get started shortly.
7. Liz Tennant has organised a Spring Outing to Hollard Park and Leighton House on Wednesday 26th April. Details and a booking form went out with the Newsletter. I will print out more booking forms to take to the monthly meeting on 10th March.
8. I am booked on the TAT 13th March Workshop on Recruiting Committee Members along with the Chair

Appendix 1: Meeting between the Chair and Communications Coordinator on Friday 17th February

This was intended to discuss future publicity and leafleting campaigns. My report:

1. The Chair is keen to fill the Trustee vacancies on the Committee and will draw up a job description
2. Coffee mornings should be used as an opportunity to recruit new members. It was agreed that we will publicise the next coffee morning via the Crawley News, the free magazines which come through the door, Facebook neighbourhood pages, as well as designing a poster which can be handed out at various locations, e.g. Crawley Library. We should consider asking groups whether they would like to exhibit at coffee mornings, e.g. Smart Phone Photographic Group, Painting and Drawing
3. During the course of our meeting we bumped into Graham Crozier, who is a member of our History Group. He also volunteers at Crawley Museum and gives talks on local history. The Communications Coordinator asked whether she could pass on his details to Liz Tennant, with a view to Graham giving a talk at a future monthly meeting, to which he agreed.
4. Possible new groups were discussed. The Chair suggested a vinyl group. Many of us still have LPs and singles and it does not cost much to buy a record player. This is something to be considered in the future.
5. We headed to County Mall, in order to decide where the best place might be to locate a stand to publicise the u3a. It was agreed that it must be on the ground floor but not at the Debenhams end as there is less footfall. Ideally, it needs to be between where people come in via the Memorial Gardens entrance and the bus station entrance. As for timing, it should be after Easter, ideally mid to end April
6. The final stop was West Green Park to look at the Petanque Court which appears to be suitable for our requirements. We could consider playing in other locations, such as Tilgate Park, Goffs Park. However, West Green Park has a lot to recommend it, as it is not too far from the Town Centre, it is on a bus route, has parking, not to mention the RAM Social Club and CHS are there. It was agreed that it should not just be about playing petanque/boules but that it could also be treated as a social occasion, such as Petanque and Picnic, maybe meeting in the late afternoon or early evening.

Group Coordinator's Report (Peter Beckley)

1. The Chair has met with Chris Mullins, Crawley Council Cabinet Member for Wellbeing, to discuss a possible location for Petanque. Chris suggested that the court at West Green Park would be ideal. He would make sure that it was in good condition and even offered to supply boules and would gladly accept an invitation to take part. We currently have nine members who expressed an interest. It was suggested that it could be combined with a picnic. We will wait until the weather improves to start meeting.
2. Cycling group. Andy Bridge has recently returned from New Zealand and is not planning to start this group yet. He hopes to make a start in the spring when the weather is more suitable.
3. Ann Sole has suggested a Treasure Hunt. A group of walkers would find clues which would be relayed back to a group of Quizzers based at St Paul's. The quizzers would solve the clues and relay the answers back to the walkers. WhatsApp could be used for this.

4. Our Access Coordinator is looking into forming a Walking Group for the less mobile. This is work in progress.
5. The Chair has suggested a new Vinyl group, as many of us still have LPs and singles, and purchase of a record player would not be too expensive. Maybe one of the members has an old record player collecting dust in their loft.
6. The new Smartphone Photography and Family History groups are now well established and well attended.
7. Isabel Baker has kindly offered to act as treasurer for Quiz 2 and Smartphone Photography groups.
8. The member who previously posted a copy of a published picture subject to copyright law to the Crawley u3a Facebook without acknowledging the artist has now remedied the situation.

Members' Coordinator

1. We appear to be doing something correctly as we have had 11 New Members since 1st February to 4/3/23 which is more than the previous report from 1/12/22 to 1/2/23 (only 9). We now have 525 members (4th March)
2. I am happy that I am coping so far without Ann and Stewart although they gave me genuine help until their holiday.
3. I am looking forward to sorting out with the Treasurer our way forward with the renewals and feel sure this will be an easier ride than last year.

Access Coordinator (Janet Newson)

1. Keeping it Legal workshop online with u3a

Attended on 27 Feb. Assessment below:

Not so good:

Session didn't quite start on time, the speakers were doing a lot of reading from the slides (that we could read for ourselves), there was some questions that couldn't be answered, and I wasn't totally clear whether they were going to be 'take-aways' or not, and time ran away a bit because of the level of interest and discussion on some elements.

Good

Lots of input from other attendees which made it interesting, in the main about Risk Assessments (the Insurance section), which I personally found really useful as they were specifically using walking and cycling groups as examples.

A diverse range of u3a's meant there were different perspectives (e.g. from Yorkshire Dales to West London) walking groups, contending with different issues. This was also one of those Not so good bits where it was a bit vague on a couple of points. In essence though, of course we're all supposed to be doing a written RA on every walk, trip, etc, However, in practice, was where it was challenged quite heartily. We all knew at heart what we should be doing - it's just doing it and in what form.

The other main area of interest for me was when we got to Data Protection, and Beacon was mentioned. I asked whether it was permissible to ask a member if they had a disability, if it was could we ask what the disability is, and finally, could we record that. And whether Beacon had the capacity to record that. The speakers were unable to answer these questions. But GDPR/Data Protection is about Opting In for something so if we were to put a field on the Membership Form and folk ignored it, that is their privilege.

2. Draft of Accessibility Policy (Agenda Item 9)

Circulated to Committee members after consultation with Margaret Lloyd (Secretary). This policy has been copied from the Main u3a website with adjustments as necessary Awaiting feedback from

Committee members.

The Policy will then be amended as required and a completed version will be submitted.

3. Diversity and Inclusivity guidelines (Agenda Item 9)

These were also included in the circulated Accessibility policy sent to Committee Members. This content has been copied from the Main u3a site. Please note this will not be included in the Policy. In time, the Diversity and Inclusivity guide will form a base for the Group Leader guideline document. There is work to be done, however, in adjusting it for relevance for Crawley u3a, and what is reasonable and practical for our u3a to adopt. It will also require adjustment as Group Leader input is acquired.

4. Accessibility Email to Walking Group and Outdoor Activity Group Leaders

Having discussed this idea with the Secretary, the first batch of emails have now been sent. *For those of you not Group Leaders, see Appendix 1 for the outline of what has been asked.* Replies are arriving and I am collating that information. I will feed back to the Committee on findings when all have replied.

5. Accessibility Email to Indoor Activity Groups

A further email will be sent shortly to all Indoor Activity Groups, with a small addition to the questions asked. See Addendum 1 in Appendix 1.

6. Short Walk Group

Within the content of the email to Walking Group leaders I also asked for their feedback on an idea of setting up a group designed for those members who would like to walk with a group but are unable to meet the fitness requirements of existing walking groups. *Please note that this is just a first thought exercise.* I have approached two of the walking group leaders to see if they would be also interested in assisting with this group, but principally at this stage I am asking for their feedback on the outline of the group. I will feed back to the Committee on how this idea progresses. See Addendum 2 in Appendix 1 and Appendix 2

As an addition to this item, interestingly whilst chatting with one of our members on Monday 27 Feb, she advised me she belonged to the Weekenders group and there had been a new member who had suggested a similar idea. Unfortunately, other than that her name is Ann, I don't know who this lady is, but I have asked Peter to direct any enquiries he has on this idea to me. If anyone knows who this lady might be, please let me know.

7. Accessibility Email – Members

A newsletter item is planned for all members (being discussed with Margaret). Will advise when ready to be sent out.

8. IT Support Group

No-one has come forward in response to the newsletter item appealing for help on IT.

9. Member Support

In Ann's absence, I am monitoring the Member Support email and I have also met with Brenda Ashenden to inform her that I shall be temporarily managing the account.

Appendix 1

Email on Accessibility to Group Leaders

Separate emails for Walking Groups, Outdoor Activity Groups and Indoor Activity Groups

My apologies that I've been a bit remiss in not properly contacting you sooner. I have recently been elected to the Committee and have been given the task of reviewing and addressing accessibility for our members. This is a new role, and as such we are in the process of drafting a Policy (for all our members), and in time we will have some Guidelines (for Group Leaders).

There are several areas we need to think about, including Mobility, Hearing, and Sight. At present, the Crawley u3a does not ask any of our members when they join (or renew) whether the individual has any disability or challenge that might prevent them from fully participating in activities.

As Group Leader for [XXX], I would like to ask you a few questions:

1. Do any of your members (past or present) have an issue that might prevent them from enjoying all your group's activities?
2. Are you able to explain the issue and what, if anything, might help the member participate fully?
3. Have any of your members left your Group because they are no longer able to meet the fitness requirement?

Although I fully appreciate the need for confidentiality (and governance within the General Data Protection Guidance), it would be extremely helpful (with the member's permission) if I could learn the name and membership number of any person directly affected.

I am very grateful for your assistance, and please don't hesitate to contact me if you wish to discuss any of the issues I have raised - or on any other accessibility issue.

ADDENDUM 1 FOR INDOOR ACTIVITY GROUPS

It would also be useful for me to find out if any of your members regularly assist other members by picking up and taking members back home who attend the same meeting but would otherwise not be able to attend.

ADDENDUM 2 FOR WALKING GROUPS

I thought I'd follow up regarding those members who cannot meet the fitness requirements of our existing walking groups. Attached I have made a first draft of what I think a Short Walk group might look like.

Appendix 2

Walking Group – Shorter walks proposal

This group is designed for those members who would like to walk with a group but are unable to meet the fitness requirements of existing walking groups.

Walks will be 1-2 miles and at a very relaxed pace. We can stop for a short rest as required, ensuring we are well hydrated. Walks will be on flat paved or tarmac surfaces, with the occasional incline (not steep), no stiles, but there may be occasional steps (not steep).

As this is a new group, the frequency and day we walk may be changeable, but generally they will be on the third Tuesday of each month and start at one of the main Parks within Crawley. As the group develops, we may travel by bus and explore short walks in towns nearby.

If weather permits, we may take advantage at the end of the walk of a nearby café. If you are interested in this idea, and perhaps have had to give up a walking group you belonged to but enjoyed the social aspect, then contact Janet Newson to have a chat: newsonj57@gmail.com

Agenda Item 4: Calendar Update

Action for the Committee: Give responses to items in green

For latest detailed calendar see [Outline 2023 Calendar](#)

10. Friary Meeting 10th March

Is the Chair available to introduce the speaker and if he is then do we have a reserve in case he cannot attend due to an unforeseen event?

11. Updates and changes from the calendar presented at the 8th February meeting are:

1. Coffee Mornings

For the spring/summer one our first-choice date of Wednesday 21st June was not available, and now we have arranged the Celebration event for 23rd June our original second choice date of Wednesday 28th June is not suitable. Now looking at (i) Wednesday May 31st (ii) Tuesday May 30th, (iii) Monday 3rd July and waiting for a response from the Friary.

2. RUGS Party

Our booking for Friday 17th November 14:30 – 16:30 has now been confirmed by Holy Trinity, and Isabel Baker informed.

3. Spring Seasonal Trip

Liz Tenant has provisionally booked a 53 seater coach for Wednesday 26th April 2023 to take members to Holland Park, Kensington for a blue badge guided tour of Leighton House and the gardens. The cost is going to be £41pp. details have been included in the March newsletter disseminated on March 6th.

12. Events to fix before the next meeting on April

1. The meeting open to all members on the fees for 2023/24 (see [Agenda Item 4](#))

2. The autumn Group Leaders meeting

This will be discussed at the March 13th Group Leaders meeting (likely to be late September/October)

4. Draft Agenda items for next three Committee Meetings

See table. The intention is to take a look at the draft agendas for each of the next three meetings each month. The agenda for the next meeting will be confirmed.

(a) Do we agree the agenda for the April meeting?

(b) Are there any further items we should be considering in May and June?

Apr 12th meeting			
GLs 13th March meeting minutes and actions			Secretary
Budget 2022/23 Budget and Fee assumptions			Treasurer
Report on meeting on 2023/24 membership renewal process			Treasurer/Members Co
Data Protection & Privacy Policy continued			Secretary
Beacon Access Roles and Privileges continued			Secretary
Appointment of new External Examiner: Short-list			Secretary
Individual Trustee ownership of Policies & Documents			Secretary
Actions to recruit more volunteers			Chair
Options on investment of funds			Treasurer
Set-up off O&A groups working group			Groups Coordinator
May 10th meeting			
Agree proposed fee levels and budget for 2023/24			Treasurer
Sign off Gift aid claim			Treasurer
Appointment of new External Examiner : Progress report			Secretary
Trustee Tasks Lists and shortened role profiles			Secretary
Publicity campaign / member recruitment drive			Chair/Comms Coord
Design of 2023/24 New Members & Membership renewal forms			Members Coordinator
IT Support Group			?
Activity Groups learning enhancement			Chair/Groups Coord
Access location guide			Access Coordinator
June 14th meeting			
Appointment of external examiner: Appointment approved			Secretary
Term 2 22/23 Budget Monitoring			Treasurer
Agree procedures to keep website up to date			Comms Coord/Sec
Confirmation of Membership Renewal timetable			Members Coordinator

Agenda Item 5: Reports from the 21st February Events Sub-Committee

Action for the Committee: To approve

The meeting covered both events below.

The 21st February Coffee Morning

1. The Sub-Committee were pleased that the Committee had agreed that there would be no charge for refreshments.
2. The only hitch was the car parking as we were not aware that there would be a funeral on at the same time, and some Committee members had to park elsewhere. Fortunately, Roz, who does the books, was able to get into the car park otherwise we could not have held the book sale. There have been problems with the computer booking system which may explain yesterday's problem with car park access.
3. Jean Elmer was pleased with the new layout of the Hall although we had to space things out a little more after Steven had gone. It was agreed that it was better to have the tables closer to the stage and the books and jigsaws by the door as people naturally gravitated towards them when they came in. We will stick with this layout for the next coffee morning although Jean would like a little more space between the tables.
4. It was agreed that we need to publicise the next coffee morning in the local paper, free magazines and via posters which could be handed out at various locations, as this is a perfect opportunity to recruit new members in a relaxed, informal atmosphere.

The 23rd June Midsummers Eve Celebration

1. Some progress has been made with planning the event, but until Facilities at Crawley Borough Council confirm that we can have the Bandstand in Memorial Gardens, we have come to a temporary halt with the arrangements.
Action: Sue to chase them
2. Assuming we can have the Bandstand, the Ukulele, Folk Singing and Singing for Fun Groups are all happy to take part on 23rd June. However, if we cannot use the Bandstand then they will not wish to participate
3. Phil Light is on holiday on 23rd June and therefore unable to lead the planned local history walk. Sue will contact Graham Crozier, who is in our History Group, volunteers at Crawley Museum and gives talks on local history to see whether he would be prepared to lead a walk. As a volunteer walk leader, Sue is happy to act as a backmarker for Graham (there must be one backmarker, with preferably one or two others to walk alongside the group, depending on the number of walkers)
Action: Sue to contact Graham Crozier
4. The Treasurer has the bunting and there is more than enough to decorate the Bandstand.
5. It was agreed that no more could be done until the Bandstand booking has been confirmed. Once this is confirmed then we can continue with our plans, as well as arranging a further meeting in a few weeks' time.

