

## GUIDELINES for DEEPINGS u3a GROUP LEADERS 2024

According to the focus of the group and venue requirements it is recognized that groups are run in different ways. There are some mandatory procedures that need to be followed, as we are a registered Charity (N°1166782), and to comply with Data Protection Act requirements, these are incorporated into this document.

The remainder of this document consists of guidelines designed to help Group Leaders, and are based on the frequently asked questions the Committee receives, together with the u3a Head Office advice.

### A - YOUR MEMBERSHIP

#### 1. Membership Badges:

- a. A Membership Badge and lanyard are supplied on joining Deepings u3a (detailing their Membership Number) for use at general and group meetings.
- b. Emergency contact details should be retained by the Group Leader for each of their members (see ICE, in case of emergency, document on website under the Useful Info Tab).
- c. Members are advised that ICE details should be written on the inside of their badge (which should be with them at any official u3a meeting), together with any relevant medical conditions (e.g., angina/heart problems, diabetes, particular allergies etc.) they are willing to share.
- d. Please check at least annually if all your regular attendees are members – IF NOT, INSURANCE AND LICENCES ARE INVALIDATED (except visitors- see below). Spring is a good time to check, as the membership year starts 1st January. Any members new to the group during the year should be checked on joining. The Membership Secretary would be pleased to check for you if you supply the group list.

#### 2. Attendance:

- a. Members not attending three consecutive meetings of an activity group without good reason, or without having advised the Group Leader, will be considered to have left the group. This particularly applies with larger groups where a venue is booked and charged for according to the size of group, where venue size is restricted, and where there is a waiting list of others wishing to join. Personal details of members who have left or lapsed **must not** be retained by the Group Leader.

#### 3. Visitors:

- a. Visitors, or people wishing to “try out” Groups, are welcome at any of our main Monthly Meetings, or Group meetings (if there is room). HOWEVER, the guidelines from Head Office are that a **maximum** of two such visits are allowed, before the “visitor” must join The Deepings u3a, in order to continue attending. ADDITIONAL VISITS INVALIDATE THE INSURANCE.

### B - VENUES OTHER THAN PRIVATE HOMES

- A list of Venues available and contact details can be provided by Group Coordinator.
- Hire charges for venue need to be covered by the Group’s funds and receipts for payment obtained; as it would be for any payment to an external speaker.

## C - FINANCE

**For the safety of Deepings u3a, its Members and Group Leaders, Groups' monies must never be banked in personal accounts.** There is THE DEEPINGS U3A SOCIAL ACCOUNT available to hold Group funds.

### 1. Social Account

- a. The Deepings u3a Treasurer, in addition to reporting the transactions in the main account, has to report Group incomes, expenditures, and petty cash reserves, in the annual returns to HMRC (Her Majesty's Revenue & Customs) and CC (Charity Commissioners).
- b. These Group records have to be made available to the u3a Treasurer twice a year. The Treasurer can supply a simple spreadsheet either to be completed on line or as hard copy. Please contact the Treasurer for any help required.
- c. Not **all** Groups in **all** circumstances need to record the financial transactions, e.g.
  - i. If a Group meets in homes, with no other expense other than an individual donation to the host towards refreshments, or no money changes hands at all, they do not need to record anything.
  - ii. If a Group arranges a trip, takes no money up-front, and the individuals each make a donation to the venue, and/ or to their driver, this does not need recording.
  - iii. Similarly, a Walking Group or a Dining Group, where no money is taken up-front, and the individuals each settle their meal bill, and/or make a donation to their driver, this does not need recording.
  - iv. **However**, if any up-front payment is taken, then this must be recorded as an income, and a balancing expenditure recorded when the event occurs.

### 2. Group Meetings

- a. The Deepings u3a's current policy is for groups to hold a maximum of £50 petty cash for the group's use (Adjustment to this figure can be agreed if necessary).
- b. Handling monies and admin tasks for the group (particularly larger groups) may be delegated by the Group Leader to another member within the group, to share the work load.
- c. Receipts for items of expenditure should be obtained where possible, in order to support the records kept.

### 3. Events and Outings

- a. **For planned "external" events** it is advisable that:
  - **A non-returnable deposit** for trips/events be requested from members, and a "cut off" date specified, by which the full payment must be settled. If this timely settlement is not achieved, then the booking would be cancelled, and the deposit forfeited.
  - **Any last-minute cancellation** (i.e., after the "cut off" date) is to be advised to the Organiser, and the individual member cancelling, if able, to be held responsible for selling-on the spare ticket (s).

*\* A possible suggestion - a secure and convenient way for paying entry fees etc. for the group on the actual day, would be to take a completed cheque (or ask the u3a Treasurer to pay by BACS) for the total amount, less a few members' costs, and make up the balance with group cash funds. This should cover the possibility of cancellations, and trying to claim refunds from the venue visited.*

#### b. **Collection of monies for these trips**

- **Either** collected by the Organiser and passed to the u3a Treasurer for banking, or paid directly into THE DEEPINGS U3A SOCIAL ACCOUNT (20-81-20; 23511383) –contact u3a Treasurer for further information.
- **Or** paid by BACS by the member directly into THE DEEPINGS U3A SOCIAL ACCOUNT, using a unique reference, supplied by the Organiser. The u3a Treasurer will be able to advise the Organiser of monies received, as detailed on the bank statements.

