



Dunmow u3a General Policy

(This Policy Document supersedes Dunmow u3a Policy Document dated April 2021)

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1. Dunmow u3a Membership

Any retired or semi-retired person is qualified to join Dunmow u3a.

The u3a year is from 1st April to 31st March. The fees for annual membership and for those who join during the year are set annually. Members' subscriptions are gift aided where members give written permission.

New members will receive a membership card on joining and a welfare form to complete. They are sent a letter which includes a list of groups and Group Leaders and may request a communication from the Welfare Coordinator if they wish to discuss a specific need to support them in participating in Dunmow u3a activities.

Members will be invited to renew from mid-February, in preparation for the new year starting on 1st April. New membership forms are sent out by email and are available at members' meetings, group events and on the website. On 2nd May any unpaid member will be deemed a lapsed member and will not be entitled to attend any u3a event, until they renew. Lapsed members are not insured by the Third Age Trust against accident to themselves or one caused by them to others. The committee does not feel able to accept this risk and has safeguards to ensure that it is not placed in this position.

Anyone experiencing difficulties which prevents them renewing their membership should discuss this with the Membership Secretary.

Any change to personal information (e.g. address, contact details) or a change to the way the member wishes to receive information, should be notified to the Membership Secretary in writing. Details will be updated on receipt of written notification from the member.

2. Executive Committee (Committee)

Committee meetings are usually held once a month. Roles of Committee members may vary depending upon specific requirements of the Committee and interests of each person. A list of Committee members and roles is published on the website.

The Committee decide whether certain roles may be undertaken by members who are not on the Committee and whether some matters are best served by smaller team working through sub-committees, which include at least one member of the Committee. Sub-committees make proposals to the Committee but do not make decisions which affect policy. Sub-committees and non-committee member roles do not have any expenditure authority.

3. Privacy and Data Protection

The Dunmow u3a privacy and data protection policies can be accessed on the website. These have been designed in accordance with TAT advice and are implemented within the Beacon Financial management system. Name, address and contact details are the only personal details held on Beacon. This is held with the member's consent, having been informed how that data will be used. Any other personal information provided by the member is held separately on external files and securely password protected. Members are asked to give consent to the Privacy Statement on the Membership form. No information is held on Beacon for members who choose not to consent.

Care is taken to ensure that members' direct contact details are not shown on the website. The Dunmow u3a standard template allows webpage editors to reference contacts by inserting special links so that messages may be sent without showing the email address or phone number. The secure links are held on a separate secure server.

4. Cluster Relationships

Cluster relationships allow local u3as to collaborate on certain aspects of group working and outings to widen the offerings of each u3a. Dunmow and Braintree u3as have agreed specific groups where membership is extended to members of the other u3a, without requiring that member to join both u3as. This collaboration applies to specific agreed groups and outings and is not a default for all activities. It is considered where there is insufficient participation from just one of the u3as to make a group or outing viable.

5. Activities and Events

General meetings, group activities, outings and special events are organised for members. **During the Covid-19 pandemic general meetings and some group activities and events are held on the online platform (currently Zoom). Outings are not taking place.**

5.1 General Meetings

General meetings are usually held in the afternoon on the final Wednesday of each month. Details are sent via email and published in the Dunmow u3a Newsletter and on the website.

At general meetings, a presentation is given by a speaker. In addition, a short slot may be given to groups, local charities or similar organisations to present where topics usually relate to a local issue and must not be used as a sales pitch. Matters of general information are displayed on a running PowerPoint slideshow. Group Leaders and representatives are generally available to provide information on their groups. A raffle is usually organised.

Charitable events may be advertised on notice boards. A suggestions box is available.

Guests may attend up to 3 visits before being required to join.

A special event may occasionally be staged such as an Open Day. This is an opportunity for groups to showcase their activities and talk to interested members.

5.2 Group Activities

All groups are led by a Group Leader, who will be a member of Dunmow u3a.

Only Dunmow u3a members are eligible to join and attend groups. The only exception to this rule is described under section 4, Cluster Relationships.

Some groups require an additional payment from members, for example for hall hire. This payment is independent of the membership fee.

Members may try a specific group activity before joining. A maximum of two free taster sessions are allowed before joining a group. Non-members may only attend once before joining.