Sue Parker, Communications Coordinator 23rd February

Agenda Item 6: Group Leaders Meeting 13th March

Action for the Committee: To approve final agenda and whether any additional material should be disseminated in advance of the meeting

Item	Description	Who	Page
1.	Introduction by Chair, including introduction of new Committee Members and apologies received.	Chair (Jim McGough)	
2.	EDI Policy, Disciplinary Policy, Complaints Procedure, Safeguarding, and Data Protection Policy & Privacy Policy (see Documents page of web)	Chair	
3.	Term 1 2022/23 Budget Monitoring Report	Treasurer (Graham Friday)	2-6
4.	Update on Financial Policies relating to Groups: (i) Deferral of indoor group fees (ii) Guest members (iii) Maximum number of “group fee free” leaders and administrators per group (iv) Invoicing of outdoor fees – feedback from GLs on how the process went from their perspective. (v) Activities to meet Charitable objective.	Treasurer	7-8 9
5	Out & About Groups Working Group (i) Proposed Terms of Reference (ii) Dealing with members of the O&A groups currently without leaders	Chair	10
6	Communications (i) Feedback from GLs on newsletter and web design (ii) Requests for photos and brief articles on group activities (iii) Volunteers to do articles on Friary monthly talks (iv) New publicity leaflet	Comms Coordinator (Sue Parker)	
7	Celebration Event: Midsummer Night’s Eve (Friday 23 rd June at the Memorial Gardens)	Comms Coordinator & Events Sub-committee (Isabel Baker)	
	Quick discussion on when to hold next GL’s meeting	Chair	
	AOB	Chair	

No suggestions were received from Group Leaders on extra agenda items. The only feedback on the draft agenda (sent out 19th February) were two apologies, from Gill Cooban (Film Circle) and David Devere (Italian for Beginners)

Agenda Item 7: Process and timetable for setting the 2023/24 Fees and Budget
Action for the Committee: To decide which of the three options should be followed

Background and Introduction

The purpose of this report is to determine the process to be used for setting the 2023/24 Membership and Activities Fees. There are three options for the Committee to choose from. Budgets are predominately most useful when either used to manage costs when income is restricted or used as estimates to either determine how much to charge or costing up a one-off project. Our reserve level temporarily removes both of those pressures from us. Preparing budgets takes time and resources, which need to critically consider balanced against other important objectives and priorities that need to be achieve at this point in time.

There are three options for the Committee to consider.

Option 1 – Full Budget Exercise.

This would involve a similar exercise to last year, determining the fee level required from building up a budget to reflect all the expected expenses and overgoing that would be anticipated being incurred from Sept 23 to Aug 24. The timetable for this would be:

2023/24 Fee and Budget Setting timetable	
Actions	Committee Decisions
By 14th April. Committee will have determined: Calendar of Events Number and type of all member events (monthly meetings, coffee, mornings, etc) plus location and size (e.g., having the Christmas Party at a larger location, a more elaborate celebration event). Project/ Initiative to be undertaken during the year. Outline scope of each initiative, including timescale, objective/outcomes and resource requirements.	12th April – Agree Budget Assumptions.
By 3rd May. Treasurer, in consultation with various Members of the Committee to have costed both Events and Projects.	10th May – Agree draft Proposed Fee Levels and budget for Members meeting. (<i>To allow for information to be prepared and circulated ahead of the Member's meeting</i>).
	19th to 30th June – Member's meeting.
	12th July - Approve Fee levels and budget.
1st August – Membership Renewal process begins.	
1st September – New Membership year starts	

Option 2 - Assume a 'no change' position

Given the level of available usable reserves, £28,265. The Committee could make a determination to hold the level of the standard Membership Fee and Activity fees at the same level as this year.

An early determination would negate the need to undertake a full costing and budgeting exercise.

It would be assumed that the operational budgets would remain as this year with a few minor alternations to update them to reflect known changes, such as:

- new programme of events and meetings
- changes to better reflect policy decisions taken since last year (e.g., Communication)
- current levels of costs, to correct the over assumption of inflation assume in last years budgets.

The other issue that would need to be addressed as part of the Budget Assumption, is to clarify the reduction currently offered for Joint Membership.

Any change in the overall cost level would be balanced by the application of reserves, as was assumed in last years fee setting process.

The timetable for this option would be:

2023/24 Fee and Budget Setting timetable	
Actions	Committee Decisions
	12th April – Agree Proposed Fee levels and key changes to Budget Assumptions.
By 3rd May. Treasurer, in consultation with various Members of the Committee make changes to be budgets.	10th May – Agree Proposed Fee Levels and budget for Members meeting. (<i>To allow for information to be prepared and circulated ahead of the Member's meeting</i>).
	19th to 30th June – Member's meeting.
	12th July - Approve Fee levels and associated budget.
1st August – Membership Renewal process begins.	
1st September – New Membership year starts.	

Option 3 – Assume a Fee reduction position.

This option is the same process as Option 2 but assumes that the Committee will make an early determination to use the current reserve level to reduce the standard Membership Fee for next year. The Activity Fees would remain the same as this year.

This would resolve the surplus reserve issue but may not be seen as the best way of using those reserve to benefit the longer-term sustainability of the u3a, given the reduction would only be temporary for a few years, before there would be the need to increase the Fees again.

The timetable would be as same as Option 2.

Decision: The Committee are asked to determine which of the above options it would like to use to determine the 2023/24 Fees.

Agenda Item 8: Update of Financial Policy

Action for the Committee: To endorse recommendation.

Update of Financial Policy – March 2023

The purpose of this report is to seek endorsement for the revision of the Financial Policy. The original policy was introduced in March 2022. A revised version is attached which is based on the original version but incorporates both learning and better understanding gathered over the last year on the way the u3a operates plus revised guidance received from the Third Age Trust.

Annex 1 Highlights all the changes made to the previous version.

A summary of these key changes is:

- The term ‘Executive’ has been removed and replaced by ‘Committee’ to accord with the new Constitution.
- New or changed text is highlighted in red.
- Individual paragraphs have been moved between headings to provide more clarity.
- The ‘Introduction’ has been amended to better reflect what the purpose of the policy is.
- Two new Trustees’ responsibilities have been added that focus on the financial sustainability of the u3a. The first is on ensuring ‘Best Value’ and the second is optimising income opportunities whether by Grants, Legacies, or Investments.
- A new 5.1.4 has been added to cover the operation of ‘Petty Cash’ floats which were already in operation within the u3a.
- Old sections ‘4- General Finances’ has been renamed ‘General Financial Practices’
- The **Asset Register** section has been amended to accord begin it into line with FRS102 and the way the 2021/22 Accounts were compiled.
- The ‘Reserves’ section has been reworded to accord with guidance from the Third Age Trust.
- The following new sections have been added.
 - **Accounting**, to reflect the accounting method used by the u3a.
 - **Gift Aid**, to reflect this as a key element within the u3a accounts and that all Gift Aid submissions might accord to governing legislation and regulations in force at that time.
 - **Investments**, to reflect the framework within which the Committee can seek to optimise income from investment opportunities.

Annex 2 Is a consolidated version of the new Policy, for easy of reading.

Annex 3 Updated version of the Decision Schedule, incorporating the new Deferment Rules and renumbered to align with the new Policy.

Recommendation: The Committee are asked to endorse the new version of the Policy set out in Annex 2 and the Decision Schedule in Annex 3 for uploading to the website.

Annex 1: Draft Financial Policy (March 2023) showing changes made since the previous (March 2022) version

1. Introduction

- 1.1 ~~This policy covers the financial operations of Crawley u3a. (the U3A). It is made in accordance with guidance provided by the Third Age Trust.~~ **This policy is part of the governance arrangements. It set out the financial framework and practices within which the Trustees of Crawley u3a (the u3a) will manage all the organisations financial affairs.**

1.2 **The Trustees are accountable to the Members**

2. Trustees' financial responsibilities

- 2.1 The Trustees of Crawley u3a are responsible for:

- Safeguarding the assets of the charity.
- Identifying and managing the risk of loss, waste, theft, or fraud.
- Ensuring the financial reporting is robust and of sufficient quality.
- Determining the financial control and procedures to be followed by the u3a.
- Keeping financial records in accordance with the u3a's constitution and relevant legislation/regulations (e.g.Charities Acts, Companies Acts, Charity Commission etc).
- Preparing Annual Accounts in accordance with the governing document and relevant legislation.
- Ensuring the accounts show a true and fair view of the situation of the u3a.
- **Ensuring that the organisation is achieving value for money on it expenses.**
- **Optimise opportunities to generate income for the benefit of the whole organisation, whilst avoiding any unnecessary risks.**

- 2.2 Under the constitution of Crawley u3a, the Trustees collectively form the Committee.

- 2.3 Determining the annual level of the fees and charges to be levied for Membership and activities.

- 2.4 Trustees are jointly and severally responsible for ensuring that all income and expenditure arising from, or associated with the organising, running, delivery or participating in any activities undertaken by the u3a is fully accounted for within the financial records. These included the u3a and all the activity groups, sub-groups, **trips and outings** etc..

- 2.5 ~~To enable the Trustees to carry out these responsibilities, the financial practices detailed in the following paragraphs will need to be followed.~~

- 2.5 A copy of this policy will be given to all Trustees **as part of their induction programme** ~~on their election/appointment to the Committee~~ and made available to Members on the u3a's website.

- 2.7 The Trustees will keep this Policy under regular review and revised, as necessary. The latest review took place on the 8 March 2023

3. Accounting

- 3.1 **Crawley u3a compiles and maintains its accounts on an accrual and fund basis in accordance with Charity Commission guidelines and the Accounting and Reporting by Charities: Statement of Recommended Practice (FRS102).**

4. Banking

4.1 Bank accounts

- 4.1.1 All bank accounts are in the name of Crawley u3a ~~and operated by the Committee.~~

- 4.1.2 New accounts may only be opened by a decision of the Committee, which must be properly recorded and minuted.
- 4.1.3 Changes to the bank mandate may only be made by a decision of the Committee, which must be properly recorded and minuted.
- 4.1.4 The authorised signatories are the Treasurer and up to ~~three~~ **four** other Trustees. This responsibility cannot be delegated once the Trustees are nominated.
- 4.1.5 All cheques and electronic payments require dual authorisations.
- 4.1.6 A signatory is responsible for examining all payments for accuracy and completeness prior to processing.
- 4.1.7 A signatory is responsible for examining the payment documentation (purchase invoice etc.) prior to authorising the payment.
- 4.1.8 All bank statements must be sent to the Treasurer directly.
- 4.1.9 All cheques books are the responsibility of the Treasurer.
- 4.1.10 Blank cheques will never be issued.
- 4.1.11 ~~Blank Cheques will never be signed by one signatory for a second to complete later.~~ **should be fully completed before any signatures are added.**
- 4.1.12 Whenever practical two people should be involved in counting cash receipts.

4.2 Online banking

- 4.2.1 Where online operation of the bank accounts is in place only signatories will have access to this facility. The security of the online system is in line with the arrangements offered by the authorised bank(s) and in accordance with the mandated approval limits.

4.3 Payment by bank cards

- 4.3.1 Operation of the online banking service is under the control of the Treasurer who has full access rights and is responsible for assigning the appropriate delegate rights, as agreed by the Committee and in accordance with the bank mandate.
- 4.3.2 All payments are authorised in accordance with the bank mandate. Access to the online accounts will be via a card reader and personal access card via logging on to the bank system with a personal password and access code.
- 4.3.3 The issue of any bank debit or credit card in the name of Crawley u3a will be approved by the Committee. The use of these cards overrides the dual control aspect of the payment authorisation process, but is permitted, where agreed in advance in recognition that online purchases for certain goods and services represents the most effective method of completing the purchase.
- 4.3.4 The Committee will predetermine the spending limits for any card: the limit may be per transaction, per day or per month.

4.4 Personal debit or credit cards

- 4.4.1 The use of personal debit or credit cards for activities needs to be approved by the Treasurer on behalf of the Committee. The Treasurer will monitor usage and report adverse or risky use to the Committee.

4.5 Invoices

- 4.5.1 All invoices must be issued **and received** in the name of Crawley u3a.

5. General Financial Practices

5.1 Receipts

- 5.1.1 To manage the handling of cash and cheques to be paid into the Crawley u3a bank account the Committee will establish:
- If Group Leaders may pay sums due by issuing their own cheque or paying online through their own bank account.
 - If Group Leaders may pay in directly to the Bank.
 - If receipts, where applicable, will need to be given to Group Leaders or acknowledged by email.
- 5.1.2 Receipts will be paid in full into the bank account, no expenditure should be netted off against the receipts.
- 5.1.3 The Treasurer will determine and document the appropriate procedures and documentation to be used to process all receipts.
- 5.1.4 A Group Leader may request to the Committee, via the Treasurer, to retain some of their group fees as an operational petty cash float. Once approved the Group Leader will provide the Treasurer, when requested to do so, with a full analysis of all transactions for which the float has been used.
- 5.1.5 The Committee will determine the frequency of payment of any fees and charges set by them. Any deferral of payment will be subject to guidelines approved by the Committee. **These will be known as the Deferment Rules.**
- 5.1.6 As Group Leaders have responsibility for the organisation and delivery of activities and events the Committee have the power to waive any associated attendance and management fees for those individuals.
- 5.2 Payments / Refunds**
- 5.2.1 The Committee will inform (via the Treasurer) Group Leaders as to the approved process for all payments made on the u3a's behalf. Especially relating to:
- When a trip is organised by and paid through the u3a or paid directly by the members to the trip organiser.
 - When payments may be claimed back by Group Leaders.
- 5.2.2 Where possible all payments will be made by electronic bank transfer.
- 5.2.3 The Committee will determine the 'Refund' rules that will be applicable for the different types of fees and charges levied by the u3a.
- 5.2.4 Group Leaders may make requests to the Treasurer to refund an individual member, where an overpayment of fees has occurred. The Treasurer will consider requests on a case-by-case basis in accordance with paragraph 5.1.2 & 5.3.6 **both the 'Refund' and 'Deferment' rules set by the Committee.**
- 5.3 Payments to other charities**
- 5.3.1 In line with charity law, a u3a cannot raise funds for another charity that does not have similar charitable objectives. Crawley u3a will make payments to speakers who have indicated that they intend to donate their fee to a specific charity but not direct to their nominated charity.
- 5.4 Activity groups**
- 5.4.1 Activity groups should aim to be self-financing and can collect such sums of money as the Committee deem to be necessary to undertake their activities. The funds of these groups belong to the u3a.
- 5.4.2 Activity Group Leaders are permitted to incur expenses up to a maximum value pre-determined by the Committee. All items of expenditure above this limit will require the pre-approval of the

Treasurer. Items above a higher value limit, as determined by the Committee, will require their direct approval before being incurred.

- 5.4.3 Expenditure incurred by Activity groups will be defined into different classifications. The method of funding each classification will be determined by the Committee. The definitions and funding methods are set out in the Group Leaders Procedure and Reference Guide.
- 5.4.4 The Committee (via the Treasurer) will monitor the income and expenditure of the Activity groups. Group Leaders need to provide regular information, as agreed, to the Treasurer. Where groups do not comply then the Committee will review as to whether the group is legitimately operating in line with the insurance and financial requirements.

5.5 Social activities

- 5.5.1 Events such as theatre trips, **outings**, visits, or educational days out must be charged at cost and all participants pay appropriately. The costs paid by members must cover all associated expenses.
- 5.5.2 ~~Where Activity groups undertake trips or events, Group Leader(s) will need to pre-agree with the Treasurer and Group Coordinator what records need to be kept to:~~ **Before any trips, outings or events are undertaken the Group Leader or Event organiser will need to agree with the Treasurer and Group Coordinator what records need to be kept to:**
- ~~Allow the Treasurer to~~ keep accurate accounts and comply with legal requirements,
 - maintain transparency and trust for all concerned, and
 - minimise risks and potential loss of funds.
- 5.5.3 The organiser of any **trip, outing or** event must not benefit from any discount (e.g., a free place) offered by the organisation providing the event. The value of free places must be shared out among all participants to the event.
- 5.5.4 Out-of-pocket expenditure incurred by **either the Group Leader or** the Event organiser can be claimed back as expenses, but as all u3a members offer their services free to the movement, the organiser(s) must not get any pecuniary reward/gain for organising an event.

5.6 Outside Speakers

- 5.6.1 Outside speakers should be asked to state their fees and any travel costs at the time of booking and to provide an invoice against which a payment can be made.

5.7 Paid Tutors

- 5.7.1 Where the Committee has agreed the use of a paid tutor, they must provide evidence of their self-employed status and invoice the u3a.
- 5.7.2 The Activity Group using a paid Tutor must be totally self-financing, no subsidy can be provided from general u3a funds, unless specifically pre-agreed by the Committee.**

6. Expenses policy

- 6.1.1 Expenses incurred by the Members who are involved with running the u3a activities will be reimbursed. Expense claims must be submitted with receipts wherever possible. Expense claims will be authorised by the Treasurer on behalf of the Committee and no Committee member should authorise their own claim. Expenses will include, with Committee approval, attendance at the Third Age Trust's AGM and Conference or national/regional workshops.
- 6.1.2 All claims need to be made on the appropriate form determined by the Treasurer, giving sufficient detail as to the nature of the expense.