Group organisers are not allowed to make a profit on an event / trip - any benefit offered by the provider, (e.g., a free place, or a group reduction), must be used to reduce the individual cost, **Or** repaid to the group members involved, **Or** the balance may be left in the Group's funds to be offset against future events.

**Notes:** Administration expenses are allowable.

All cheques and BACS payments from the u3a accounts require dual authorisation by the Committee.

#### 4. Timing of trips and events

- a. If possible or practical, Group Leaders should try to organise events / trips within their normal meeting "slot".
- b. If this is not possible, then the Group Leader must give any other Group whose attendance is potentially affected, as much notice of this as possible.
- c. Group Leaders are reminded that during all meetings, events, and trips, they must have details of the emergency contact of all the attendees.

## **D - POLICIES**

**As a u3a organisation, we are obliged to have various policies for the wellbeing of our members. All are listed on our website under the Useful Info Tab but ones particularly relevant to groups are as follows:**

### **1. DATA PROTECTION AND PRIVACY**

- **Positive, recorded consent** is required from all Group members, to their personal data being stored and used for the administration of the group – this is covered by the consent given when they fill in the new u3a membership application / renewal form.
- All groups should have an **emergency (ICE) contact** for each of its members.
- The use of a **hard copy** of the stored member's personal data must be kept to an absolute minimum, and a secure location established for any essential hard copies.
- **Files of personal data** stored on computers should be password protected.
- **No personal details of any member** can be disclosed to anyone else. If a Group Leader or member is asked for the contact details of another member, then they should refuse, and ask for the enquiring person's contact details, which can be passed on to the member being enquired about. If they wish, that member can then contact the enquirer directly.
- **BCC Function** (Blind Carbon Copy function) – When sending emails or forwarding emails, it is essential the bcc function is used so that individual recipients' email addresses are not shown.
- **Lapsed members** - Personal data cannot be held indefinitely without permission. Details of lapsed members must be erased. An acceptable guideline for the "lapsed" would be that if a member misses three consecutive meetings, without having explained the absences to the Group Leader, their personal data should be deleted from the Group records. Effectively, they then cease to be a member of the group.

## 2. HEALTH AND SAFETY

### PROBLEMS/ACCIDENTS

- **Risk Assessment** – Group Leaders should carry out a risk assessment of the venue and activity.
- **Accident/Incident** - A short report on any accident/incident should be sent to the Secretary - an Incident form is available to download from the website under the Useful Info Tab.
- **First Aid Training** - There is no requirement to have anyone in the group with First Aid Training. If there is a medical incident, call the emergency services and follow any advice given.
- **Personal accident insurance** is not provided by Third Age Trust.
- **Property Damage** - Details of any property damaged should be sent to the Secretary in case of a future insurance claim – see Incident Report on the website.
- **Safeguarding** - Any member's behavioural problems impacting on the group should be advised to the Chair – contact listed on website or Newsletter. Please read the Safeguarding Policy.

### 3. GENERAL LICENCES INFORMATION

- **Copyright Licence** - Materials may be copied for use by the group. The Deepings u3a has a licence from the Copyright Licensing Agency which allows multiple photo/digital copying by our members for educational purposes.
- **Other licences** - Group Leaders may screen music and films. The PPL, PRS (Music) and MPLC (Film) licenses are paid within the membership fees of the Trust. Group Leaders need to ensure they use only other's work which it is legally permissible to do so.

## E - RESOURCES & EQUIPMENT TO HELP

- Group Co-coordinator or Committee Members.
- Annual support meeting for Group Leaders may be held.
- u3a website – National, The Deepings, or another u3a.
- Other National office sources include:
  - Third Age Matters (TAM) magazine: contains news from u3as across the country.
  - Sources: national u3a educational journal.
  - Third Age Online Courses.
  - Third Age Trust Subject Advisors can offer specialist knowledge. Contact details are on the national website.
- A Laptop, Projector, Projection screen, DVD player, Sound Bar, and Wireless Head Microphone, are all available for the use of Groups. This equipment is currently stored by David Scott, who can be contacted on 07708 990763. It is the responsibility of the Group to collect, set up and use, and return the equipment. Detailed instructions for use are with the equipment, and **initial** training is available.
- Display Boards are available – contact Phil Jones 01778 343515

**Finally, THANK YOU for your efforts, support, and interest. When running correctly organised Group activities, you are fully protected by the Liability Insurance Policy provided by the Third Age Trust.**

**This Policy was adopted April 2<sup>nd</sup> 2024**

**Review Date March 2025**

Group Leaders Guide FINAL March 2024