There should be no restriction on numbers unless for practical reasons such as space. In these circumstances, additional groups may be formed. There may be a waiting list for a second group until sufficient numbers make the group viable.

A member of the Group Support team works with the Group Leader when a group is first set up, to offer guidance including help with risks assessments and to prepare costing plans. Group Leaders must agree their financial plan with the Treasurer. Group Leaders must plan for collection of monies to ensure adequate money is available before any costs are incurred, such as hall hire. The first hall hire for a new group may be funded by Dunmow u3a at the Treasurer's discretion.

The Treasurer monitors the cost plans. If Group Leaders start to encounter problems with finance, they should immediately contact the Treasurer who will guide them through the problem. Where appropriate (and after due diligence by the treasurer's team), a temporary loan can be provided to help the Group Leader re-blend the income and costs to bring back the viability of the group, and to achieve the ultimate repayment of the loan.

Provision is made in the budget for Group loans and their repayment. This is mainly to cover short periods where costs may be incurred before the full group finance is in place. This practice caters for the exception rather than the rule. Delegated authority is given whereby amounts up to £50 are authorised by the Groups Coordinator and Treasurer, between £51 and £100 the additional authority of the Chair being required, and at £101 and above Committee approval is required.

Provision is made for exceptional circumstances, whereby expenditure may be covered from central funds, such as Covid related expenses for sanitisation and cleaning products.

Where outgoings are paid by the Treasurer, Group Leaders must hand in payments to the Treasurer's or the Assistant Treasurer's house by hand, not by post, and with a brief explanation on the payment forms. It is the Treasurer's responsibility to record and bank such amounts.

Group Leaders receive regular emails from the Treasurer detailing their group's accounts.

If the group requires an instructor, then if the instructor is a member of Dunmow u3a, or another u3a, they cannot be paid as an instructor. A u3a member can be engaged as an instructor and have properly authorised expenses reimbursed, and necessary equipment paid for but cannot receive a fee. If the u3a member instructor is not personally benefiting from the group, they need not pay a group fee. U3a members acting as instructors are covered by the TAT insurance. If the instructor is not a u3a member, they can receive appropriate fees and will require their own insurance. A paid instructor must provide evidence of self-employed status.

Under certain circumstances, Committee agreement may be obtained to allow members of Dunmow u3a to combine with another u3a on group membership, without requiring people to join both u3as. However there must be ownership by one u3a for financial accounting purposes. Each u3a must agree to this for insurance purposes.

Groups may arrange their own outings, with the Group Leader. Where group outings are organised solely for the group and involve only their own private transport, then the organisation and financial risk reside completely with the group. If, however anything is hired, such as transport, then the Treasurer must be consulted by the Group Leader in advance. The Treasurer will handle any advance payment and payment of transport invoices. If an outing is offered beyond the group to the Dunmow u3a membership, then it becomes a general outing rather than a group outing and the financial risk is managed under the Outings budget. The outing's organiser is involved as well as the Treasurer.

5.3 Outings

A variety of outings will be offered each year and are scheduled, wherever possible, not to coincide with members' meetings or monthly committee meetings.

The outing cost per person shall be based on 30 members in a 36-seater coach and not changed, even if additional take up warrants the use of a larger coach with a notionally lower per capita seat price. The remaining seats can be sold to members if the demand is greater than expected. These seats can also be made available to those accompanying vulnerable members and to the outing leader (see below).

Members have priority for outings, but guests may be allowed if there are sufficient spaces. Guests cannot take precedence over members and therefore guest places cannot be confirmed until close to the event date. Guests may only join one outing.

Places that remain unsold on certain outings can be offered to other u3a organisations through the 'cluster' relationship agreement.

All outings are non-refundable once payment has been made. However, if sufficient time is available, and at the discretion of the Outings Coordinator, members will be advised of the late availability of a ticket. If this is taken up and when payment has been received, the cost can be reimbursed.

In the event that an outing has to be aborted due to, for example, accident / roadworks / severe weather curtailing travel, or circumstances resulting in the closure of the intended venue, members will be returned to the point of departure. In such circumstances, refunds will be sought from the event venue and/or transport provider or via insurance but cannot be guaranteed.

Members are responsible for their own welfare on outings and travel at their own risk.