- 6.1.3 Expense claims should reflect the cheapest travel option available. Travel by car will be reimbursed at the current HMRC approved rate for the actual mileage travelled. Car parking and congestion charges can be reclaimed (with receipts) but parking or other fines will not be allowed.
- 6.1.4 The Committee, where appropriate will predetermine remunerations rates for different cost elements.
- 6.1.5 Overnight accommodation will only be allowed in exceptional circumstances and will need the prior agreement of the Committee.

7. Membership Fees and membership of more than one U3A

- 7.1 The membership fee is reviewed on an annual basis. The u3a is committed to keeping the membership subscription ~~as low as possible~~ **value for money** to attract and retain members.
- 7.2 The u3a offers a system whereby the membership fee can be adjusted for those who can provide proof of benefits received.
- 7.3 Members can belong to more than one u3a but have to nominate which is their main one. The main u3a will be responsible for all payments to the Third Age Trust on that person's behalf, this will include the annual membership (capitation) fee and the Third Age Matters magazine subscription. Where members nominate another u3a as they main one then their annual membership fee to Crawley u3a will be reduced accordingly.

8. Assets Register

- 8.1 An asset register is maintained by the Treasurer which records all assets held including their initial purchase price, date of purchase, estimated replacement value and location. **Only items with a purchase value of £100 need to be recorded on the Register.**
- 8.2 ~~It should be noted that under a receipts and payments reporting system, all assets are fully written off against receipts in the year of purchase.~~ **To accord with financial reporting requirements the following limits are to be applied to the recording of assets purchased within the financial accounts.**
 - **Items with purchase value under £500, are not required to be depreciated and the costs charged to expenditure in the year of purchase.**
 - **Items valued over £500 are to be depreciated so that the purchase cost is charged to expenditure, in equal instalments over the expected life of the Asset.**
- 8.3 The Committee will ~~annually~~ **periodically** review the Asset Register and determine an asset replacement programme. The cost of which should then be built into the Committee's consideration as to the future levels of the annual Membership fee and level of general reserves.

9. Gift Aid

- 9.1 **Crawley u3a has registered with H.M. Revenue and Customs to claim gift aid. Its registration number is XR585.**
- 9.2 **Claims are made on an annual basis, covering the previous completed tax year.**
- 9.3 **Claims will only be made based on Members who have provided a Gift Aid Declaration form and confirmed the u3a can claim on their behalf.**
- 9.4 **Claims are made in accordance with the regulations and guidance provided by H.M. Revenue and Customs and the Third Age Trust.**

10. Reserves

- 10.1 The u3a needs to retain a level of reserves that are sufficient to meet the following requirements should they materialise.
- To fund the loss of income from a significant reduction in Membership numbers, that would undermine the long-term viability of the organisation.
 - To cover additional unforeseen expenses arising from a local or national emergency or unforeseen event (such as an insurance claim or national emergency (Covid))
 - The contractual costs of winding up the organisation in an orderly manner.
- 10.2 The u3a aims to keep a **minimum** level of reserves that will cover at least ~~six~~ **nine** months of regular operating activity.
- 10.3 The level of requirement to be annually reviewed by the Committee as part of the ~~fee~~ **budget** setting process.
- 10.4 Group Activities, Trip and Event are excluded from this figure as these activities are entirely self-financing.

11. Investments

- 11.1 The u3a has as its prime consideration that it is merely holding money on behalf of its members. While the u3a should seek to obtain the best investment returns available, the security of funds takes precedence over returns on investment.
- 11.2 Investment of funds will be with main banks or building societies and the Charities Official Investment Fund (COIF).
- 11.3 These are chosen as they have the funds to withstand economic pressures. The Banks and Building Societies should offer cover by the FSCS guarantee (limited to £85,000 per institution).
- The COIF is not covered by the FSCS guarantee, however has the strength of working primarily in the charitable sector and offers no risk cash based accounts.
- 11.4 No investments will be made into stocks, shares, gilts, or bonds as the risk level would be too high.
- 11.5 The investments should be reviewed annually, as part of the fee setting process to take account of changing economic conditions.

Annex 2 Draft Financial Policy (March 2023) not showing changes made since the previous (March 2022) version

1. Introduction

- 1.1 This policy is part of the governance arrangements. It set out the financial framework and practices within which the Trustees of Crawley u3a (the u3a) will manage all the organisations financial affairs.
- 1.2 The Trustees are accountable to the Membership for any non-compliance with this policy.

2. Trustees' financial responsibilities

- 2.1 The Trustees of Crawley u3a are responsible for:
 - Safeguarding the assets of the charity.
 - Identifying and managing the risk of loss, waste, theft, or fraud.
 - Ensuring the financial reporting is robust and of sufficient quality.
 - Determining the financial control and procedures to be followed by the u3a.
 - Keeping financial records in accordance with the u3a's constitution and relevant legislation/regulations (e.g., Charities Acts, Companies Acts, Charity Commission etc).
 - Preparing Annual Accounts in accordance with the governing document and relevant legislation.
 - Ensuring the accounts show a true and fair view of the situation of the u3a.
 - Ensuring that the organisation is achieving value for money on it expenses.
 - Optimise opportunities to generate income for the benefit of the whole organisation, whilst avoiding any unnecessary risks.
- 2.2 Under the constitution of Crawley u3a, the Trustees collectively form the Committee.
- 2.3 Determining the annual level of the fees and charges to be levied for Membership and activities.
- 2.4 Trustees are jointly and severally responsible for ensuring that all income and expenditure arising from, or associated with the organising, running, delivery or participating in any activities undertaken by the u3a is fully accounted for within the financial records. These included the u3a and all the activity groups, sub-groups, trips and outings.
- 2.5 A copy of this policy will be given to all Trustees as part of their induction programme and made available to Members on the u3a's website.
- 2.7 The Trustees will keep this Policy under regular review and revised, as necessary. The latest review took place on the 8 March 2023

3. Accounting

- 3.1 Crawley u3a compiles and maintains its accounts on an accrual and fund basis in accordance with Charity Commission guidelines and the Accounting and Reporting by Charities: Statement of Recommended Practice (FRS102).

4. Banking

4.1 Bank accounts

- 4.1.1 All bank accounts are in the name of Crawley u3a.
- 4.1.2 New accounts may only be opened by a decision of the Committee, which must be properly recorded and minuted.
- 4.1.3 Changes to the bank mandate may only be made by a decision of the Committee, which must be properly recorded and minuted.

- 4.1.4 The authorised signatories are the Treasurer and up to four other Trustees. This responsibility cannot be delegated once the Trustees are nominated.
- 4.1.5 All cheques and electronic payments require dual authorisations.
- 4.1.6 A signatory is responsible for examining all payments for accuracy and completeness prior to processing.
- 4.1.7 A signatory is responsible for examining the payment documentation (purchase invoice etc.) prior to authorising the payment.
- 4.1.8 All bank statements must be sent to the Treasurer directly.
- 4.1.9 All cheques books are the responsibility of the Treasurer.
- 4.1.10 Blank cheques will never be issued.
- 4.1.11 Cheques should be fully completed before any signatures are added.
- 4.1.12 Whenever practical two people should be involved in counting cash receipts.

4.2 Online banking

- 4.2.1 Where online operation of the bank accounts is in place only signatories will have access to this facility. The security of the online system is in line with the arrangements offered by the authorised bank(s) and in accordance with the mandated approval limits.

4.3 Payment by bank cards

- 4.3.1 Operation of the online banking service is under the control of the Treasurer who has full access rights and is responsible for assigning the appropriate delegate rights, as agreed by the Committee and in accordance with the bank mandate.
- 4.3.2 All payments are authorised in accordance with the bank mandate. Access to the online accounts will be via a card reader and personal access card via logging on to the bank system with a personal password and access code.
- 4.3.3 The issue of any bank debit or credit card in the name of Crawley u3a will be approved by the Committee. The use of these cards overrides the dual control aspect of the payment authorisation process, but is permitted, where agreed in advance in recognition that online purchases for certain goods and services represents the most effective method of completing the purchase.
- 4.3.4 The Committee will predetermine the spending limits for any card: the limit may be per transaction, per day or per month.

4.4 Personal debit or credit cards

- 4.4.1 The use of personal debit or credit cards for activities needs to be approved by the Treasurer on behalf of the Committee. The Treasurer will monitor usage and report adverse or risky use to the Committee.

4.5 Invoices

- 4.5.1 All invoices must be issued and received in the name of Crawley u3a.

5. General Financial Practices

5.1 Receipts

- 5.1.1 To manage the handling of cash and cheques to be paid into the Crawley u3a bank account the Committee will establish:
- If Group Leaders may pay sums due by issuing their own cheque or paying online through their own bank account.
 - If Group Leaders may pay in directly to the Bank.
 - If receipts, where applicable, will need to be given to Group Leaders or acknowledged by email.
- 5.1.2 Receipts will be paid in full into the bank account, no expenditure should be netted off against the receipts.
- 5.1.3 The Treasurer will determine and document the appropriate procedures and documentation to be used to process all receipts.
- 5.1.4 A Group Leader may request to the Committee, via the Treasurer to retain some of their group fees as an operational petty cash float. Once approved the Group Leader will provide the Treasurer, when requested to do so, with a full analysis of all transactions for which the float has been used.
- 5.1.5 The Committee will determine the frequency of payment of any fees and charges set by them. Any deferral of payment will be subject to guidelines approved by the Committee. These will be known as the Deferment Rules.
- 5.1.6 As Group Leaders have responsibility for the organisation and delivery of activities and events the Committee have the power to waive any associated attendance and management fees for those individuals.

5.2 Payments / Refunds

- 5.2.1 The Committee will inform (via the Treasurer) Group Leaders as to the approved process for all payments made on the u3a's behalf. Especially relating to:
- When a trip is organised by and paid through the u3a or paid directly by the members to the trip organiser.
 - When payments may be claimed back by Group Leaders.
- 5.2.2 Where possible all payments will be made by electronic bank transfer.
- 5.2.3 The Committee will determine the 'Refund' rules that will be applicable for the different types of fees and charges levied by the u3a.
- 5.2.4 Group Leaders may make requests to the Treasurer to refund an individual member, where an overpayment of fees has occurred. The Treasurer will consider requests on a case-by-case basis in accordance with both the 'Refund' and 'Deferment' rules set by the Committee.

5.3 Payments to other charities

- 5.3.1 In line with charity law, a u3a cannot raise funds for another charity that does not have similar charitable objectives. Crawley u3a will make payments to speakers who have indicated that they intend to donate their fee to a specific charity but not direct to their nominated charity.

5.4 Activity groups

- 5.4.1 Activity groups should aim to be self-financing and can collect such sums of money as the Committee deem to be necessary to undertake their activities. The funds of these groups belong to the u3a.
- 5.4.2 Activity Group Leaders are permitted to incur expenses up to a maximum value pre-determined by the Committee. All items of expenditure above this limit will require the pre-approval of the Treasurer. Items above a higher value limit, as determined by the Committee, will require their direct approval before being incurred.

- 5.4.3 Expenditure incurred by Activity groups will be defined into different classifications. The method of funding each classification will be determined by the Committee. The definitions and funding methods are set out in the Group Leaders Procedure and Reference Guide.
- 5.4.4 The Committee (via the Treasurer) will monitor the income and expenditure of the Activity groups. Group Leaders need to provide regular information, as agreed, to the Treasurer. Where groups do not comply then the Committee will review as to whether the group is legitimately operating in line with the insurance and financial requirements.

5.5 Social activities

- 5.5.1 Events such as theatre trips, outings, visits, or educational days out must be charged at cost and all participants pay appropriately. The costs paid by members must cover all associated expenses.
- 5.5.2 Before any trips, outings or events are undertaken the Group Leader or Event organiser will need to agree with the Treasurer and Group Coordinator what records need to be kept to:
- keep accurate accounts and comply with legal requirements,
 - maintain transparency and trust for all concerned, and
 - minimise risks and potential loss of funds.
- 5.5.3 The organiser of any trip, outing or event must not benefit from any discount (e.g., a free place) offered by the organisation providing the event. The value of free places must be shared out among all participants to the event.
- 5.5.4 Out-of-pocket expenditure incurred by either the Group Leader or Event organiser can be claimed back as expenses, but as all u3a members offer their services free to the movement, the organiser(s) must not get any pecuniary reward/gain for organising an event.

5.6 Outside Speakers

- 5.6.1 Outside speakers should be asked to state their fees and any travel costs at the time of booking and to provide an invoice against which a payment can be made.

5.7 Paid Tutors

- 5.7.1 Where the Committee has agreed the use of a paid tutor, they must provide evidence of their self-employed status and invoice the u3a.
- 5.7.2 The Activity Group using a paid Tutor must be totally self-financing, no subsidy can be provided from general u3a funds, unless specifically pre-agreed by the Committee.

6. Expenses policy

- 6.1.1 Expenses incurred by the Members who are involved with running the u3a activities will be reimbursed. Expense claims must be submitted with receipts wherever possible. Expense claims will be authorised by the Treasurer on behalf of the Committee and no Committee member should authorise their own claim. Expenses will include, with Committee approval, attendance at the Third Age Trust's AGM and Conference or national/regional workshops.
- 6.1.2 All claims need to be made on the appropriate form determined by the Treasurer, giving sufficient detail as to the nature of the expense.
- 6.1.3 Expense claims should reflect the cheapest travel option available. Travel by car will be reimbursed at the current HMRC approved rate for the actual mileage travelled. Car parking and congestion charges can be reclaimed (with receipts) but parking or other fines will not be allowed.

- 6.1.4 The Committee, where appropriate will predetermine remunerations rates for different cost elements.
- 6.1.5 Overnight accommodation will only be allowed in exceptional circumstances and will need the prior agreement of the Committee.

7. Membership Fees and membership of more than one U3A

- 7.1 The membership fee is reviewed on an annual basis. The u3a is committed to keeping the membership subscription value for money to attract and retain members.
- 7.2 The u3a offers a system whereby the membership fee can be adjusted for those who can provide proof of benefits received.
- 7.3 Members can belong to more than one u3a but have to nominate which is their main one. The main u3a will be responsible for all payments to the Third Age Trust on that person's behalf, this will include the annual membership (capitation) fee and the Third Age Matters magazine subscription. Where members nominate another u3a as they main one then their annual membership fee to Crawley u3a will be reduced accordingly.

8. Assets

- 8.1 An asset register is maintained by the Treasurer which records all assets held including their initial purchase price, date of purchase, estimated replacement value and location. Only items with a purchase value of £100 need to be recorded on the Register.
- 8.2 To accord with financial reporting requirements the following limits are to be applied to the recording of assets purchased within the financial accounts.
- Items with purchase value under £500, are not required to be depreciated and the costs charged to expenditure in the year of purchase.
 - Items valued over £500 are to be depreciated so that the purchase cost is charged to expenditure, in equal instalments over the expected life of the Asset.

9. Gift Aid

- 9.1 Crawley u3a has registered with H.M. Revenue and Customs to claim gift aid. Its registration number is XR585.
- 9.2 Claims are made on an annual basis, covering the previous completed tax year.
- 9.3 Claims will only be made based on Members who have provided a Gift Aid Declaration form and confirmed their approval to claim on their behalf.
- 9.4 Claims are made in accordance with the regulations and guidance provided by H.M. Revenue and Customs and the Third Age Trust.

10. Reserves

- 10.1 The u3a needs to retain a level of reserves that are sufficient to meet the following requirements should they materialise.
- To fund the loss of income from a significant reduction in Membership numbers, that would undermine the long-term viability of the organisation.
 - To cover additional unforeseen expenses arising from a local or national emergency or unforeseen event (such as an insurance claim or national emergency (Covid))
 - The contractual costs of winding up the organisation in an orderly manner.
- 10.2 The u3a aims to keep a minimum level of reserves that will cover at least six ~~nine~~ months of regular operating activity.

