



THE UNIVERSITY OF THE THIRD AGE

Dunmow U3A (and surrounding area)

DU3A Policy Document Update 1.8 31st October 2018

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Version History

Version No.	Reason for update	Updated By	Date
1.0	First Release	Avril Nelson	20/01/2018
1.1	Update following Committee Meeting on 24 th January 2018	Avril Nelson	15/02/2018
1.2	Update following Committee Meeting on 21 st February 2018	Avril Nelson	23/02/2018
1.3	Update following Committee Meeting on 22 nd March 2018. Section 3.2 (Membership Welfare) is new. Amendments made to Section 6 (Outings, for loans, contingency and ticket pricing), Section 7.1 (Group Finance, for advice, loans and payments), Section 9.1 (Finance – Equipment, for equipment ownership and replacement), Section 9.3 (Finance Reserves and Surpluses) and Section 10 (Publicity, for promotional material)	Avril Nelson	22/03/2018
1.4	Minor corrections after review by Treasurer	Avril Nelson	30/03/2018
1.5	Update following Committee Meeting on 20 th June 2018. Amendments made to Section 1 (Revisions to Committee Minutes), Section 3.4 (Security for contact details shown on website), Section 5 (AGM date) and Section 6 (Outing delays)	Avril Nelson	29/06/2018
1.6	Update following Committee Meeting on 18 th July 2018. Amendments made to Section 3.3 (2018 Membership Fee), new Section 3.4 (Membership Renewal), Section 6 (Outings contingency fee and Outing attendance by guests and lapsed members), Section 7 (Checking of membership cards at groups, Taster sessions before joining a group and Distinction between membership fee and additional payments for groups), Section 9.3 (Committee approved reserves for Social Fund)	Avril Nelson	24/07/2018
1.7	Update following Committee meeting on 19 th September 2018. New Section 10.3 (Sponsorship and Advertising) added. Amendments made to Section 3.4	Avril Nelson	20/09/2018

	(Membership Renewal), Section 3.5 (Privacy and Data Protection), Section 4.4 (Meeting Safety), Section 7 (Groups), Section 7.2.(Group Safety)		
1.8	Update following Committee meeting on 24 th October 2018. Amendment made to Section 10.1 (Newsletters and Communications)		

Item 1. Timetable and Pattern of Committee and Monthly Meetings

General meetings are held between 2:00 and 4:00 on the final Wednesday of each month in the E T Foakes Hall. Committee meetings are held on the preceding Wednesday at 10:00 in the Hub.

Reference Extract from May 2016 Item 4a

Meetings during 2017 – The Chairman proposed to continue as now with the members' meetings on the last Wednesday of the month, and a Committee meeting on the third Wednesday of the month. Where bank holidays interfered with these arrangements, the dates could be moved. Carried unanimously.

Reference Extract from September 2015 Item 5

Now that TB has confirmed that the Foakes Hall is available on 28 October and 25 November, PB proposed formally that these dates, between 2.00 – 4.00 p.m. be the two general meetings for 2015. This was agreed, and JS and TB will confirm bookings with Charlotte Brine, the hall booking clerk.

It was also agreed that the committee meeting prior to each monthly general meeting will be held on the preceding Wednesday at 10:00.

Committee meetings are minuted and as of May 2016, these are published on the website.

Reference Extract from June 2016 Item 6f

The Minutes for April have been adapted so as not to include names of anyone such as group leaders, members or others who are not on the Committee and, therefore, not able to speak for themselves at meetings. In these circumstances it was voted and agreed unanimously to allow Minutes to be published on the Dunmow U3A website from April 2016. The adapted April Minutes will now be sent to the Website Administrator for this purpose.

Reference Extract from May 2016 Item 4a

Publication of Committee Minutes - Minutes will be published on the website as from today's date. The Minutes will be a summary of the meeting and reflect any decisions made. Carried unanimously

Once the minutes are received by the committee members, they should raise any omissions or inaccuracies, which they consider urgent, immediately with the Secretary who will decide whether or not to issue an early correction to the minutes. If deemed urgent, then the Secretary will deal with the revisions quickly and inform all necessary parties. Any non-urgent corrections to the minutes are made at the following Committee meeting, before the minutes being agreed and signed as a true record by the Chair.