Every outing must have a designated leader, who may be a member of the Outings sub committee or a co-opted volunteer. The outing leader will liaise with the transport company to assist in boarding members, taking head counts and contacting no-shows. The leader will also provide members with telephone numbers for themselves and the coach driver as points of contact should anything untoward occur during the outing.

The Outings Coordinator can recommend a full or partial ticket refund where the leader has had to deal with unforeseen incidents and been unable to participate fully in the purpose of the outing.

In recognition of the work involved, the Chair has the discretion to provide an outing's leader with a free place on the coach.

The Outings sub-committee has responsibility for all administration prior to an outing.

Advance payments for tickets for outings are frequently required. Delegated authority is given whereby the Treasurer and Chair can authorise these payments up to a total limit of £5,000. For higher figures full committee approval is required.

If the Social fund reserves prove insufficient, then a loan from the Charity Account may be authorised by any two of the Chair, Vice Chair, Executive Secretary, and Treasurer.

Members and guests on an outing who may have specific needs requiring assistance, such as restricted mobility or who may need the support of a companion, should inform the Outings Administrator prior to travel, as requested on the outings booking form. The Outings Administrator will pass all such requests to the Outings Coordinator who will liaise with the Outing Leader over any necessary action that will need to be taken. Where necessary, the Outings Coordinator can enlist the help of a companion to accompany the person. In this case and at the discretion of the Chair, free or reduced cost places on trips can be offered.

5.4 Events

The Events Manager is responsible for the management of special events such as quiz nights and dances.

5.5 Activities and Events – General Information

Members may be asked to show their Membership Card and should carry it with them when participating in any Dunmow u3a group activity, outing or event.

Members should familiarise themselves with the Dunmow u3a Accessibility Policy before taking part in any group activity, outing or event. The policy can be accessed on the website.

Dunmow u3a has a Safeguarding Policy, accessible on the website, which is followed by the Committee where instances, or allegations, of actual abuse or neglect come to their attention.

Dunmow u3a is covered by the Third Age Trust Public Liability Insurance. Children may not attend any u3a activity, as advised by TAT, for Insurance purposes.

Risk assessment forms, available on the website, must be completed before a new group activity starts or an event or outing is organised. Risk Assessments require joint approval by three nominated Committee members and are filed centrally with the Executive Secretary. If agreement on approval isn't reached, then the risk assessment will require majority Committee approval. **Government and TAT guidance and Dunmow u3a additional risk assessment processes relating to the restarting of groups during the Covid-19 pandemic are available on the website.**

Charity donations may be made by individual members at u3a events. Speaker's fee donations to another charity can be made by the Committee in cases where the Charity has similar charitable objectives.

Help with transport may be given to members with mobility issues which prevent their attending the members' meetings. A decision is taken by the Committee on a discretionary basis and would be joint funded by a grant, where possible, and a small charge to the member.

Flyers are posted on the notice board at Committee meetings and on the website, of any outside events being held by TAT and East of England. It is a member's individual responsibility to sign up and travel to the event, should they wish to attend.

All procedures regarding equipment safety apply whether used at a Dunmow u3a group event or a meeting. Any electrical equipment used should be the property of Dunmow u3a to ensure adequate insurance cover. Where non-electrical equipment is used, it is the responsibility of members to ensure equipment is used safely. This is done at their own risk.

All u3a owned electrical equipment should be tested every 2 years. The manager of the assets list is responsible for arranging for the bi-annual tests and reporting back to the Committee.

All u3a groups and meetings must adhere to the regulations issued by the venue, concerning PAT testing of electrical devices. This is not necessary on Dunmow Council's premises and people bring equipment at their own risk. However other venues may have their own regulations which must be adhered to and facilitators should be aware of this.

In the event of a major emergency during a u3a event, outing or group activity, advice and guidance from Emergency Services and other relevant Professional Services would be followed.

6 Finance

6.1 Trustees' Financial Responsibilities

The trustees of Dunmow 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.
- Keeping financial records in accordance with the governing document and relevant legislation (e.g. Charities Acts, Companies Acts etc).
- Preparing Annual Accounts in accordance with the governing document and relevant legislation.

The accounts should show a true and fair view of the state of affairs of Dunmow u3a.

Trustees are jointly responsible for keeping full financial records. These include those of the Dunmow u3a and all the interest groups, sub-groups etc., where appropriate.