- 10.3 The level of requirement to be annually reviewed by the Committee as part of the fee setting process.
- 10.4 Group Activities, Trip and Event are excluded from this figure as these activities are entirely self-financing.
- 11. Investments**
- 11.1 as its prime consideration that it is merely holding money on behalf of its members. While the u3a should seek to obtain the best investment returns available, the security of funds takes precedence over returns on investment.
- 11.2 Investment of funds will be with main banks or building societies and the Charities Official Investment Fund (COIF).
- 11.3 These are chosen as they have the funds to withstand economic pressures. The Banks and Building Societies should offer cover by the FSCS guarantee (limited to £85,000 per institution).
The COIF is not covered by the FSCS guarantee, however, has the strength of working primarily in the charitable sector and offers no risk cash based accounts.
- 11.4 No investments will be made into stocks, shares, gilts, or bonds as the risk level would be too high.
- 11.5 The investments should be reviewed annually, as part of the fee setting process to take account of changing economic conditions.

Annex 3 Financial Policy – Committee delegated decision schedule

This sheet as at the 8th February 2023, sets out the decisions of the Committee in discharging their responsibilities under the Crawley u3a Financial Policy. The Financial Policy was originally approved on the 29th March 2022 and last reviewed and updated on the 8th March 2023.

The para numbers in the tables refers to the paragraph numbers within the Financial Policy. Where a decision has been amended over time only the current decision is recorded.

Decisions taken on the 8th February 2023

Para number	Decision
5.1.5	<p>Deferment Rules</p> <p>Group leaders can determine when a deferment of fees already paid for the current term can be transferred into the following term. This would normally follow a request from a member. It can be applied if one or more meetings have been missed for any of the following reasons:</p> <ul style="list-style-type: none"> • Illness (especially if of an infectious nature, such as Covid) or hospitalisation • Bereavement • Caring for a close family member due to illness or bereavement. • Attending a funeral • Where a member is unable to physically get to a session, due to either bad weather or lack of transportation making it impossible for them to attend. <p>An automatic deferment should be applied if the Venue cancels the session for whatever reason.</p>

	<p>Deferral should <u>not</u> normally be permitted:</p> <ul style="list-style-type: none"> • When members miss meetings due to holidays or clashes with private social events. • Where a member wishes to participate in two different activities that are scheduled to take place at the same time. In these circumstances the two Group Leaders and the Member can agree the appropriate level of fees to be charged for each Group at the beginning of term.
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Decision taken on the 11th January 2023

Para number	Decision
5.1.6	Attendance and activity management fees are waived for up to three Group Leaders per activity.

Decision taken on the 26th July 2022

Para number	Decision
4.1.4	The Assistant Treasurer is approved to set up, but not authorise on-line payments with the u3a's bank accounts, when the Treasurer is not available.

Decisions taken on the 29th March 2022.

Para number	Decision
4.3.3	No debit or credit cards to be issued in the name of Crawley u3a
4.4.1	General permission has been given to Groups Leaders to use personal Credit/Debit cards.
5.1.1	<p>Group Leaders can pay directly into the Bank, subject to their banking arrangement being risk assessed and approved by the Treasurer.</p> <p>Group Leaders can pay in receipts through their personal bank account.</p> <p>Receipts/electronic acknowledgements will be issued to Group Leaders where required.</p>
5.1.5	<p>Annual Membership fees are to be collected yearly on the 1st September.</p> <p>Activity Groups – Membership fees are to be collected yearly on the 1st October.</p> <p>Activity Groups – Attendance fees are to be collected as follows:</p> <ul style="list-style-type: none"> - Weekly Group – weekly on attendance - Fortnightly Group – weekly or termly in advance - All other Groups – termly in advance. <p>The Annual Membership will be reduced by 50% for any new Members joining on or after 1st March (six months into the year)</p>

	The Activity Group Annual Membership fee is pro-rated on a termly basis for new Members joining after the start of the year.
5.2.3	<p>Refund rules.</p> <ul style="list-style-type: none"> - No refund will be given on the Annual Membership fee, unless requested and considered by the Committee on a case-by-case basis. - No refund will be given on the Annual Activity Management fee for outdoor activities. - No refund will be given on Trips, unless the place vacated can be filled by another paying Member. - No refunds on Attendance fees. Requests may be made for deferring paid Attendance fees, in accordance with the paragraph 5.1.5.
5.4.2	<p>Approval limits for incurrence of individual items of expenditure:</p> <p>Activity Group Leader – up to £20</p> <p>Treasurer – up to £100</p> <p>Executive Committee – all items above £100</p>
5.7.1	No approval has been given to use paid Tutors.
6.1.4	<p>Determined cost remuneration limits.</p> <p>Printing/photocopying - set as part of the annual fee setting process.</p> <p>Where possible large pre-planned print runs (10+ copies) should be directed to the main U3A printer controlled by the Membership Coordinator.</p>

Agenda Item 9: [Accessibility Policy](#)

Action for the Committee: [To approve](#)

This is based on the Third Age Trust sample Accessibility Policy with amendments to ensure that we do not commit to actions which we cannot deliver.



Registered Charity No. 1029004

ACCESSIBILITY POLICY

Crawley u3a Accessibility Policy

Statement

Crawley u3a is a learning co-operative and membership charity which enables members in their third age to share educational, creative and leisure activities. Members of each U3A draw upon their knowledge, skills, and experience to teach and learn from each other (peer to peer learning). Crawley u3a is committed ensuring that the U3A is as inclusive and accessible as possible for those in their third age who meet the criteria for membership. This policy document should be read alongside Crawley u3a's Equality, Diversity, and Inclusion Policy.

Aims of the Policy *[amended 2nd March as result of Treasurer's comments. New text in red]*

This policy has been drawn up to ensure that Crawley u3a takes steps to review accessibility needs for individual members and makes reasonable adjustments, where possible, to accommodate the needs of members with disabilities and/or health related needs. The policy takes into account the requirements of the Equalities Act 2010 and the need for Crawley u3a to avoid discriminating directly or indirectly against members with disabilities and/or health related needs. **The policy will act as a reference point for Committee Members, Group Leaders and individual members in terms of the steps Crawley u3a will take both in accessing members' needs and in describing the steps the committee is taking to address those needs, to the extent which is reasonable, in light of Crawley u3a's resources and dependence upon meeting venues provided by third parties. It will be reviewed and amended over time (annually to begin with) as our experience in dealing with these matters develops, and in line with any additional resources gained.** ~~The policy will also identify the parameters of the adjustments that can be made. Crawley u3a is a membership charity and not a service provider, therefore whilst reasonable adjustments will be made to ensure that individuals can participate and can attend with carers to support their needs, there will be certain needs that the U3A will not be able to accommodate due to the level of care that an individual may need.~~

Practical Approaches to Increasing Access

In ensuring equality of access Crawley u3a will take the following steps:

1. An Access Coordinator will be identified from amongst the membership. This will be a committee member role.
2. The Access Coordinator will have responsibility for liaising with Group Leaders on an ongoing basis to look at ways in which groups are accessible and that group leaders are made aware of this Policy.
3. The Access Coordinator will contact members who indicate that they have a disability or health related issue that may need additional support and/or adjustment and discuss with them what needs they have and how these could be met – as appropriate.
4. General meetings will, as far as possible, be held at a well-lit, fully wheelchair accessible venue, spacious enough to cope with wheelchairs and mobility scooters, and with wheelchair accessible toilet.
5. If speakers are giving visual presentations, this fact will be made known to members who it might adversely affect ahead of the scheduled meeting in order that the member can decide for themselves whether to attend.
6. At the monthly members' meetings, appropriate seating will be reserved for those members with hearing impairment and/or sight loss when this is known to the organisers ahead of the scheduled Meeting.
7. Access will be reviewed by the committee on an ongoing basis with a view to considering any additional adjustments that may need to be made.
8. The Access Coordinator will develop for Committee members and Group Leaders an induction and/or training designed to support them in having an awareness of and facilitating access.

9. Group Leaders running groups that require a certain level of fitness and/or mobility will be asked to provide this information to members in advance so that members can decide as to whether the group is suitable for them.
10. Group Leaders will liaise with the Access Coordinator where there are concerns about an individual's ability to participate.
11. Crawley u3a will try to ensure that there are a range of groups available that will provide access to members so that members do not feel excluded from too many interest/activity groups.
12. Crawley u3a will encourage and may require members to bring carers with them to U3A activities, as needed, with no additional cost for the carer. The carer will fall under U3A liability insurance unless they are a professional carer, in which case the individual will be covered by their employer's insurance cover.
13. Crawley U3A will maintain a database of venues and the facilities offered by each venue to accommodate diverse needs.
14. Crawley U3A has a duty of care to all members, and this may mean that difficult decisions have to be taken in assessing an individual's ability to participate either in the U3A as a whole or within individual activities. These decisions will always be taken through discussion with the individual member and his or her carer if applicable to ensure that a fair and considered decision is taken. This may include developing a risk assessment with the individual regarding their ability to participate.
15. Crawley u3a will seek additional advice and support from the Regional Trustee, National Office, the national website, and external specialist organisations as required.

Version	Description of changes	Date
TAT template	Accessibility Policy for u3as in England, Scotland & Wales	29/11/2022
1.0	Draft Policy for Crawley u3a – Access Coordinator (Janet Newson)	09/02/2023
1.1	Draft Policy following consultation between Secretary (Margaret Lloyd) & Access Coordinator (Janet Newson)	16/02/2023
2.0	Final Version	24/02/2023

Janet Newson, Access Coordinator 24th Feb 2023

Diversity & Inclusivity Information

Please note this will not be included in the Policy. In time, the Diversity and Inclusivity guide will form a base for the Group Leader guideline document. There is work to be done, however, in adjusting it for relevance for Crawley u3a, and what is reasonable and practical for our u3a to adopt. It will also require adjustment as Group Leader input is acquired.

Mobility problems may be due to a variety of causes and may include:

- Diminished movement.
- Use of wheelchair, crutches, walking aid.
- Inability to reach venues.
- Inability to leave home.

Making open meetings accessible

- Review all venues in terms of steps, ramps, handrails, accessible toilets, lifts, easy opening of doors.
- Ask members what help they require.
- Provide suitable space for wheelchairs at meetings and offer practical assistance.
- Encourage carers to accompany a member.
- Look at accessibility implications for parking at venues.
- Make it clear what to do in an emergency.
- Suggest car sharing.

Making interest groups accessible

- Be flexible about meeting in members' homes, are they accessible?
- Could the member with the mobility issue host the group?
- Consider meeting in retirement and/or care homes.
- Look for venues with easy access for those with mobility problems (libraries, cafes, pubs, local care homes, even some supermarkets). Ask around – one u3a uses a fire station!

Hearing loss

- Moderate hearing loss is very common especially in the over 60s.
- It can destroy natural confidence and lead to isolation and depression.
- It can be compensated by hearing aids and other technical devices but most of all by sympathetic and knowledgeable support from peers.
- Being able to see the lip patterns of the speaker and ensuring one person speaks at a time will also help people with hearing loss to follow what is being said.
- u3a activities are an ideal therapy for the social isolation which hearing loss can bring.

Making open meetings accessible

- Provide a well-installed induction loop and PA system.
- Check the equipment before the meeting.
- Or consider purchasing a portable loop system such as a Conversor
- Use a room that is the right size for the numbers (not too big).
- Ensure that speakers understand the needs of members with hearing loss (See our [Notes for speakers](#)).
- Display important information on a screen or provide printed handouts.

Making interest groups accessible

- The vital element is understanding and support from group leaders and members.
- Make sure hearing-impaired members can explain their needs, confident of the support of the group.
- Indoor discussion groups should use a room appropriate to the numbers and with good lighting.
- Technical aids such as portable induction loops and personal listeners can be useful but they should be tested first in a realistic situation before buying.
- u3as should share their experiences and successes in making their activity more accessible.

Sight loss

- Although some people are totally blind (severely sight impaired), or retain only light perception, a much greater number have varying degrees of useful residual vision.
- Some people have lost central vision while retaining peripheral vision, while for others it is the opposite; others may have “blotchy” or blurred vision.
- Some people will have good distance vision but poor close vision, e.g. for reading, while for others it will be the reverse.

Making open and interest group meetings and visits accessible

- Members with poor sight may prefer to sit nearer the front (see also notes on people with [hearing impairments](#) and [Notes for speakers](#))
- Members with poor sight may appreciate help in finding a seat, or locating someone they wish to sit next to, and may welcome assistance with getting a cup of tea or signing up for other activities.
- Speakers using PowerPoint or similar should be encouraged to talk through their slides.
- Members may not be able to read a name badge or instantly recognise your voice, so introduce yourself by giving your name.
- When guiding someone with sight loss, remember that they take your arm and follow you half a pace behind. Do not propel them forward into the unknown.
- Try to reduce glare by positioning chairs with their backs to windows.
- On a walk or ramble, different members of the group can assist by offering a guiding elbow, if required, and information on approaching features such as steps or overhanging branches.
- Cinema or theatre groups should consider timing their visits to coincide with audio-described shows
- Book groups should check whether the titles they select are available in a form that the member can read, preferably on loan or at a reasonable price.
- Check that members with sight issues are aware of our [Readability advice](#) for members experiencing difficulty reading standard print or screens
- Playing cards are available with tactile or with enlarged visual markings.
- Many board games are available in an adjusted form.
- For physical activities such as yoga or Pilates, the tutor should be encouraged to verbalise rather than just demonstrate.
- Produce all written information in accordance with clear print guidelines and make it available by email or text. (See our [Readability advice](#) for u3a members who produce material for others to read).

Dementia

Dementia describes different brain disorders that trigger a loss of brain function. These conditions are all usually progressive, and Alzheimer's disease is the most common type of dementia, affecting 62 per cent of those diagnosed. There are 850,000 people living with dementia in the UK; of these, 40,000 are younger than 65.

Symptoms can include:

- Memory Loss.
- Difficulty with communication and reasoning skills.
- Changes in emotional behaviour (becoming sad, angry).
- Disorientation (confusion about time and place, even in familiar surroundings).
- Confused perception of physical environment (e.g. a doormat may be perceived as a puddle)

Treatment focuses on slowing the progression of the disease and maintaining the individual's quality of life. Social isolation is known to exacerbate the symptoms of people living with dementia; the U3A can therefore make an important contribution to the individual's wellbeing.

Making your u3a dementia-friendly

Understanding and support of the broad membership of the u3a are needed to create a dementia-friendly environment.

Key Messages

- Hope: people living with dementia can have a good quality of life, provided they remain involved in everyday life, including going to their U3A.
- Dignity: Be aware that dementia does not necessarily equate with loss of intellect and everybody is affected differently

- Understanding: Being unable to communicate something important is frustrating – especially so when this is due to memory loss or reasoning processes.
- Be a Friend: If you know someone with dementia, treat them as you always have done, show that you are pleased to see them or perhaps share a joke.

Actions

- Speak clearly and in short sentences.
- Listen to what the person is saying.
- A small amount of knowledge can enable a great amount of change.
- Involve the family members and carers, where possible. Remember that a carer can attend with the member who has dementia and need not become a member and pay, but will still be covered by U3A Public Liability Insurance (this does not apply to paid carers)
- See if you can persuade at least one member to become a Dementia Friend's Champion.
- If you have a carer/family member amongst your members, ask them to share their experiences.
- Organise a Dementia Friends awareness session. More information is available on dementiafriends.org.uk.

Members on their own

Most u3as have a significant number of members who live on their own and it is possible that the symptoms of dementia will first be noticed by friends at the U3A. If you are worried about someone's memory suggest they [read the Alzheimer's Society leaflet 'Worried About Your Memory?'](#) and see if you can persuade the person to see their GP and offer to go with them. If possible contact a relative. Bear in mind that the person may be anxious and quite frightened about this as they may be aware that they are having some difficulties.

Making Open Meetings accessible

- Encourage the member to bring a family member or carer with them.
- Have clear signage – for coffee, toilets etc.
- Don't be afraid of saying the wrong thing, it is better to be friendly than to not speak at all, use clear and uncomplicated language.