Reference Extract from June 2018 Item 3

The committee discussed the best way to handle corrections to the minutes. AD agreed with JMV's observation that certain corrections should be dealt with quickly, such as urgent items. However AD noted that some amendments were less significant and didn't necessitate informing the whole Committee before the next meeting. JMV proposed implementing a policy whereby important omissions or inaccuracies would be advised immediately to AD who would decide whether or not to issue an early statement. The committee agreed with the proposal. CB agreed and concurred with the will of the meeting, but retained some reservations.

Item 2 Committee Members

Committee members undertake a number of roles, which may vary over time. Certain roles may be undertaken by members who are not on the Committee. The actual number of committee members may also vary depending upon the interests and combination of roles undertaken by each person. The number of Committee members is maintained within a minimum of 5 and a maximum of 13 members.

Reference Extract from June 2016 Item 6e

A discussion had taken place with Lin Jonas, Executive Officer of the Third Age Trust. Some points were clarified –

1. The Committee may change Clause 7 of its Constitution ie decide how many Committee members are needed to a maximum of 13 (minimum 5)

The roles covered include:-

- Chair
- Vice Chair
- Secretary
- Treasurer
- Deputy Treasurer
- Fixed Assets Manager
- Press Secretary
- Web Administrator
- Outings Co-ordinator
- Membership Secretary
- Speakers Organiser
- Groups Co-ordinator
- Group Leader Mentor
- Newsletter Editor
- Events Manager
- Welfare Officer
- Work Study Days Co-ordinator
- Minutes Secretary

Dunmow U3A maintain a handbook which details roles, rights and responsibilities for committee members and also the relationship between the trustees' responsibilities for TAT and those for the Charity Commission.

Reference Extract from September 2017 Item 8a

She has obtained a copy of the new draft Charity Code of Governance and it is proposed that JMV produce a condensed handbook detailing roles, rights and responsibilities for new members and also the relationship between the trustees' responsibilities for TAT and those for the Charity Commission.

The Committee decide which matters require full committee involvement and which are best served by smaller team working. For example, publicity matters are initially referred to the Press Secretary, the Newsletter Editor and the Web Administrator. The Chairperson, Vice Chairperson, Secretary and Treasurer are kept informed of anything with financial implications.

Reference Extract from March 2017 Item 5a(1)

JMV would like to develop and define processes to stream line communications within the Dunmow U3A. These would distinguish when team working is most appropriate and when referral to the main committee is needed. JMV will draft a paper for discussion. JRV cited the example of a publicity team where any publicity information should be circulated just to the direct team, represented by herself, MH and PW. By contrast, full committee involvement can sometimes be more appropriate, for example in the circulation of the draft Welfare questionnaire by JT which enabled quick feedback and early finalisation. The Chairperson, Vice Chairperson, Secretary and Treasurer must be kept informed of anything with a financial implications.

It is the responsibility of committee members to keep the Secretary advised when they are away.

Reference Extract from May 2016 Item 4a

Committee holiday dates - The Secretary suggested the reinstatement of a holiday list for the Committee. It is not intended to be a rota in any way. It is useful to know when people are likely to be absent from meetings, and/or unobtainable for queries. It was agreed to send dates to the Secretary.

Reference Extract from April 2016 Item 4h

Holiday list for Committee members AD would like to know when committee members are away as it is helpful for her, for committee and general meetings. This was approved.

Item 3 Membership

Item 3.1 Membership Qualification

Any retired or semi-retired person is qualified to join Dunmow U3A.

Reference Extract from October 2015 Item 4b

It was also agreed that the phrase, retired and semi-retired people, should be used to define the qualification for U3A membership

New members are sent a letter on joining, which includes a list of the groups and the group leaders.

Reference Extract from May 2016 Item 4d

The Membership Secretary presented a draft letter to the Committee which might be sent to new members on joining. On the reverse will also be included a list of our Groups and Group Leaders. Carried unanimously.

New members are also sent their membership card and a welfare form to complete.

Reference Extract from February 2017 Item 4c

JT raised the issue of gathering information on disabilities and other special needs. It was agreed that JT would design a form to be issued with the membership cards.

Item 3.2 Membership Welfare

The purpose of the welfare form, for new members joining, is to gather information on disabilities and special needs. This form is for the attention of the Dunmow U3A welfare officer whose role is to promote inclusiveness within Dunmow U3A. This role

can include identifying people who are lonely and offering to arrange for someone to accompany them when first attending a U3A event on their own.

Reference Extract from March 2018 Item 5c

Agar Korfel, the new Community Builder for South Uttlesford Primary Care, will be attending the March meeting. Her role is to help people who are socially isolated and to offer to accompany them when first attending an event on their own.