6.2 Bank Accounts

- All bank accounts are in the name of Dunmow u3a and operated by the trustees.
- New accounts may only be opened by a decision of the trustees, which must be minuted.
- Changes to the bank mandate may only be made by a decision of the trustees, which must be minuted.
- The authorised signatories are the Chair, Vice Chair, Executive Secretary and Treasurer (the Assistant Treasurer and Outings Coordinator, if trustees). This responsibility cannot be delegated.
- All cheques must be signed by two signatories.
- The signatories are responsible for examining the cheque for accuracy and completeness.
- The signatories are responsible for examining the payment documentation (purchase invoice etc.) prior to signing the cheque or authorising an internet transfer.
- All bank statements must be sent to the Treasurer directly.
- Blank cheques will never be issued.
- Blank cheques will never be signed by one signatory for a second to complete later.
- Whenever practical two people should be involved in counting cash receipts.

Where online operation of the bank accounts is in place only trustees approved by the Committee will have access to this facility. The security of the online system is in line with the arrangements offered by TSB and in accordance with the mandated approval limits.

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.

- All payments are authorised in accordance with the bank mandate.
- Access to the online accounts varies from bank to bank and may be via a card reader and personal access card or by logging on to the bank system with a personal password and access code.
- The issue of any bank debit or credit card in the name of Dunmow 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 by email by the Chair, Vice Chair or the Treasurer in recognition that online purchases for certain goods and services represents the most effective, and in some cases, the only method of completing the purchase (e.g., theatre tickets).
- The Committee will predetermine the spending limits for any card: the limit may be per transaction, per day or per month.
- Dunmow u3a holds 3 debit cards, one for each account, held by the Treasurer and one for the social account held by the Assistant Treasurer.
- All transactions made using these cards appear immediately on the appropriate bank account (subject to the timescales for electronic banking transactions) and are subject to review by the nominated officers through the online banking service.
- All such payments must be supported by an invoice or receipt made out to Dunmow u3a.

The use of personal debit or credit cards for interest group activities is discouraged where other options exist, including the use of a Dunmow u3a bank card. Permission must be sought from the Treasurer where a group feels that there is no other viable way to make payments.

Prior approval must be given by the Treasurer and ratified by the next meeting of the Committee for equipment and other items to be purchased for the use of Dunmow u3a or specific interest groups.

In certain circumstances, it may be appropriate, and must be agreed in advance by the Treasurer, for a member to purchase the equipment themselves and then claim the cost as a personal expense claim. (e.g., in the unlikely event of the Dunmow u3a debit card or its holder being unavailable).

All invoices must be issued in the name of Dunmow u3a.

6.3 Raffles

Normally the monies received from Raffles will be passed to the Treasurer to supplement Dunmow u3a funds and activities. However, if agreed in advance by the Committee a charitable third party may hold a raffle at a Dunmow u3a event or activity with the express purpose of raising funds for that charity. Those attending the event and taking part in the raffle must be informed in advance of the charity running the raffle, and the use to which the raised funds will be put.

Surplus monies which become available, for example from small profit made on events, may be utilised to the general members' advantage, for example, to provide free refreshments at members' meetings for the immediate future.

6.4 Groups' Finances (see also Group Activities Section 5.2)

Interest groups are expected to be self-financing and can collect such sums of money as the group members and Group Leadership deem to be necessary to undertake their activities. The funds of these groups belong to the u3a. Groups are permitted to make any expenditure deemed necessary by the group members and the Group Leadership and can withdraw money on request from the ring-fenced funds held by the u3a on their behalf, as appropriate.

In exceptional circumstances, such as specific requirements to follow government regulations or TAT advice during a pandemic, funding may be requested from central funds.

The Treasurer, Groups Coordinator and Group Leader(s) need to agree what records they need to keep of the groups' transactions in order to:

- Allow the Treasurer to keep accurate accounts for presentation to the AGM, for discussion with the trustees and to meet regulatory requirements.
- Allow the group members to understand how their monies are being managed.
- Maintain transparency and trust for all concerned.
- Minimise the risk of error and potential loss of funds.
- Allow Group Leaders to maintain cash floats.

6.5 Receipts

To manage the handover of cash and cheques to be paid into the Dunmow u3a bank account the Committee has decided that:

- Bank paying in slips will not be given to Group Leaders for this purpose.
- Group Leaders may not pay sums due by issuing their own cheque or paying online through their own bank account.
- Where applicable receipts will need to be given to Group Leaders or acknowledged by email.
- Where net sums are being paid over this needs to be fully demonstrated to the Treasurer.