Making Interest Groups accessible

- Use people's names more than usual so the member knows who's who.
- Explain the format of the group and what is going to happen in the session
- Be patient.
- Encourage all group members to be welcoming.
- Sometimes changes in someone's behaviour may cause an issue; if this happens try to lead the member to a quiet space and sort it out in a positive manner with little fuss.

Simple ways you can help people with dementia

- Offer reassurance and understanding – put someone experiencing difficulties at ease.
- Communicate clearly – listen carefully and use simple, short sentences when speaking to someone with dementia.
- Be aware of the surroundings – noisy or busy environments can make people with dementia uneasy or add to their confusion. Consider how features of the environment may affect someone.
- Ensure any signage is clear and people can find what they want easily.

Agenda Item 10: Update of Safeguarding Policy

Action for the Committee: To approve the draft policy and the suggested next actions

This electronic version of our previous policy, which was approved back in March 2019, was lost during the November 2022 SiteBuilder file destruction. A paper copy has been found, but as the policy was overdue for review and the Third Age Trust template has been revised since March 2019 it was decided to update the policy.

The draft policy shown below is the Third Age Trust sample except for the first section “Introduction” which links the policy with our expressed values. The intention is that all our policies in this area will be prefaced with a similar additional section, assuming the Committee approves this.

Suggested Next Actions

If the policy is adopted then a covering paragraph for the website and a more tailored note for the newsletter will be drafted, and a reference made by myself at the Group Leaders’ meeting.

Chair, Jim McGough, 1st March 2023



Registered Charity No. 1029004

Crawley u3a Safeguarding Policy and Procedure [Draft]

Introduction [added by Crawley]

While we have an overriding duty to offer our members, and particularly those recognised as vulnerable, experiences where their safety is paramount the proposed adoption of this policy will see an exposition of an extensive set of circumstances, some of whose relevance might not be so obvious. The observance of neglect, for instance, would be an uncommon, but possibly not rare occurrence, and the guidance is clear on what steps to take.

Of particular relevance is the segment that 'Safeguarding includes incidents between members, concerns regarding abuse or neglect that a u3a member may be experiencing outside of the u3a, health related issues, or previous or pending criminal convictions.' Importantly, it is not the duty of the u3a to offer a remedy for these conditions, but to record worrying observations and report concerns to the relevant authority in an appropriate time frame. There may be incidents which might fall also to be treated under disciplinary or harassment procedures, and Group Leaders and others should report their concerns in this respect to the Chair or Secretary as soon as possible, in order that a clear categorisation can be achieved, and appropriate action taken.

Policy Statement [TAT sample from here on]

This policy and procedure are written to enable the committee to address issues where there are safeguarding concerns. Safeguarding includes incidents between members, concerns regarding abuse or neglect that a u3a member may be experiencing outside of the u3a, health related issues or previous or pending criminal convictions.

Crawley u3a committee has a duty of care to its members but does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate.

Crawley u3a recognises that some people are potentially at risk of abuse and neglect. Where abuse or neglect is suspected Crawley u3a will aim to respond in a prompt and efficient manner to any situation where there is a risk of or perceived risk of harm. Crawley u3a recognises that there are various forms of abuse which can be perpetrated by volunteers, members, relatives, friends and neighbours. Crawley u3a will neither condone nor tolerate any form of abuse or neglect and believes that all people should be able and, where necessary, enabled to live in an environment which is safe and free from harm.

It is not appropriate for Crawley u3a to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014. Where there are serious concerns regarding abuse or neglect Crawley u3a committee will seek advice and support from the Trust, where possible, and will contact the relevant statutory authorities, as needed. Crawley u3a will monitor the implementation of this policy and procedure annually through its committee.

In following the safeguarding procedure Crawley u3a will strive to uphold the principles that those involved in incidents are entitled to:

- privacy
- be treated with dignity and respect

- lead an independent life and to be enabled to do so
- choose how they live their lives
- the protection of the law
- have their human and civil rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background.

Crawley u3a will also follow the principles enshrined within the Care Act 2014:

- **Principle 1 – Empowerment** – whereby the approach is focused on the individual making their own decision and gaining informed consent, where possible.
- **Principle 2 – Prevention** – seeking to take steps to prevent issues from arising or escalating.
- **Principle 3 – Proportionality** – responding in a proportionate way to the issue/s being presented.
- **Principle 4 – Protection** – seeking to keep the membership safe and protection for those deemed to be at risk.
- **Principle 5 – Partnership** – reporting incidents to the relevant statutory bodies and liaising with the Trust.
- **Principle 6 – Accountability** – accurate recording of incidents. Reporting incidents, as required, to the Trust and relevant regulatory authorities.

Procedure

Crawley u3a has a responsibility to ensure that its committee members and group leaders understand their safeguarding responsibilities.

Depending on the nature of the allegation and the identified risk, Crawley u3a will support the alleged victims and the alleged perpetrators of any abuse as well as any volunteer who becomes aware of an allegation in so far as this does not compromise any safeguarding enquiry or investigation into the allegation or place other adults at risk.

Crawley u3a will make every effort to respect the confidentiality of any information that is disclosed under this policy and procedure, however due to the seriousness of allegations confidentiality is not absolute. Information will be recorded and stored securely in accordance with Data Protection Act 2018, but information may have to be shared, on a 'need-to-know' basis only, to prevent:

- Danger to a person's life
- Danger to a person's health
- Danger to others
- Danger to the community
- or to prevent or to facilitate the investigation of a serious crime

Courses of action

- 1) Crawley u3a's approach to safeguarding will include members who exhibit health concerns that could put themselves or others at risk, convictions (previous or pending) that include offences of a sexual or violent nature, inappropriate behaviour exhibited by a member including sexual advances, bullying, aggression or violent behaviour, harassment and/or discrimination. This can include behaviour exhibited face to face as well as electronic communications or via social media platforms.
- 2) Where the committee becomes aware of a safeguarding concern, steps will be taken, as needed, to ensure the safety of adult/s at risk is secured as a first priority. The steps to take to address this will be discussed and agreed between the Executive Officers of the committee in the first instance. No committee member will act in isolation when dealing with a safeguarding concern.

- 3) Where Crawley u3a committee becomes aware of a safeguarding concern, the first step will be to gather as much information as possible to assist with the decision as to the next steps. A risk assessment will be developed and recorded as soon as possible after the concern comes to the attention of the committee. Where it is deemed that the risk is high and immediate action needs to be taken, the committee will contact the relevant local authorities and – where possible – the Trust for advice and support.
- 4) As far as possible, the adult at risk's wishes will be respected as to whether or not to refer any concerns to the local authority as a Safeguarding Enquiry under Section 42 of the Care Act 2014. However, it may be necessary to override their wishes in the best interests of other adults at risk.
- 5) In developing the risk assessment, the committee will consider the level of risk and the action that needs to be taken accordingly. Assessment of risk will include:
 - Risk to the individual member
 - Risk to other members within the u3a
 - Reputational risk for the individual u3a and the u3a movement as a whole
- 6) Where the risk is not deemed to be high, but support is needed, Crawley u3a will contact the Trust to discuss the concerns and seek additional assistance in developing the risk assessment. Assistance will always be sought before moving to exclude any member from the u3a on the basis of a safeguarding risk assessment.
- 7) Once the risk assessment is completed, the committee will decide as to the most appropriate course of action. This could include excluding members from certain groups i.e., groups held in people's homes, requesting that a member attends the u3a with a carer or excluding a member from a group run by a particular group leader.
- 8) Depending on the nature of the allegation it may be necessary to pursue the incident following Crawley u3a's complaints, disciplinary or grievance procedure. Where it is decided that this is the best course of action the matter will not be investigated by any party that was privy to the initial reporting of the incident.
- 9) All actions taken will be recorded. Any records will remain confidential to the committee unless a prior decision has been taken to share the record with the relevant statutory bodies.

Version	Description of changes	Date
TAT template	Safeguarding Policy and Procedure sample	18/11/2021
1.0	TAT sample Policy and Procedure sample personalised for Crawley u3a with an "Introduction" section added	'01/03/23

Agenda Item 11: Data Protection Policy and Privacy Document Update and Compliance Review

Actions for the Committee: (i) To approve the data Protection Policy and Privacy Policy

(ii) To approve the actions to ensure full compliance

I sent my version of this paper as at 3rd march to Max Woodward to review and comment on, but I made it clear I could not reasonably expect him to do this before the 8th March.

The few changes to the version sent out on 27th Feb shaded in pale blue.

Definitions for **words in bold** and a general glossary of terms are given in [Annex 4](#)

Previous Policies approved September 2020

I originally started looking at these two policies because I believed the current Crawley u3a electronic versions of these policy documents were lost in the November SiteBuilder collapse, and that had only a paper copy of the **Data Protection Policy**, and nothing at all for the **Privacy Policy**.

I have since come across the final electronic versions of both of the policies, approved in September 2020. They were taken straight from the relevant TAT templates (with deletion of a few sections which did not apply for the Privacy Policy).

As the Committee last examined these policies well over two years ago they were overdue for a review in any case. In addition, I have realised that we are not fully complying these policies, for example we are not incorporating data protection requirements into our induction procedures for new Committee members, nor are we regularly reviewing and updating Beacon privileges.

So it seemed sensible to combine a thorough review of both these policies together with compiling a list of actions we need to take to ensure we are doing what we say in the policies we are doing.

Review and amendment of the Policies

1. Guidance Available The Third Age Trust (TAT), as well as providing a sample policy and template for each of the **Data Protection Policy** and **Privacy Policy** (sometimes termed Privacy Statement) has a general GDPR (General Data Protection Regulation) guidance document "Data Protection" on its Advice & Guidance site. This provides a useful background to the subject and explains the implications of GDPR for u3a charities.

The UK information Commissioner's Office website is also a very comprehensive source of information. [Information Commissioner's Office \(ICO\)](#)

I have also incorporated the comments made by Max Woodward during his recent review of the Crawley u3a Data Protection Policy (e-mail from max to Chair 11/02/23). I will send him a copy of all of this paper for his comments. Combine into one document? I first read carefully through the TAT's Data Protection document, noting down what it implied should appear in each of the policies. I then considered combining the two documents into one, as Reigate and Redhill (R&R) do, but then I realised that the two documents served different purposes and audiences (see [Annex 4](#) for definitions of each policy). In any case, I don't think the R&R document includes all it should do.

2. Incorporation of question on the Membership forms concerning accessibility needs As part of our new accessibility policy we will be asking prospective and current members whether or not they experience any physical or mental health conditions which could impact their experience of u3a activities. Whether or not we collect this information via the membership forms or by some other means (such as asking them to contact the Accessibility coordinator directly) we will be retaining such data so need to reflect this within the Privacy Policy. As health-related information is classified as **Special category data** and we cannot justify collecting it under the **legitimate interest lawful basis** we can only collect it by **consent** i.e. on a voluntary basis.

3. Final Draft Policies I then went through the current TAT template/samples for each of the policies. I made scarcely any changes to the Data Protection sample but made a few changes to the Privacy Policy template to make it easier to understand and absorb.

Not surprisingly, given that both the TAT samples are basically unchanged since September 2020, the resulting draft Data Protection policy ([Annex 2](#)) is virtually identical to the current version.

The draft Privacy Policy ([Annex 3](#)) varies slightly from the current version in presentation, and also:

- (i) It now uses the **legitimate interest** rather than the **contract basis** as the **lawful basis** for collecting the personal data for reasons explained in the annotations on the draft Privacy Policy.;
- (ii) Uses the **consent basis** for collecting the data which is given voluntarily (on previous occupation and physical and mental health conditions to give (more on this in section 4 of [Annex 2](#)).

Actions to Ensure Full Compliance

As I was going through the policy templates I noted down all the ways in which we are not fully complying with these policies, and so exposing ourselves to the risk of data breaches.

Note that it would not be only Crawley u3a which could be sanctioned for a data breach, but the individual member who caused the breach.

These actions to ensure full compliance are listed below. This represents a substantial amount of work which will take a few months.

The Secretary will be available to assist but other Committee Members need to be actively involved so they are fully aware of their GDPR responsibilities in respect of the areas for which they are responsible.

No	Action	Who
Induction & Training		
1	Ensure responsibilities around handling data are included within the Trustee Induction programme	Chair
2	Group Coordinator to ensure responsibilities around handling data (e.g. all e-mails to be Group members to be sent bcc) are included within the training for new Group Leaders, GL handover processes, and in the Procedures for GLs document (Emergency contact data is covered but not the other personal data).	Group Coordinator
General Management		
3	Appoint a Data Protection Officer (this will need to be the Secretary for now given the vacancies on the Committee but may change in future)	Chair
4	Consider whether something on Member to Member responsibility needs to be included within the policies (e.g. if one takes pictures at a formal u3a event then post them onto personal/other public accessible websites, or post them on the u3a Facebook page).	Secretary
5	Secretary to ensure that proper processes are established centrally to demonstrate compliance (e.g. log of members requests relating to personal data including withdrawal of consent for data submitted voluntarily), inclusion of GDPR matters in Committee Member changes checklist, documentation of Beacon privilege changes etc.	Secretary
6	The Crawley u3a Communications Policy to include a section on the implications of data protection, <u>focusing particularly on the use of</u>	Communications Coordinator

	photographs and videos uploaded to the website and to social media sites such as Facebook.	
7	Investigate whether spreadsheets and other documents which include personal data on members should be filed within special Committee protected areas (Microsoft Teams or Drop boxes) whether than on personal computers and laptops (so ex Committee members do not retain such data after finishing their period of service).	Secretary/IT Group
8	Ensure that all computers and laptops used by Committee Members have firewalls (and GLs – is there data protected if they just use the Beacon app and do not download from it?) and that all files containing personal data are protected with unique strong passwords (the Beacon system ensures that all user passwords are strong).	All Trustees
9	Check the GDPR implications of retaining members' bank account details (whether provided for bank transfer purposes or shown on cheques)	Secretary
10	Committee to decide how long, subject to Gift Aid requirements, personal data is retained once a member resigns, dies, or fails to renew.	Secretary to include in a future meeting
Beacon Data		
11	To bring a paper to the Committee showing who currently has access to personal data within Beacon, and Committee to approve levels of access on a role-by-role basis.	Secretary – see Agenda Item 12.
12	Committee to ascertain what personal data each role holder, current and past, holds outside Beacon (e.g., on Beacon data download spreadsheets, other spreadsheets) and in what form (paper form, electronic on laptops or other computers) and whether this data is necessary for the purposes of undertaking their role.	Secretary to ask Committee Members for details and to record
13	Establish a process for ensuring that when there is a change in the holder of any role with Beacon Access (Trustee, committee support role, or Group Leader) this is properly communicated to the Beacon Coordinator, and for undertaking an audit check once every 12 months	Secretary
14	Agree whether or not we need to collect Previous Occupation data	
15	Consider what data we collect on Guest members	Groups & Membership Coordinator
New Members Application and Members' Renewal Forms (see note below)		
16	Amend to make it clear that the question on previous occupation is voluntary	Secretary & Mems Coordinator
17	Check that the note on GDPR currently shown is sufficient (we may need to state why we collect and hold Emergency contact data)	Secretary
18	It needs to be made clear that a member has the option to opt out of receiving the Third Age Matters magazine	Secretary & Members' Coordinator
19	Consider how we best amend the forms to collect, on a voluntary basis only, any physical or mental health conditions which might have accessibility implications (and which if we are aware of we could potential take steps to improve their u3a experience)	Secretary & Access Coordinator

20	Consider asking whether a member consents to the use of photos including themselves (without any names being given) in newsletters and on promotional material.	Communications Coordinator/Secretary
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Redesign of Membership Forms

There are other changes which it has been suggested we might make to the membership forms:

- (i) For the new members application form the inclusion of a question asking how the prospective member came to hear about Crawley u3a (to assist us with future marketing);
- (ii) Inclusion of the u3a members' Code of Conduct

We need to include this in a future Committee meeting as part of the 2023/24 renewal process

Annex 1: Proposed Crawley u3a Policy on Data Protection

From Third Age Trust (TAT) Template Data Protection Policy (last updated 11/10/21)

Definitions for **words in bold** are given in [Annex 4](#)

1. Scope of the policy

This policy applies to the work of Crawley u3a. The policy sets out Crawley u3a's requirements for collecting and processing information for membership purposes. The policy details how personal information will be collected, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by Crawley u3a committee members to ensure that Crawley u3a remains compliant. This policy should be read in tandem with Crawley u3a's **Privacy Policy** (see [Annex 2](#))

2. Why this policy exists

This data protection policy ensures Crawley u3a:

- (a) Complies with data protection law and follows good practice,
- (b) Protects the rights of members,
- (c) Is open about how it stores and processes members data,
- (d) Protects itself from the risks of a data breach.