The welfare budget is set at £100 and the welfare float at £30 for 2017/18 and until further notice.

Reference Extract from March 2018 Item 5g

CB noted that JT had requested an increased float for welfare. He recommended increasing the welfare float to £30 and the welfare budget to £100. This was approved by Committee.

Item 3.3 Membership Subscription

The membership subscription is currently set at £15 (discounted by £5 for affiliated members) for 2018/19 and is expected to vary each year. The membership fee may be reduced by 50% for members joining in the last 4 months of the year.

Reference Extract from January 2018 Item 6c

It was also recommended that the membership fee be set at £15.00 (discounted by £5.00 for affiliated members) for 2018/2019, as our reserves are on target, and there is a general surplus of £2892.00. This was agreed by the Committee.

Reference Extract from November 2017 Item 10

From 1st December 2017 the membership fee will be reduced to £9.00 for primary membership and £6.50 for secondary membership. A revised membership application form will be made available at the members' meeting on 29th November 2017.

Reference Extract from January 2017 Item 6a

The committee discussed CB's supplementary report regarding the proposed 2017/18 membership fee. The discussion ranged over the anticipated attrition rate, the high cost of the Foakes Hall hire and the uncertainty of achieving gift aid. It was suggested that the renewal should be set at the round figure of £18 (thus a small reduction from last year's 18 month fee), which should provide a small surplus, even without gift aid and even if attrition proves higher than expected. This suggestion was unanimously approved by the committee.

Members' subscriptions are gift aided where appropriate.

Reference Extract from March 2017 Item 5b

PB has emailed members to try to increase the Gift Aid take up but there is still only a 43% take-up of members signing for gift aid. If Gift Aid is granted, this could achieve an estimated £1K.

Item 3.4 Membership Renewal

Members should renew their membership promptly at renewal time. Members will be invited to renew from around late March in any year, in preparation for the new year starting on 1st April. New membership forms are sent out by email, and are also available at members' meetings and group events. On 2nd May of each year, any unpaid member will be deemed a Lapsed Member and not a current member. Lapsed members are not entitled to attend U3A events, whether monthly meetings, groups or outings until they renew. There is further detail in the Outings section of

this document, on the limited circumstances in which a lapsed member may attend an outing as a Temporary Member.

The importance of fully paid up membership cannot be overstated. Without it, attendees are not insured by the Third Age Trust against accident to themselves or one caused by them to others. The Trustees, i.e. the U3A Committee, are not prepared to accept this risk, and therefore have safeguards to ensure that they are not placed in this position. The membership secretary checks for unpaid members promptly at the end of the year so that any such cases may be promptly resolved. Members are required to show a current membership card when attending any members' meeting, Group meeting, event or Outing.

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

Reference Extract from September 2018 Item 5i

MB has determined that membership renewal will start a month later for 2019/2020, on 27th March, rather than late February. The committee discussed the implications of the later start for membership renewals and 'lapsed membership'. It was agreed that unpaid members would not be deemed lapsed until 1st May, rather than 1st April.

Reference Email Subject – 'DU3A Membership Requirements' dated 18/7/2018 to the membership as agreed at July 2018 Committee Meeting

We have received advice from the Third Age Trust which we must follow. Lapsed members are not insured at any event of the U3A. We therefore must make the following changes. In the future any unpaid member will be considered lapsed on 2nd April of that year, and not a current member.... By not paying the U3A membership subscription, there is no entitlement for you to attend monthly meetings, events, Groups or Outings.... The importance of fully paid up membership cannot be overstated. Without it, the Third Age Trust will not insure you against accident to yourself or one caused by you to others. The Trustees i.e. your U3A Committee are not prepared to accept this risk, and are, therefore, putting into place safeguards to ensure that none of us are in this position... If you feel there are circumstances which prevent you from renewing your membership when you actually wish to do so, again we will help where that is possible, and you should address such issues to either the Membership Secretary or myself.

Item 3.5 Privacy and Data Protection

Dunmow U3A has documents which detail the privacy policy and the data protection policy. These guidelines, which are for members' protection, are implemented within the Beacon Financial management system. Name, address and contact details are the only personal data details held on Beacon. This is held with the member's explicit consent, having been informed how that data will be used. Any other information required is held separately. Any such personal information held on external files must be securely password protected. Members are advised of the Privacy Statement on the new double sided Membership form for 2018/19 and are asked to consent by ticking a tickbox explicitly for this purpose. This has been designed from TAT's advice and incorporating DU3A requirements. No information is held on Beacon for members who choose not to consent.