The Committee will inform relevant Group Leaders as to the approved process for payments relating to:

1. When a trip is
 - i. Organised and must be paid through the u3a or
 - ii. May be paid directly by the members to the trip organiser.
 - iii. Organised so that individual members pay, e.g., entrance fees at venues, direct and no monies pass through the Group Leader.
2. Payment for venues, coaches, tutors, speakers etc should normally be paid by the u3a.
3. Specific authorisation must be sought by the trip organiser from the Treasurer for when payments may be deducted from activity revenue for:
 - i. Venues
 - ii. Coaches
 - iii. Tutors
 - iv. Speakers
 - v. Other.

Group Leaders shall be positively dissuaded from using cash transactions to achieve 3 above.

Outside speakers should be asked to state their fees and any travel costs at the time of booking and a cheque obtained from the Treasurer.

Where the Committee has agreed the use of a paid tutor, they must provide evidence of their self-employed status, insurances, and shall invoice the u3a as agreed.

The Committee (via the Treasurer) will monitor the income and expenditure of the 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 policy, insurance and financial requirements.

6.6 Social Activities

Social Activities include:

1. Local events such as the carnival, quizzes, dances, concerts and the like.
2. Outings such as theatre trips, visits or educational days out

Social Activities are processed as 'Group Activities' by the Treasurer in the Beacon records. All references above to Group Finances apply equally to all Social Activities.

Social Activities must be charged at cost and all participants pay appropriately. The costs paid by members must cover all out-of-pocket expenses.

The organiser of a Social Activity must not benefit from any discount (e.g., a free place) offered by the organisation providing the activity. The value of free places must be shared out among all participants to the event. However, the Outings Coordinator can recommend (i) that the outing's leader has a free place on the coach where deemed appropriate and (ii) a full or partial ticket refund where the leader has had to deal with unforeseen incidents and been unable to participate fully in the purpose of the outing. (See also Outings Section 5.3.)

As all u3a members offer their services free to the movement, the organiser(s) must not get any pecuniary reward for organising an event.

6.7 The Welfare Levy and Vulnerable Adults

A welfare budget and float are set annually by the Treasurer in the new budget.

A 2.5% levy on ticket prices may be required to support the welfare fund managed by the Welfare Coordinator for welfare purposes.

The amount of this levy is reviewed periodically and adjusted to reflect the number and costs incurred where this fund has been called upon.

Vulnerable adults, for example those members with restricted mobility or those with mental health issues such as limited short-term memory, require particular attention and care on outings. Where necessary, the outing organiser can enlist the help of a companion to accompany the person. In this case, and at the discretion of and Chair, free or reduced cost places on trips can be offered. (See also Outings section 5.3)

Charging to the Welfare Levy or setting against Social Fund Reserves will be at the discretion of the Treasurer, Chair and Outings Coordinator.

6.8 Payments to other Charities

In line with charity law, a u3a cannot raise funds for another charity that does not have similar charitable objectives.

6.9 Expenses

Out of pocket expenses incurred by the volunteers who are involved with running the u3a will be reimbursed. Expense claims must:

1. be submitted with receipts.
2. be authorised by the Treasurer.
3. Be authorised by the Executive Committee where exceeding delegated authorities:
 - a. Up to £50 – Treasurer
 - b. £50 to £100 – Countersigned by the Chair, Vice Chair or Executive Secretary.
 - c. £100 and above – Committee

No Committee member should authorise their own claim.

Expenses will include – with Committee approval – attendance at the Trust’s AGM and Conference or national/regional workshops.

All claims need to be made on the appropriate form (copies available from the Treasurer) giving sufficient detail as to the nature of the expense.

Expense claims should reflect the cheapest travel option appropriate to the circumstances prevailing. Whilst volunteer time is free, this should not be taken to override common sense. If a journey is half the cost but will take twice as long a reasonable interpretation of the value of peoples’ time is expected.

Travel by car will be reimbursed at the rate of 45p per mile, where a u3a member uses his/her own transport for u3a business. Car parking and congestion charges can be reclaimed (with receipts) but parking or other fines will not be allowed. Overnight accommodation will only be allowed in exceptional circumstances and will need the prior agreement of the Committee.