3. General guidelines for committee members and group leaders

- (a) The only people able to access data covered by this policy should be those who need to communicate with or provide a service to Crawley u3a members.
- (b) Crawley u3a will provide induction training to Committee Members and Group Leaders to help them understand their responsibilities when handling data.
- (c) Committee Members and Group Leaders should keep all data secure, by taking sensible precautions and following the principles and guidelines below.
- (d) **Strong passwords** must be used, and they should never be shared.
- (e) Data should not be shared outside of the u3a unless with prior consent and/or for specific and agreed reasons. Examples would include Gift Aid information provided to HMRC or information provided to the distribution company for the Trust publications.
- (f) Member information should be refreshed periodically to ensure accuracy, via the membership renewal process or when policy is changed.
- (g) Additional support will be available from the Third Age Trust where uncertainties or incidents regarding data protection arise.

4. Data protection principles

The General Data Protection Regulation identifies key data protection principles:

Principle 1	Personal data shall be processed lawfully, fairly and in a transparent manner;
Principle 2	Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. Further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

Principle 3	The collection of personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
Principle 4	Personal data held should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
Principle 5	Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for the which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
Principle 6	Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
Principle 7	The accountability principle requires organisations to take responsibility for what they do with personal data and how they comply with the other principles. Organisations must have appropriate measures and records in place to be able to demonstrate their compliance.

5. Lawful, fair and transparent data processing

Crawley u3a requests personal information from potential members and existing members for membership applications and for sending out communications regarding members' involvement with the u3a.

The forms used to request personal information will contain a brief reference to the **Privacy Policy** informing potential members and renewing members as to why the information is being requested and what the information will be used for.

The **lawful basis** for obtaining member information is due to the **legitimate interest** that Crawley u3a has in collecting individual members data.

In addition, members will be asked to provide consent for specific processing purposes such as the taking of photographs. Crawley u3a members will be informed that they need to contact the **Secretary (who acts as the Data Protection Officer)** should they wish for their data not to be used for specific purposes for which they have previously provided consent.

Where these requests are received they will be acted upon promptly and the member will be informed as to when the action has been taken. The Secretary will keep a log of these requests.

6. Processed for specified, explicit and legitimate purposes

Members will be informed as to how their information will be used and the Committee of Crawley u3a will seek to ensure that member information is not used inappropriately. Appropriate use of information provided by members will include:

- Communicating with members about Crawley u3a events and activities,
- Group leaders communicating with group members about specific group activities,
- Member information will be provided to the distribution company that sends out the Third Age Trust publication "Third Age Matters". Members will be informed and have a choice as to whether or not they wish to receive the publication.
- Sending members information about Third Age Trust events and activities

- Communicating with members about their membership and/or renewal of their membership
- Communicating with members about specific issues that may have arisen during the course of their membership.

Crawley u3a will ensure that group leaders are made aware of what would be considered appropriate and inappropriate communication. Inappropriate communication would include sending u3a members marketing and/or promotional materials from external service providers

Crawley u3a will ensure that members' information is managed in such a way as to not infringe on an individual member's rights which include:

- The right to be informed.
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing.
- The right to data portability
- The right to object

7. Adequate, Relevant and Limited Data Processing

Members of Crawley u3a will only be asked to provide information that is relevant for membership purposes. This will include:

- Name
- Postal address
- Email address
- Telephone number
- Gift Aid entitlement
- Emergency contact name and telephone number
- Bank account details (not held in Beacon but on spreadsheets kept by the Treasurer)

Where additional information may be required such as health related information and previous occupation this will be obtained with the consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

Where Crawley u3a organises a trip or activity that requires emergency contact information to be provided, a **legitimate interest assessment** (see [Annex 3](#)) will have been completed in order to request this information. Members will be made aware that the assessment has been completed.

8. Photographs (also applies to video footage)

Photographs are classified as personal data. Where group photographs are being taken members will be asked to step out of shot if they don't wish to be in the photograph. Otherwise consent will be obtained from members in order for photographs to be taken and members will be informed as to where photographs will be displayed. Should a member wish at any time to remove their consent and to have their photograph removed then they should contact the Communications Coordinator to advise that they no longer wish their photograph to be displayed.

9. Accuracy of data and keeping data up-to-date

Crawley u3a has a responsibility to ensure members' information is kept up to date. Members will be informed to let the Members Coordinator know if any of their personal information changes. In addition, on an annual basis, the membership renewal process will provide an opportunity for members to inform Crawley u3a as to any changes in their personal information.

10. Accountability and governance

Crawley u3a Committee is responsible for ensuring that the u3a remains compliant with data protection requirements and can evidence that it has. Where consent is required for specific purposes then evidence of this consent (either electronic or paper) will be obtained and retained securely. Crawley u3a Committee will ensure that new members joining the Committee receive an induction into the requirements of GDPR and the implications for their role. Crawley u3a will also ensure that group leaders are made aware of their responsibilities in relation to the data they hold and process. Committee Members will stay up to date with guidance and practice within the u3a movement and will seek advice from the Third Age Trust National Office should any uncertainties arise. Crawley u3a will review data protection requirements on an ongoing basis as well as reviewing who has access to date and how data is stored and deleted. When Committee Members and Group Leaders relinquish their roles, they will be asked to either pass on data to those who need it and/or delete data.

11. Secure Processing

Crawley u3a Committee Members have a responsibility to ensure that data is both securely held and processed. This will include:

- (a) Committee members using strong passwords
- (b) Committee members not sharing passwords
- (c) Restricting access of sharing member information to those on the Committee who need to communicate with members on a regular basis
- (d) Using password protection on laptops and PCs that contain personal information
- (e) Using password protection, a membership database or secure cloud systems when sharing data between Committee Members and/or Group Leaders
- (f) Paying for firewall security to be put onto Committee Members' laptops or other devices.

12. Subject Access Request

Crawley u3a members are entitled to request access to the information that is held by Crawley u3a. The request needs to be received in the form of a written request to the Members Coordinator of Crawley u3a. On receipt of the request, the request will be formally acknowledged and dealt with expediently (the legislation requires that information should generally be provided within one month) unless there are exceptional circumstances as to why the request cannot be granted. Crawley u3a will provide a written response detailing all information held on the member. The Secretary will keep a record of the date of the request and also the date of the response.

13 Data Breach Notification

When a data breach occurs action will be taken to minimise the harm. This will include ensuring that all Crawley u3a Committee Members are made aware that a breach has taken place and how the breach occurred. The Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The Chair of Crawley u3a will contact the Third Age Trust national u3a office as soon as possible after the breach has occurred to notify of the breach. A discussion will take place between the Chair and National Office as to the seriousness of the breach, action to be taken and, where necessary, the Information Commissioner's Office would be notified. The Committee shall also contact the relevant u3a members to inform them of the data breach and actions taken to resolve the breach.

Where a u3a member perceives that there has been a breach by the u3a, a Committee Member will ask the Member to provide an outline of the breach. If the initial contact is by telephone, the Committee Member will ask the u3a member to follow this up with an email or a letter detailing their concern. The alleged breach will then be investigated by Members of the Committee who are not in any way implicated in the breach.

Where the Committee needs support or if the breach is serious, they should notify the Third Age Trust national office for assistance or to establish whether the Information Commissioner's Office needs to be informed. The u3a member should also be informed that they can report their concerns to the national office if they don't feel satisfied with the response from the u3a. Breach matters will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

Version	Description of changes	Date
1.0	Third Age Trust (TAT) Data Protection Policy Sample for u3as in England, Scotland & Wales	November 2021
2.0	Draft Data Protection Policy for Crawley u3a Margaret Lloyd, Secretary	26/02/23
2.1	Draft Data Protection Policy for Crawley u3a. A few minor changes to the version on 26/02/23 Margaret Lloyd, Secretary	2/03/23

Annex 2: Proposed Crawley u3a Privacy Policy

From Third Age Trust Template Privacy Policy (last updated 11/10/21)

Definitions for **words in bold** are given in **Annex 4**

Comments in *red italics* are my explanatory comments and will not be retained in the final version.

Introduction

Privacy

Crawley u3a (we/us) treats your privacy rights seriously. This Privacy Policy sets out the basis on which we collect and use personal data about you.

Personal Data

In this Privacy Policy, where we use the words **personal data** we use these words to describe information that is about you and which identifies you.

This Policy describes:

- 1) Who is responsible for the personal data that we collect about you;
- 2) The personal data we collect about you;
- 3) How we collect it;
- 4) How we will use it;
- 5) What about photographs and videos?
- 6) Whether or not we share it with third parties
- 7) Who in Crawley u3a has access to your data
- 8) How we store and process your data
- 9) How long we will keep your data for
- 10) Your rights and choices in relation to your personal data
- 11) How you will be informed if there are any changes to the Privacy Policy.

This is to make sure you have a full picture of how we collect and use your personal data.

1. Who is responsible for the personal data that we collect?

We, the members of Crawley u3a Committee and Crawley u3a Trustees, are the **Data Controller** for the purposes of data protection law, in respect of your personal data collected and used by us.

2. What personal data do we hold about you?

(i) Data we require from all members

- (a) Members Contact Data
 - Name
 - Address
 - Telephone number (home and/or mobile)
 - E-mail address
- (b) Members Gift Aid status
- (c) Members Emergency Contact Data:
 - Name
 - Telephone number (home and/or mobile)
- (d) Primary u3a (for Associate members only)
- (e) Bank account details (whether provided for bank transfer purposes or shown on cheques)

What and how will we collect on Guest members? We will need them to complete some type of form for insurance purposes

(ii) Data given on a voluntary basis only

- (f) Members Previous Occupation (voluntary only)
- (g) Any particular accessibility needs, such as wheelchair user, sight-impaired (voluntary only)

3. How we collect his data

- (a) Through your application form (new members)
- (b) Through your renewal form or an annual e-mail or letter contact to check that the data we hold on you is correct (for renewing members)

4. How we use this data

(i) Data we require from all members

- (a) To set up and manage your membership of Crawley u3a
- (b) To set up and manage your membership of Crawley u3a activity groups, for those who join groups
- (c) To manage attendance at Crawley u3a outings and events open to all members
- (d) To communicate with you about activities and events
- (e) To send you the monthly Crawley u3a newsletter
- (f) To deliver Trust publications including Third Age Matters
- (g) To conduct occasional surveys on members' views
- (h) To manage any issues, complaints, feedback and enquiries

(ii) Data given on a voluntary basis only

Previous Occupation: To assist the Committee in identifying members who have skills which could be useful to the Committee or specific Groups

Accessibility Needs: To assist the Committee and Group Leaders in improving the u3a experience for relevant members.

GDPR requires that personal data must only be collected for specified, explicit and legitimate purposes and that you consent to us collecting it. It requires that all organisations need to establish a **lawful basis** for processing data.

We use the **lawful basis of legitimate interest** to justify collecting the data we require from all members. In accepting membership applications the u3a has a legitimate interest in requesting and processing personal information from those who wish to join. In addition, the u3a has a legitimate interest in communicating with existing members to inform them about activities relating to their membership.

To meet the requirements of this lawful basis we have completed a **legitimate interest assessment (LIA)** (see section 7 of [Annex 1](#) and [Annex 3](#))

We previously used the contract basis rather than the alternative legitimate interest basis (TAT suggests we use one or the other) but as the contract basis does not hold in circumstances where we do not charge a membership fee (if we were to charge zero fees for any year or have any honorary members – which we did until end 21/22) I felt it preferable to use the legitimate basis. This does mean we are required to hold an LIA.

Used the legitimate rather than the contract basis as the latter does not hold in any years for which we do not charge a membership fee, or if we have honorary members. We did have honorary members up to end 2021/22 and may do so again.

We can only collect information not justified by any lawful basis and/or sensitive data within the with consent of the member. This is why the Previous Occupation and Accessibility Requirements need to be supplied on a voluntary basis only.

5. What about photographs (used here to include videos)?

Photographs constitute personal data and your consent will be requested when taking photographs are taken for u3a purposes, and the purpose for which the photograph is to be used (e.g. the monthly newsletter, a leaflet advertising the u3a) will be stated.

Where group photographs are being taken any members of the group who don't wish to be in the photograph will be asked to move out of shot.

If a member objects subsequently to a photo which includes themselves then they need to contact the Communications Coordinator who will then remove the photo from any publicity or display.

6. Do we share data with third parties?

We share it only with the Third Age Trust (TAT), and Third Age Trust Ltd (TATTL), for the national mailing of the Third Age Matters magazine. The only information passed to them is your name, address and the u3a to which you belong (your main u3a in the case of Associate members). The data is submitted via a secure portal.

Members will be informed and have a choice as to whether or not they wish to receive the publication.

We also share the Gift Aid details with HRMC.

We share members' bank account details with our bank.

We do not use members information for sending information on non-u3a matters or organisations which could be regarded as "marketing".

The Third Age Trust SiteBuilder tool, used to create the Crawley u3a website, does not support the use of cookies, including third party cookies, on individual u3a sites. No third-party advertising cookies are permitted anywhere within the u3asites.org.uk domain.

7. Who within Crawley u3a has access to your data?

(1) All Committee Members (Trustees) as shown on the Contacts page of the Crawley u3a website

(2) The following Committee Support post holders:

- Members Support
- Welfare Support
- Beacon Administrator

(3) The Group Leader and/or Group Administrator of any activity groups you belong to

(4) Any member of Crawley u3a leading a walk, a trip or outdoor activity in which you are take part will be carrying the Emergency Contact Data for all participants.

To be further considered and reviewed under [Agenda Item 11 Beacon Access and Privileges](#)

Need to reformat the Contacts page on the web so that Committee members are clearly identified.

8. How do we store and process your data?

Crawley u3a uses the Beacon Management system, provided by the Third Age Trust, to store your data.

We exercise the following policies to ensure the data is kept secure:

(1) All users (those listed under 6. above) undergo training on their responsibilities under GDPR, as well as on how to use the system

- (2) Access to the data is stored by a two-step login and password system
- (3) Access inside Beacon is restricted on a need-to-use basis, and approved by the Committee

2. How long do we keep your data for?

We will keep your personal data for different periods depending on the nature of the information, the purpose for which it was collected, any legal obligation and/or business reason to retain.

For those members who have completed a Gift Aid declaration we have to keep declaration records for 6 years from the end of the accounting period they relate to. This overrides any GDPR policy requirements.

3. What are your rights?

You have certain rights with respect to your personal data. The rights will only apply in certain circumstances and are subject to certain exemptions. Please see the table below for a summary of your rights. Contact the Crawley u3a Secretary if you wish to exercise your rights (except for the final one).

	Summary of your rights
Right of access to your personal data	You have the right to receive a copy of your personal data that we hold about you and information about how we use it, subject to certain exemptions.
Right to rectify your personal data	<p>You have the right to ask us to correct your personal data that we hold where it is incorrect or incomplete.</p> <p>To ensure the information we hold is accurate and up to date, members need to inform the u3a as to any changes to their personal information. You can do this by contacting the Secretary (who acts as the Data Protection Officer) via the Contacts page of the Crawley u3a website.</p> <p>On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that the u3a holds on you, you can make this request by contacting the Membership Coordinator. We will usually respond within one month of the request being made.</p>
Right to erasure of your personal data	<p>You have the right to ask that your personal data be deleted in certain circumstances. For example:</p> <ul style="list-style-type: none"> • where your personal data is no longer necessary in relation to the purposes for which it was collected or otherwise used; • if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal data; • if you object to the use of your personal data (as set out below); • if we have used your personal data unlawfully; or • if your personal data needs to be erased to comply with a legal obligation.
Right to restrict the use of your personal data	You have the right to suspend our use of your personal data in certain circumstances. For example:

	Summary of your rights
	<ul style="list-style-type: none"> • where you think your personal data is inaccurate but only for so long as is required for us to verify the accuracy of your personal data; • the use of your personal data is unlawful and you oppose the erasure of your personal data and request that it is suspended instead; • we no longer need your personal data, but your personal data is required by you for the establishment, exercise or defence of legal claims; or • you have objected to the use of your personal data and we are verifying whether our grounds for the use of your personal data override your objection.
Right to withdraw consent	You have the right to withdraw your consent at any time where we rely on consent to use your personal data (this covers the information on your previous occupation and any physical or mental health conditions you have declared)
Right to complain to the relevant data protection authority	<p>You have the right to complain to the relevant data protection authority, which is in the case of us, the Information Commissioner's Office (ICO), where you think we have not used your personal data in accordance with data protection law. The ICO's contact details are:</p> <p>Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF</p>

4. How you will be informed of any changes to our Policy

This Privacy Policy is available on the members page of the Crawley u3a web. This policy may change from time to time. Members will be informed via the newsletter or notice on face of the website when any material changes are made to this policy.