Reference Extract from February 2018 Item 5g

AD drew attention to the new Dunmow U3A Privacy Policy and Data Protection Policy documents. These guidelines, which are for members' protection, are implemented within the Beacon system. **AD** highlighted some of the new requirements. Name, address and contact details are the only personal data details held on Beacon. This is held with the member's explicit consent, having been informed how that data will be used. Any other information required must be held separately. **AD** stressed that any such personal information held on external files must be securely password protected. The older style spreadsheets cannot be emailed around, as previously. Members will be advised of the new Privacy Statement on the new double sided Membership form and are asked to consent by ticking a tickbox explicitly for this purpose. This has been designed by **AD** from TAT's advice and incorporating **MB**'s requirements. No information will be held on Beacon for members who choose not to consent.

Similarly, care is taken to ensure that members' direct contact details are not shown on the website. The U3A standard template allows the webpage editors to reference contacts by inserting special links so that messages may be sent, for example, without showing the email address or phone number. The secure links are held on a separate secure server.

Reference Extract from June 2018 Item 5p

Following a query, MH asked whether it was acceptable, under Data Protection, to publish members' details on the web newsletter. PW confirmed that email addresses and phone numbers do not normally appear on web pages. It was agreed that these details should not be held on the web newsletter but that they may be included on the paper copies.

Dunmow U3A also has a Safeguarding Policy and Procedure which enables the Committee to act appropriately whenever possible or where instances, or allegations of, actual abuse or neglect comes to their attention.

Reference Extract from September 2018 Item 5d

JT highlighted the issues arising from the Safeguarding Policy and Procedure document, which she had circulated. After some discussion, it was agreed that the Dunmow U3A Safeguarding document should be compiled and held separately from the General Policy document.

Item 4. Meetings

Item 4.1 Meeting Attendance

Members will be asked to show their membership cards at general meetings. An attendance register is held in the entrance hall for members to tick off their names, and this serves as a fire list. Guests are allowed to attend for up to 3 visits before being required to join. There is a signing in book at the front desk for guests.

Reference Extract from February 2016 Item 5

It was agreed that an Attendance Register was essential and therefore several clipboards should be available in the entrance to enable members to tick off their names. DE and JV will encourage members to sign in.

Reference Extract from November 2015 Item 4d

The guest issue was discussed. It was agreed that members should be encouraged to bring and show membership cards at meetings; a signing in book will be available at the front desk for guests; guests would be allowed up to 3 visits before being required to join.

Reference Extract from October 2015 Item 4c

It was agreed that members should be asked to show membership cards at future meetings.

Members are asked not to enter the main hall before 1:30 but they may gather in the Talberd Room.

Reference Extract from October 2016 Item 4

Members should be discouraged from arriving before the official opening time of 1:30. Early comers should not enter the main hall before 1:30 but may wait in the entrance.

Item 4.2 Meeting Format

Meeters and Greeters, wearing sashes, are present at the door to welcome members and guests. The Newsletter Editor provides copies of the monthly newsletter for members without internet access. A suggestions box is available in the hall.

Reference Extract from March 2017 Item 4

PW will ensure the computer and projector are set up. MH will distribute the newsletter. AD will arrange for additional seating to be set out in the Talberd room. AD will organise 4 sashes for meeters and greeters ready for the May meeting. JMV will provide a suggestions box and also a sign directing people to the membership desk.

Members enter the Talberd Room, where seating is available, at any time after 1:30 from the side door. Refreshments are served in the Talberd room and members may take the opportunity to socialise and to examine the group displays which are staged around the room. Group leaders and representatives are generally available at this stage to provide further information on their groups. Refreshments should not be taken into the main hall.

Committee members wear badges at all DU3A events to make themselves known to members.

Reference Extract from November 2016 Item 9(3)

MH reported a request from one member that Committee members should make themselves known to new members. Badges, which are provided to all Committee members, should be worn at all DU3A events, as is the usual practice.

Meetings start punctually at 2:00 pm. They begin with a short welcome and general notices. Following this, there may be a short presentation, for a maximum of 10 minutes, which is the opportunity for groups or local charities or similar organisations to present. The 10 minutes speaker slots are on a topic of interest to members, preferably a local issue and must not be used as a sales pitch. After this session, the members are invited to take refreshments around 2:15, following which the main speaker starts at 2:45. This format is being trialled from January 2018. The Speakers Organiser takes responsibility for co-ordination of the 10 minutes speaker slots.