6.10 Speakers

The budget for speakers is set annually by the Treasurer in the new budget. Payments must be defrayed in accordance with the above.

6.11 Membership Fees

The membership fee is reviewed on an annual basis. Dunmow u3a is committed to keeping the membership subscription as low as possible to ensure the u3a remains accessible to all members.

Dunmow u3a has a single simplified membership fee structure and does not discount for membership of more than one u3a.

6.12 Asset Register

An asset register is maintained by the Asset Manager which records all assets held including their initial purchase price, date of purchase, estimated nominal value and current location.

Assets are deemed to be items that are utilised by one or more groups, available to all members, with a lifespan that exceeds a single term use.

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. The register is reviewed annually.

A set of demonstration equipment comprising a laptop computer, projector and cables is available for loans to groups. The Chair takes responsibility for this equipment. The Group Leaders take responsibility for collecting and returning group equipment.

The general policy is that all equipment used by groups should be owned by Dunmow u3a, both for fairness, and for clarity in the event of the equipment causing injury to a member. There may be exceptional circumstances where this is not practical. Where there is an agreement that loaned equipment can be used and where the loaned equipment deteriorates in use, then it may be fair and appropriate to replace that equipment for the lender. Replacement of loaned equipment would be at the discretion of the Treasurer and Chair and must be approved by Committee if beyond their authorisation limits.

Generally, where a Dunmow u3a member needs a computer or other electronic asset to undertake u3a duties this could be provided, either by reallocation of an existing asset, or with the acquisition of new equipment. The classification relates to the volume of computer activity necessary to discharge the required duties, and not to the importance of an individual's contribution. Where Computer maintenance activities are necessary for a computer user relying on their own equipment, the user may be entitled to seek reimbursement from Dunmow u3a for specialist support. This entitlement is at the discretion of the Treasurer and is likely to depend upon their classification (where 50% may be appropriate for infrequent users).

The possibility of sharing equipment with other charitable organisations is accepted in principle. The details will be agreed by a Committee member of each of the parties involved.

6.13 Reserves

Dunmow u3a aims to keep a level of Reserves as recommended by the Charity Commission that will cover 6 months of regular operating activity. Social account activities are excluded from this figure as these activities are inflated by high-cost activities such as theatre visits and days out and are entirely self-financing.

6.14 Loans between Accounts

Advance payments for tickets for outings are frequently required. Delegated authority is given whereby the Treasurer and Chair can authorise these payments, reporting these to the Committee at its next regular meeting.

6.15 Sale of Items through u3a

Where members offer items for sale through a u3a channel, such as a meeting or group, with a view to donating the proceeds to charity, then this may be promoted through Dunmow u3a. Items may not be promoted through Dunmow u3a where they are being sold for personal gain.

7 Communications

Dunmow u3a maintains an active communications programme for the benefit of its members and to publicise itself within the wider community. Both digital and printed form are extensively used, and include the web site, social media, newsletters, press releases, presentations at meetings, leaflets, emails to members and other forms from time to time considered as appropriate by the Committee. Relevant hardcopy material is posted out to members who do not have access to the internet and email.

Mailshots to members are generally issued by the Executive Secretary, Chair, Vice Chair, Communications Coordinator or Beacon Administrator.

Dunmow u3a encourage the taking of photographs to record the u3a activity, where permission is given. Pictures should be sent to the Communications Coordinator.

Newsletters which are given out at meetings may contain contact details of u3a members, where permission is given, as these copies mainly go to members who need these details. The contact details are removed from the library copies and also removed from the website reports, which use the Envelope link instead.

All requests to update the website should be addressed to the Communications Coordinator. Certain pages allow limited access to the relevant u3a members, such as Group Leaders, to maintain their own information. As with newsletters, contact details of u3a members are not shown directly but are accessible using the Envelope link.

Dunmow u3a will not endorse any commercial organisation. It may however endorse a charitable organisation or sponsor a charitable activity. An activity can be advertised during a meeting, or in a Dunmow u3a publication, provided it is clear that this is an advertisement and not an endorsement. Advertisements may be included in the newsletter but these will be chargeable and they must be clearly marked as adverts. Similarly advertisements may be included on the notice board at general meetings. The Committee retains discretion to determine whether a particular advertisement is suitable to be included or not.

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