Queries regarding this policy or use of data

If, after reading the above, you have any questions regarding this Privacy Policy or the way we use your personal data, please contact the Secretary the Contacts page of the Crawley u3a web.

Version	Description of changes	Date
1.0	Privacy Policy Template for u3as in England, Scotland & Wales	November 2021
2.0	Draft Privacy Policy for Crawley u3a Margaret Lloyd, Secretary	26/02/23
2.1	Draft Privacy Policy for Crawley u3a. A few minor changes to the version on 26/02/23 Margaret Lloyd, Secretary	2/03/23

Annex 3: Legitimate Interest Assessments

Legitimate Interest Assessment Sample: Membership

[Personalised for Crawley u3a from the Third Age Trust Legitimate Interest Assessment Sample: Membership template (updated November 2021) developed by the Third Age Trust for individual u3as to adapt to meet their needs].

1 Introduction

This legitimate interest assessment has been compiled in order to set out the reasons why Crawley u3a processes membership information.

2 Purpose Test

Crawley u3a requests personal data in order to be able to register individuals for membership of Crawley u3a. The personal data provided will also be used to communicate with members regarding the activities of Crawley u3a and to keep members informed regarding any groups or activities that they undertake with Crawley u3a. Member information is shared with a third-party processor for the supply of the Trust publication – Third Age Matters (TAM). **Each member has a choice as to whether they opt to receive this publication.** Other than this, and HRMC with regard to Gift Aid data for those members who declare eligibility, Crawley u3a does not share membership information outside of the u3a. Membership information is securely held and access is restricted to those who need to process data for membership purposes. Storage and processing of membership data is done in line with GDPR and safeguarding requirements. Crawley u3a operates with a data protection policy and privacy statement and has sought advice from the Third Age Trust in developing guidance in respect of our practice in relation to data protection. *To check whether we need to give Emergency Contact data to coach companies in case of accidents.*

3 Necessity Test

Crawley u3a requests minimal information from potential members which includes personal details and contact details. This information is proportionate to the requirements of the u3a fulfilling its responsibilities in relation to being able to communicate effectively with its membership. Crawley u3a would not be able to register members or process applications without the provision of a certain amount of membership information. Crawley u3a has a duty of care to its membership and needs to retain a certain amount of personal information in order to know who its members are and which members are paid up members of the u3a. This is necessary for meeting the requirements of the insurance provision for U3A members.

4 Balancing Test

The personal data requested is that which is needed for registering and processing individuals as members of Crawley u3a. The data requested is minimal personal data and that which is needed for communicating with members. All the data gathered is from individuals who provide the information as part of their application to join Crawley u3a. Membership extends to the start of the next membership year (which runs September to August) at which point members have the option as to whether or not they wish to renew as well as having the opportunity to update their personal information. The reasons for collecting personal information is explained to potential members at the point of joining. A copy of Crawley u3a's privacy policy is available to all members who wish to have further details about how their information is used and who it is shared with. **Members who are unhappy about their data being shared with third party processors are able to opt out of receiving those publications for which a processor is used.**

Crawley u3a holds information securely and it will only be accessed by those who need to see it. Membership data will not be processed for any purpose other than in connection with an individual's membership. Communications sent will be relevant and targeted to the individual's membership activities. Crawley u3a members will not be sent marketing materials or information that does not relate to Crawley

u3a or the Third Age Trust. Crawley u3a Group Leaders will be informed of the importance of restricting their communications with members to that which is needed for organisation of the group. All those who process membership information for the u3a will receive an induction into the requirements of GDPR and the restrictions around data processing. In addition, volunteers will be informed of the need to keep data secure and restricted to those who need access to it.

Through compilation of this assessment Crawley u3a considers that it has a legitimate interest to collect, hold and process membership information. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering membership information.

Drafted and adopted:

Review date:

Legitimate Interest Assessment Sample: Emergency Contact

[Personalised for Crawley u3a from the Third Age Trust Legitimate Interest Assessment Sample: Emergency template (updated November 2021) developed by the Third Age Trust for individual u3as to adapt to meet their needs].

1 Introduction

This legitimate interest assessment has been compiled in order to set out the reasons why Crawleyu3a requests emergency contact details.

2 Purpose Test

The reason that Crawley u3a requests contact details for a member's emergency contact is so that the committee and/or Group Leaders know who to contact in the event of an emergency. Crawley u3a has a duty of care to its membership. In order to ensure your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident. **Crawley u3a requests members to inform the person identified as your emergency contact that you have provided their details to the u3a.** For certain events and trips we may need to provide these details to a third party. *Is this correct?* You will be made aware of who this emergency contact information will be shared with if it is to be shared outside of the u3a.

3 Necessity Test

The Emergency Contact information provided by members would only be used in the event of a serious incident/accident. Crawley u3a would use the information to contact someone who may need to collect the relevant member, support the relevant member or liaise, on behalf of the relevant member, with a third-party provider such as a medical professional. Crawley u3a only requests minimal information regarding members' emergency contact which includes a name and telephone number.

4 Balancing Test

The Emergency Contact data requested is minimal and is only that which is required to contact the individual in question. Crawleyu3a relies on its members to provide emergency contact information and to make the individual aware that this information has been passed to the u3a and for what purposes it has been passed to the u3a. Crawley u3a will hold this information securely and it will only be accessed by those who need to see it. The information provided will only be used to contact the member's emergency contact where an incident or accident occurs that requires someone to take responsibility for the member in question. The data will not be processed for any other purposes.

Through compilation of this assessment Crawley u3a considers that it has a legitimate interest to collect, hold and process emergency contact information. This document will be held by the Committee and

communicated to the membership, as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Drafted and adopted:

Review date:

Annex 4: Glossary

1. **Data Protection Act 2018** The most recent UK legislation relating to how organisations manage **personal data**. This was passed in May 2018 and incorporates the requirements of **GDPR** and sets out the implications for organisations. GDPR brought some key changes to the principles established for data protection which were mainly focused on the rights of **data subjects** and the accountability required by those who process data.
2. **GDPR** General Data Protection Regulation a regulation in EU law, passed in 2016 and becoming enforceable on 25th May 2018, on data protection and privacy in the EU.
3. **Personal data** The personal information that u3as gather from their membership for membership applications, renewals, and Gift Aid.
4. **Data subjects** The individual to whom the data relates.
5. **Data Protection Policy** An internal document created to establish data protection policies within the organisation. It should be made available to, and followed by, all those in an organisation who are responsible for handling or processing sensitive data.
A data protection policy (DPP) is a security policy standardizing the use, monitoring, and management of data. The goal of this policy is to protect and secure all data collected, managed, and stored by an organization. It is not required by law but is commonly used to help organizations comply with data protection standards and regulations.
6. **Privacy Policy/Statement**. A document that explains to customers (members in the context of the u3a) how an organisation collects and processes their data. It must be made available to customers (u3a members) by organisations required to comply with privacy regulations (which includes u3a charities). A data privacy policy is a legal document and should be easily accessible to all members.
7. **Special Category Data** The UK GDPR defines this as:
 - personal data revealing racial or ethnic origin;
 - personal data revealing political opinions;
 - personal data revealing religious or philosophical beliefs;
 - personal data revealing trade union membership;
 - genetic data;
 - biometric data (where used for identification purposes);
 - data concerning health;
 - data concerning a person's sex life; and
 - data concerning a person's sexual orientation.

This does not include personal data about criminal allegations, proceedings or convictions, as separate rules apply.
8. **Data Controller** A natural or legal person, public authority, agency, or other body which, alone or jointly with others, determines the purposes and means of processing of personal data.
9. **Data Processors** The organisation which process personal data on behalf of the **Data Controller**. Sometimes the Data Processor will be the Data Controller.

10. **Processing** Any operation performed on personal data (such as, but not limited to, collection, structuring, storage, use or disclosure).
11. **Strong password** is one with at least 12 characters, those being a combination of uppercase letters, lowercase letters, numbers, and symbols. It should not be a word that can be found in a dictionary or the name of a person, character, product, or organization and should be significantly different from previous passwords.
12. **Lawful Basis.** All organisations involved with processing data now need to establish a **lawful basis** for doing so. Following legal advice the Third Age Trust has recommended that u3as adopt either **legitimate interest** or **contract** as their lawful basis for processing membership data.

There are six lawful bases for processing (from [Lawful basis for processing | ICO](#))

The lawful bases for processing are set out in Article 6 of the UK GDPR. At least one of these must apply whenever you process personal data:

(a) Consent: The individual has given clear consent for you to process their personal data for a specific purpose.

(b) Contract: The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation: The processing is necessary for you to comply with the law (not including contractual obligations).

(d) Vital interests: The processing is necessary to protect someone's life.

(e) Public task: The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) Legitimate interests: The processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

From TAT Data Protection Document

Following legal advice the Third Age Trust recommended that u3as adopt either **legitimate interest** or **contract** as their lawful basis for processing membership data.

Legitimate Interest Lawful Basis

u3a is a membership charity. In accepting membership applications the u3a has a legitimate interest in requesting and processing personal information from those who wish to join. In addition, the u3a has a legitimate interest in communicating with existing members in order to inform them about activities relating to their membership. To meet the requirements of this lawful basis the u3a needs to complete a legitimate interest assessment (LIA) and hold it on file. The assessment sets out how the u3a meets the requirements of legitimate interest as a lawful basis for holding information. Once the LIA is complete it needs to be held on file as a record of how the requirements for data processing using this lawful basis are met.

Contract Lawful Basis

The membership fee paid by members to the u3a provides what is known as ‘consideration’ which is part of the basis required for contract to be suitable as the basis for processing membership data. Having contract as the lawful basis does not mean that u3as have to draw up a formal contract with members. The usual application process and payment of a fee is sufficient. u3as that offer honorary memberships to individuals may need to consider as to whether contract is the best lawful basis to use as they will need to use legitimate interest for the honorary member(s).

13. Special categories of personal data

Special categories of personal data include:

- The racial or ethnic origin of the individual.
- Political opinions.
- Religious beliefs, philosophical beliefs or other beliefs of a similar nature.
- Whether he/she is a member of a trade union.
- Physical or mental health or condition
- Sexual life or sexual orientation.
- Genetic data and biometric data where processed to uniquely identify an individual.

The u3a will need to substantiate the basis for requesting **any** of the above information. The same lawful basis can be used as for other membership information. Members will need to know why the information is required and for what purpose(s) it will be used. The main area of consideration for u3as in relation to special categories will be information pertaining to health and medical conditions which may be relevant to a member’s participation in certain activities.

14. A **Cookie Policy** lets users of a particular website know what cookies run on that website, what data they track, why they track it, and where the cookies send data. It also tells users how to opt out of these cookies and how to change settings around them. If cookies are used to collect data from users of the website then a cookie policy is required.

It is clearly stated in the Third Age Trust SiteBuilder documentation (see on [U3A Site Builder Home Page \(u3asites.org.uk\)](https://u3asites.org.uk)) that such cookies are not used “we do not use non-essential cookies to collect visitor statistics or to help make your user experience better. We do not support the use of cookies, including third party cookies, on individual U3A sites”.

Annex 5: Third Age Documentation

1. On Advice & Guidance site

TAT Document (Updated Nov 2021)	Description
Data Protection	Explains the implications of the data Protection Act 2018, the incorporates the requirements of GDPR (General Data Protection Regulation) and sets out the implications for u3a charities. Long and thorough.
Data Protection Sample Policy	For individual u3as to adapt (as current Crawley u3a version). Long with rather too much background on the legislation and repetition to be easily absorbed by members.
Privacy Policy Template	For individual u3as to adapt (as current Crawley u3a version). Again, rather long but that is because it deals with all eventualities some of which (e.g. using 3 rd parties to distribute individual u3a newsletters) do not apply to Crawley u3a.
Legitimate Interest Assessment Sample: Membership	As title
Legitimate Interest Assessment Sample: Emergency	As title

2. The Third Age Trust's own Privacy Policy.

This also covers Third Age Trust Trading Limited (TATTL). [u3a - Third Age Trust Privacy Policy](#)

3. SiteBuilder [U3A Site Builder Home Page \(u3asites.org.uk\)](#)

- Sitebuilder Privacy and Data Protection Policy
- Sitebuilder Terms and Conditions
- Sitebuilder Cookie Policy

3. Beacon [u3a - Beacon Team Data Protection Policy](#) [u3a - Beacon Team Privacy Policy](#)

Also section 4.2.2. (Deleting members including GDPR compliance) of the Beacon User Guide

Agenda Item 12: Review of Beacon Access and Privileges

Action for the Committee: To respond to the questions posed in green

Brief Overview of Beacon

Beacon undertakes the following functions (as described under the Third Age Trust (TAT) Beacon Management System website <https://beacon.u3a.org.uk/>)

- Membership management
- Groups management (this includes the Events Calendar facility in SiteBuilder)
- Communications by email
- Secures data.

It can also be used as a financial management system but Crawley u3a does not use this component.

References below are to the relevant section in the [Beacon user-guide](https://u3abeacon.zendesk.com/hc/en-gb/categories/360001240017-User-Guide)
<https://u3abeacon.zendesk.com/hc/en-gb/categories/360001240017-User-Guide>

Data Included within Beacon

1. Membership (taken from the New Members Application and Membership Renewal forms)

Additional data can be collected from members and stored using either one of the spare Custom Fields or by setting up a Poll (section 8.7(c)).

Custom Fields are used for non-functional data (I think this means data for which we are not intending to download lists of members possessing that particular characteristic) whilst Polls (see 8.8) are used by some u3as to identify Members with a particular characteristic which has relevance for downloading purposes (e.g. those who don't wish to receive the Third Age Matters magazine (TAM), for sending to the Third Age Trust)

We can set up additional Custom Fields e.g. for those who declare a disability on their membership form.

2. Groups

The meeting dates, times & venue automatically feed into the Crawley events calendar on the Crawley u3a web-page via the Public Links mechanism (see section 9.4).

For many groups the data input into Beacon is the same as that shown on the relevant Groups page in the Crawley u3a website but I don't think there is any automatic link.

Some groups for Beacon purposes are not activity groups. The RUG is classified as a Group. A group can be set up for a one-off event, such as a Seasonal Outing, for e-mailing and communication purposes.

3. U3A Officers

This lists all the Committee and Support roles, along with the name of the holder and their e-mail account and is for information and e-mail purposes only. Confusingly, there is no link between this section and the parts of Beacon which set the access privileges for each role-holder.

4. System Users

This system users are all those who have access to Beacon in some form (whether or not they make use of that access). The majority are Group Leaders or their substitute and/or assistant for administrative purposes. The remainder are the holders of those Committee and Support roles currently filled. These are listed along the top of the table in the [Appendix](#). Some system users hold two roles, in that they may be a Committee Member and also a Group Leader. In some u3as all

members have access to Beacon and are required to update their own membership details. I do not know how well this works.

5. Back-up

The Crawley u3a Beacon Administrator currently downloads beacon data every Friday. The Third Age Trust backs up data from all Beacon systems every day.

