

1. CHARITIES

Many charities request permission to email members, or ask to come to give talks to promote their interests.

Our policy is that members give to charities of their choice, and that being subjected to this kind of pressure, at meetings or by email, is counter productive.

We do not, therefore, in general allow these sorts of activities at our meetings, or give internet access.

If exceptions, in special circumstances, are made to this policy, it should be in favour of charities or interest groups which directly affect our members locally.

2. DEATH OF MEMBERS

If a member dies, as this will be an ongoing occurrence, it was agreed our policy should be to send a card offering our condolences, and someone should go to the funeral as a representative of U3A. Any groups they were involved in would be informed, for them to decide whether they would like to attend the funeral or not. Details will not be put in the Newsletter.

3. DEFIBRILLATOR

Dereham U3A believes a defibrillator should be available inside the Memorial Hall for use by first aiders and other trained members, to treat anyone who may have a heart problem at our meetings.

Consequently we co-ordinated raising funds to purchase a defibrillator for this purpose.

Dereham U3A has no objection to the defibrillator also being made available to other hall users, but since the final owner and supervising body is Dereham Town Council, this is at their discretion.

The present understanding is that Dereham Town Council makes the defibrillator available to Dereham U3A for their use and maintains it.

Dereham U3A trains its own first aid staff and has offered this service to any other users of the hall.

4. FIRST AID

An Accident/Incident book must be kept with dates, details and advice given to visit doctor should symptoms continue.

5. MEMBERS DETAILS/PRIVACY POLICY

Convenors should heed the requirements of the Data Protection Act and the need to be careful about passing on members information, e.g.

health details are not kept on computer and each person is to be given an individual form to complete.

See Dereham U3A Privacy Policy 13/7/2018 attached

Due to the complication of so doing, it is not at present policy to pursue the Gift Aid option to claim back tax against subscriptions.

6. WINDING UP A GROUP

Any assets used by the group, which were purchased with a grant from central funds, are the property of U3A Dereham.

Other assets, including equipment purchased by the group members own funds, revert to the members to share out amongst them.

Any remaining funds revert to U3A Dereham.

7. TRAVELING EXPENSES

Present policy is that car sharing members should make a contribution to car costs, at their discretion, but not less than £1 per person for journeys within a 10 mile radius of Dereham town centre, and £2 beyond.

For other expenses on U3A business, car mileage will be paid at the AA rate at the time. Bus fares and 2nd class rail fares will be paid.

8. REFRESHMENTS

The float for use by the social secretary to purchase refreshments for monthly meetings is set at £50 to cover expenditure each month of approximately £10.

Refreshments money at members' homes is presently 50p per person.

9. MONTHLY MEETING VENUE

All monthly meetings will normally be held at the Dereham Memorial Hall.

Other suitable venues in and around Dereham may be used for smaller meetings.

Groups may meet in members' homes whenever feasible.

10. OUTINGS

Day trip and holiday booking procedure is attached along with cancellation charges for coach holidays, or may be viewed on our web site. These policies supersede previous policies which may be viewed in the U3A archives.

10a. SPECIAL DIETARY NEEDS AND FOOD ALLERGIES

It is the responsibility of individual Dereham U3A members to ensure that group convenors and outing/event organisers are informed of any special dietary requirements or food allergies they may have relevant to the event.

11. PRINTING

Up to 20 copies by committee members will be paid for at 5p per copy for black and white and 12p per copy for coloured.

Large batch printing should be done primarily by MENCAP or other suitable printers.

12. RAFFLES

As a charity, U3A is not allowed to contribute funds to other charities, however individual members may run raffles for deserving local charities.

Raffles for particular charities run for a period of 6 months, and members are asked to choose Dereham or local charities within Norfolk to which contributions are made.

13. RECEIPT FOR MEMBERSHIP FEE

Members shall be entitled to a membership card as receipt for payment and this card will also be used for any necessary identification at meetings/functions

14. SPEAKERS

When booked, speakers must be advised about the size and nature of the Memorial Hall and asked to make sure they are audible. It was agreed that when speakers are booked, they should be advised we expect them to use a microphone.

15. NEW GROUPS

Generally the committee will underwrite a new group's basic costs for meeting rooms etc. for a period of time required to establish the group. However, it is expected that the group will levy a reasonable fee from those participating for costs and refreshments.

For those groups that may need equipment to get started, the committee will give favourable consideration to purchasing the basic equipment necessary for the proper functioning of the group. These purchases will be classified as assets belonging to Dereham U3A for accounting records.

Groups should apply for approval of the cost of equipment before any purchase is made.

Once the initial basic equipment has been supplied, all future replacements due to wear and tear must be financed from group resources.

The above is with the exception of Force Majeure such as theft or other occurrences not the fault of the group, which result in loss or damage, when the committee may assist with replacements.

In the event of a group being wound up and ceasing to function, all such purchased equipment reverts to Dereham U3A to be disposed of as the committee decides. See also Policy 6.

17. PARTICIPATING IN U3A ACTIVITIES

Before taking part in any U3A event, outing or other activities, it is up to all members to do their own assessment of their ability to participate.

Where possible, convenors will point out problems, where known, that could arise. These may occur on walks, for example stiles, narrow bridges, uneven terrain and distance, and on outings or visits where there may be stairs or uneven paths etc.

It should also be noted that convenors carry out surveys of such activities to determine the risks and possible hazards, but if conditions change after such surveys the convenors cannot be held responsible for any resultant possible misadventures.

Organisers may have to advise members that it would be inappropriate for them to participate in some functions and events, if they feel the member might not be able, or need assistance.

In these cases we reserve the right to advise a member that we cannot accept them for the event or activity. We always very much regret such decisions, however organisers may feel they have no alternative, bearing in mind the wellbeing and enjoyment of other members.

Therefore convenors and organisers:

*Will help where they can but cannot be involved in any lifting or other physical effort which could jeopardize their own health

*Will do their best to make a member comfortable if they are unexpectedly taken ill, and advise them to seek medical help.

*Will do their best to help if members have any other problems

*Will, in all cases, do their best within reason to make a member's participation in any activity a success.

However, they are not prepared to:

* Push wheelchairs

* Assist with personal needs

* Save seats on outings.

In some cases, they could recommend that enjoyment of an outing may be enhanced by bringing a helper/carer. However, the carer would be required to pay the same costs as a member.

Members are strongly advised to notify the organiser, in confidence, of any health problems they feel could affect their enjoyment of the event.