Roles and Privileges (Section 8.4)

Roles are the means by which **Privileges** are assigned to users. Privileges determine which part of Beacon a user may access and the tasks they may carry out according to their role requirements. Privileges are allocated to Roles (not people). Roles should be considered as being equivalent to 'jobs', whereas users are people. When the person carrying out a particular job changes, the Roles allocated to their User Record will need to be updated and another user may need to be assigned to the Role. The Role itself, and the Privileges attached to the Role, should not normally need to be changed.

The full list of privileges is shown in section 8.4, with more detail given in section 8.4.1. The full list is more extensive than the privileges listed in the Appendix here because:

- We do not currently use the Finance Functions
- I have omitted the privileges possessed only by the System Administrator (John Walton) and the Administrative Assistant (Anne Thorn) mostly those concerning setting up the other System User's privileges.

Crawley u3a Beacon Roles

When a U3A adopts the Beacon System, the following default Roles are already set up:

- Administration (the Beacon Administrator, John Walton in our case)
- Group Leader
- Groups Coordinator
- Membership Secretary
- Treasurer

Section 8.4.1 shows the default privileges for each of these roles but emphasises that individual u3as may need to amend these to fit with the way in which these roles are structured within their u3as. It is interesting that it is implicitly assumed that the Officer roles (excluding the Treasurer) will not undertake tasks which require the use of Beacon.

Crawley u3a, by contrast, has 20 individual roles (including Group Leader and Group Assistant). Two of these are the Beacon Administrator and the Beacon Administrator Assistant/backup (Anne Thorn) and 18 Committee and Support roles. No two appear to be the same, apart from the Access Coordinator, who has been given the same privileges for now as the Members Coordinator whilst her role is being defined. In fact we have three Members Coordinators currently as the previous Membership Secretary still possess these privileges.

This number of distinct Roles for Access purposes seems to be excessive and there is probably scope for rationalisation.

Obviously Group Leaders and Assistants should have access only to the groups to which they are granted access by the Groups Coordinator.

Beacon Role	Incumbent
Chair	Jim McGough
V-Chair	
Treasurer	Graham Friday
Assistant Treasurer	
Secretary	Margaret Lloyd
" " "	Sue Parker
Assistant Secretary	Sue Parker
Comms Coordinator	
Newsletter Editor	
Webmaster	Stuart Spreadborough
Groups Coordinator	Peter Beckley
Members Coordinator	Ann Sole
" " "	Jacqui Mercer
" " "	Janet Newson
Members Support	
Welfare Support	Brenda Ashenden
Events Coordinator	
Outings Organiser	Liz Tenant
Access Coordinator	
Database Administrator	John Walton
Assistant Administrator	Anne Thorn

Proposed Principles for Updating Beacon Roles and Privileges

- (1) To simplify the current system by reducing the number of Beacon Roles
- (2) To distinguish between Beacon Roles and Committee/Support Roles, although we do map Beacon Access Roles to Committee/Support Roles
- (3) Access to all of members' personal information (i.e. that included within Members Records as opposed to that shown on the Members Lists which is just that required for communications purposes) is restricted to those who genuinely need to have access to it to perform their tasks,
- (4) The privileges associated with each Beacon role to be approved by the Committee, and that approval minuted
- (5) Items to be added to the Committee Changes checklist (WIP but to include actions such as informing the Charity Commission and TAT of changes) so that individuals are removed from their Beacon Roles and lose access to Beacon once they leave the Committee

Does the committee agree with these principles?

Proposed actions to enact these principles.

- (1) Consider what the minimum privileges should be for a Committee member (Committee default access) e.g.:
 - View Groups List
 - View Members List
 - View Officers

- E-mail (Compose and send an e-mail to selected members or all on the Members List, Groups List and U3A Officers)
 - View and Create e-mail standard letters to all Members,
 - E-mail delivery (checks when messages delivered)
 - Statistics (views and downloads latest membership statistics)
- (2) The Roles for each of the Chair, V-Chair, Secretary and Events Coordinator to be set at the Committee default access level as a starting point; any extra privileges above these need to be justified by the relevant Committee member
 - (3) For the Treasurer, Groups Coordinator, Group Leader and Members Coordinator roles the Beacon default privileges (section 8.4.1) to be compared to those currently held by these roles in Crawley u3a with justifications given for any differences
 - (4) Ensure the current Communications Coordinator is granted access to the necessary privileges (such as labels) which she needs to deliver the newsletters;
 - (5) Ascertain which privileges the Webmaster actually uses,
 - (6) Check with the Groups Coordinator which member of each Group is currently given each of Group Leader and Group Assistant access privileges,
 - (7) The ex-Membership secretary still has full Members Coordinator privileges. Establish whether these should be amended to Members Support, and if so which privileges the Member Support requires,
 - (8) To consider the Welfare Support role privileges when looking in more detail at the nature of this role,
 - (9) To consider what privileges the Access Coordinator should possess,
 - (10) Eliminate the privileges for the support roles not currently filled and make it the rule that when and if such roles are filled the Committee needs to approve their privileges (the Committee member whom the role assists will propose what these are);
 - (11) Check with the Seasonal Outings organiser which privileges she actually uses

Does the Committee agree that the Secretary works with the relevant Committee/Support role holders as described above to bring to the 12th April Committee Meeting a definitive set of proposed Beacon access roles, mapped to Committee/Support roles, for approval by the Committee

Data Protection Actions

- (1) To draw-up guidelines on when and how much of the data on past members should be eliminated from the Beacon system (would like to retain minimal data e.g. membership number (not name?) with starting and leaving dates for statistical analysis purposes.
- (2) Draw up guidelines on proposed security measures around data spreadsheets downloaded by the Administrator from Beacon, and the provision of any other Beacon data requested on an ad-hoc basis by Committee members. These will include which data fields should be eliminated by the Administrator from the downloaded data, the length of time such data be retained by Committee members before deletion, the Administrator keeping a log of such requests.
- (3) Work with the Beacon Administrator on searching through the Beacon User Guide, Beacon Support Forum posts and Beacon Newsletters for material and advice on Beacon Data Protection and Privacy

Do Committee members have any other actions to suggest?

Do Committee members agree these actions should be included within the actions arising from Agenda Item 11 Data Protection & Privacy Policies?

Future changes to make use of Beacon features which we do not currently use

This is outside the scope of this paper but could be something for the proposed IT Support Team. There are some features, such as Faculties which hold Groups of the same type together. We could set up faculties for the O&A groups, and/or the walking groups, outdoor activity groups, indoor groups, groups without leaders who can use beacon etc. This why we could, for example, restrict access by sub-Group Coordinators to particular groups.

It would also be interesting to know why we don't use the Beacon finance functions. When Crawley u3a was set up in 2015 (when the TAT released Beacon to individual u3as) it was envisaged that we would.

Does the Committee support looking at these aspects at a future date?

Secretary, Margaret Lloyd, 4th March 2023

Paper sent to John Walton for his comments and feedback (possibly by 8th March)

Appendix: Detailed Table showing Beacon Privileges by Access Roles

		Own Groups																
		Chair	V-Chair	Secretary		Treasurer		Comms			Groups	Groups		Members			Events	
				Sec	Ass Sec	Tre	Ass Tre	Coord	Editor	Web	Coord	Leader	Ass	Coord	Sup	Welf	Coord	Outings
Communications (e-mail & letters)																		
Address Labels	View								Y					Y				
	Download								Y					Y				
Export	View													Y				
	Download													Y				
Calendar	View								Y	Y	Y	Y	Y					
	Download								Y	Y	Y	Y	Y					
Public Links	View									Y								
E-mail	View	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
	Send	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
E-mail addresses	Download	Y	Y	Y	Y			Y	Y	Y						Y	Y	Y
E-mail delivery	View	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	View all	Y	Y				Y	Y		Y	Y						Y	Y
E-mail Standard Messages	View	Y	Y		Y				Y	Y	Y			Y			Y	
	Create			Y							Y			Y				
	Change										Y			Y				
	Delete										Y			Y				
Letters	View													Y				
	Download													Y				
Letter Standard Messages	View													Y				
	Create													Y				
	Change													Y				
	Delete													Y				
Groups																		
Groups List	View	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y				
Group Leaders	View	Y	Y			Y		Y	Y	Y	Y	Y		Y				
	E-mail/labels	Y	Y			Y		Y	Y	Y	Y	Y						
Group Records	View	Y			Y	Y			Y		Y	Y	Y	Y				
	Create					Y			Y		Y			Y				
	Edit/Change					Y			Y		Y	Y		Y				
	Delete					Y			Y		Y	Y		Y				
	Download				Y	Y			Y		Y	Y	Y	Y				

		Own Groups																
		Chair	V-Chair	Secretary		Treasurer		Comms			Groups	Groups		Members			Events	
				Sec	Ass Sec	Tre	Ass Tre	Coord	Editor	Web	Coord	Leader	Ass	Coord	Sup	Welf	Coord	Outings
Group Venue	View						Y			Y	Y	Y	Y					
	Create										Y							
	Edit/Change										Y							
	Delete										Y							
Add Members	Edit/Change										Y	Y	Y					
Max no. members	Edit/Change										Y	Y						
Group meetings	View									Y	Y	Y	Y					
	Create										Y	Y						
	Edit/Change										Y							
	Delete										Y							
Members																		
Members List	View	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y
	Download	Y	Y			Y		Y	Y		Y			Y	Y		Y	Y
Classes (Individual/Joint Associate etc)	View		Y			Y	Y							Y				
	Create													Y				
	Edit/Change													Y				
	Delete													Y				
Records	View		Y	Y		Y	Y			Y	Y			Y	Y	Y		
	Create													Y				
	Edit/Change													Y				
	Delete													Y				
Statuses (Current, resigned lapsed, deceased)	View					Y	Y							Y		Y		
	Create													Y				
	Edit/Change													Y				
	Delete													Y				
Expired Members	View			Y	Y	Y	Y							Y				
	Delete													Y				
Non-renewals	View	Y	Y			Y	Y							Y				
	Lapse					Y								Y				
Recent Members	View	Y	Y			Y								Y				
	Download	Y	Y			Y								Y				
Membership Cards	View													Y				
	Download/make													Y				

		Own Groups																
		Chair	V-Chair	Secretary		Treasurer		Comms			Groups	Groups		Members			Events	
				Sec	Ass Sec	Tre	Ass Tre	Coord	Editor	Web	Coord	Leader	Ass	Coord	Sup	Welf	Coord	Outings
Renewals	View					Y								Y				
	Renew members													Y				
Statistics	View	Y	Y	Y	Y	Y		Y	Y		Y			Y			Y	Y
	Download	Y	Y	Y		Y		Y	Y		Y			Y			Y	Y
Committee & Support Roles (U3A Officers)																		
View			Y	Y	Y	Y		Y	Y		Y			Y			Y	
Create				Y	Y													
Edit/Change				Y	Y													
Delete				Y	Y													
Access Privileges Role List																		
Role List	View	Y	Y	Y	Y												Y	
Users List	View									Y								
Role Record	View													Y				
User Record	View													Y				
Data Export/Backu	View					Y								Y				
	Download					Y								Y				
Polls Set Up	View													Y				
	Create													Y				
	Edit/Change	Y												Y				
	Delete													Y				

Agenda Item 13: Process for the appointment of a new external examiner for the accounts

Action for the Committee: To approve the proposed actions and timeline.

Background

Under the Charity Commission (CC) regulations the annual accounts of charities with an annual income of between £25,000 and £250,000 (Crawley u3a's income for 2021/22 was £34,865) must be examined by an independent external examiner.

The CC covers this requirement in detail in its guidance document CC31:

[Independent examination of charity accounts: guidance for trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/independent-examination-of-charity-accounts-guidance-for-trustees)

Another Guidance Document, CC32 "Independent examination of charity accounts: Directions and Guidance for examiners" lays out the process these independent examiners should follow. This includes the template draft report which the examiner signs and which must be included within the charity's Annual Report and Accounts.

[CC32 independent examination of charity accounts Version June 2021.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94444/cc32-independent-examination-of-charity-accounts-version-june-2021.pdf)

Previous arrangements for Crawley u3a

Crawley u3a has been using the same firm, ASBA Accounting Ltd (Blake Allnatt & Co until the change of name in 2018/19) since 2008/09, if not before. In both 2021/22 and 2020/21 their fees were £300.

Neither the Treasurer nor the Secretary were impressed with their performance at the 2021/22 year-end, in that they had not realised that their Examiners Report omitted some words and thus did not make sense. They also were unwilling to sign their Examiners Report.

In any case, it is considered good practice to change external examiners every five years or so, in order to gain a fresh outlook.

Appointing a new examiner

1. CC31 states that this must be "an independent person who is reasonably believed to by the trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts".
2. An "independent person" means the examiner should not have a close relationship with the charity or its trustees or involved in the day-to-day administration of the charity. The examiner could be a member of the Crawley u3a, as long as they were not connected to any of the trustees, past and present, or have held any role which could be termed "administrative", which would probably be taken to include Group Leader roles as well as Committee support roles.
The Third Age Trust finance FAQs confirms that an independent examiner could be a member of a 3a but not a trustee/committee member and that a common practice is to ask a Treasurer from another local u3a to examine the accounts.
3. The requisite ability and practical experience an examiner should possess includes:
 - A background knowledge of the charitable sector and the key governance and reporting requirements that are specific to charities;
 - Sufficient accounting skills. Where the charities income is below £250,000 technically the examiner does not need to be a member of one of the recognised UK accountancy bodies but since they do need to have an understanding of accounting principles, accounting standards and the Charities SORP it is safest to make this a condition.
4. The Trustees' decision to appoint a person to act as the charity's examiner should be in writing and recorded in the minutes. The examiner should confirm their appointment, and this can be done by an exchange of e-mails. Professional examiners may issue a letter of engagement, setting out the terms of their appointment including their fee.

5. Some u3as' constitutions (not that for Crawley u3a) stipulate that the membership must approve the appointment of the independent examiner at the annual AGM. There is nothing in Charity Law about examiners or auditors needing to be appointed at an AGM, though it is a custom and practice followed by the majority of charities. It would be good practice though to announce the appointment, once made, in the monthly newsletter so that members are informed well in advance of the AGM.

Proposed actions and timeline for the Committee to approve:

1. We place a notice in the April Newsletter asking if any Crawley u3a member (one who has not acted as a trustee, in a committee support role, or as a group leader) has the requisite qualifications and is willing to act as an independent trustee, or knows of anybody suitable who might be willing to act. A small payment (£300 – £400?) could be made.
2. We investigate the possibility of asking a Treasurer from a neighbouring u3a (preferably one with a different year-end) to act as an external examiner, with our Treasurer acting as their examiner, on a quid-pro-quo basis. This could lead to a useful relationship, as well as providing insight into another u3a's practices.
3. The Secretary (not the Treasurer, as it is not considered good practice for a Treasurer to be directly involved in compiling the shortlist) produces a list of external examiners used by locally based charities, including sports clubs, showing, for each charity their turnover, net asset value and the fee paid to their examiner, this information being taken from their most recent set of accounts. Details of local charities can be found via Crawley Community Action, the Crawley Older Persons Directory, lists of Crawley recreational and leisure organisations held by West Sussex Libraries, and other sources. This would be brought to the April committee meeting along with suggested next steps.

4. Suggested timeline:

April 12 th meeting	<ol style="list-style-type: none"> a) Secretary presents a shortlist of up to 6 potential examiners for approval b) Secretary presents, for approval, a draft standard letter to each potential examiner which: <ul style="list-style-type: none"> • outlines the work to be performed (covered by CC32) • specifying the time period in which the work needs to be carried out, • includes a brief description of the accounting system, • has the 2021/22 Annual Report and Accounts attached, • requests the potential examiner to indicate whether they would be interested in undertaking the work, and for how much.
April 13 th to May 9 th	<ol style="list-style-type: none"> a) Secretary sends out the approved letter, following up with a telephone call. b) Once a list of interested persons/firms has been compiled, the Chair, Secretary and Treasurer then embark on the actual selection process.
May 10 th meeting	The secretary reports on progress made to date.
June 14 th meeting	<ol style="list-style-type: none"> a) The Committee approves the appointment of the external examiner, b) The Secretary confirms the appointment with a formal letter.

Margaret Lloyd, Secretary 24th February