Matters of general information are displayed on a running PowerPoint slideshow.

Reference Extract from February 2018 Items 5a and 5c

There was feedback that the refreshments team had reservations about the trial of a second tea break after the 10 minutes speaker, as they felt that it was under utilised. It was agreed to monitor this at the March meeting.... **PK** agreed to take responsibility for co-ordinating the 10 minutes speaker slots...There was some discussion around the request from a local care home to present on care provision in an aging society. It was recognised that this topic is of

interest to members and that it is a local organisation but there was concern lest this become a sales pitch in any sense. There was general agreement to support this talk provided that PK made clear to the organisation that the session must be a generic talk on the subject and not a promotion for their services.

Reference Extract from January 2018 Item 6i

The Discussion took place about the additional 10 minute speaker and the effect on the tea interval, which raised concern. It was agreed that refreshments would be served prior to the meeting and then continued during the half hour interval to discover if this was more acceptable and the service better used.

Reference Extract from September 2017 Item 8u

The Committee discussed proposals for widening the appeal of the monthly meetings and recommended inclusion of a group topic. The meetings could start with a group presentation at 2:00 followed by refreshments at 2:15 then the main speaker at 2:45. It was agreed that outings should not be booked to coincide with the meeting day. This format will be trialled from January 2018.

Reference Extract from January 2017 Item 5

After some discussion, it was suggested that members could enter the hall from the side door into the Talberd Room, as a social café, and that the meeting could start with refreshments. The Talberd Room is more conducive to socialising, the display stands are available, and facilitators and committee members could congregate there to talk to members. The speaker slot could then be deferred to 2:45. After the talk, members could be invited to take refreshments again and committee members would stay on to be available for further discussion.

Reference Extract from March 2016 Item 4

At the meeting, each group will be represented by a sign, bearing the group name, facilitator name and phone number, the signs being spread around the perimeter of the hall. The group facilitators present will be available at the end of the meeting, standing by their signs, for general information about their group.

Reference Extract from February 2016 Item 5

The committee discussed the general format of the meeting. It was agreed that there should be a punctual 2:00 pm start, with the speaker starting at 2:15 for future meetings (but at 2:30 for the February meeting only). The initial speech should be as concise as possible. For February, BH requires a slot to explain one of the new outings and DE will give a brief demo of the facilities and navigation of the website. The PowerPoint slideshow will be used for relevant matters of general information.

Charitable events may be advertised on the notice boards at meetings. Short slots of time may also be allocated to charities, when judged appropriate, to talk to the meeting about matters likely to be of interest.

Reference Extract from October 2017 Item 6c

It was agreed that any requests linked to charitable work, could be advertised on the notice board at meetings and that **MH** would include such requests in the newsletter. CAB has also asked for an opportunity to address members on their search for volunteers. It was agreed that a 10 minutes slot, immediately after the Chair's introduction, could be made available at a general meeting once the new meeting format begins in January 2018. This slot will routinely be reserved for groups or short notices from charities.

Reference Extract from May 2016 Item 4a

Advertising Charitable Events - It was found at the last member's meeting that the notice boards worked well, and members also agreed by a show of hands at the last meeting.

Advertising must be for charitable events, not business. The Committee voted for the proposal to use notice boards – 7 for, 2 against, 1 abstention. Carried.

Charity donations may be made by individual members at U3A events. Speaker's fee donations to another charity can be made by the committee where appropriate.

Reference Extract from January 2016 Item 4

Regarding the Rock Choir event, the committee discussed whether it was appropriate to pay money directly to another charity. It was agreed that individual U3A members could make charity donations at U3A events and that 'Speaker Fee donations' could also be made by the committee, where appropriate.

Several times a year, a special event is staged instead of the usual monthly meeting format, and the special event replaces the speaker. One such event is the Open Day, which is an opportunity for all the groups to showcase their activities and to talk to interested members. Ideally this is held annually just before membership renewal. August and December are months when there is likely to be a different meeting format.

Reference Extract from September 2017 Item 8t

Speakers Organiser's Report – PK ascertained that August and December are the only months where there will not be a speaker. It was agreed that the next Open Day is likely to be March 2019, around the time of membership renewals.

Help with transport may be given to members with mobility issues which prevent their attending the members' meetings. This is on a discretionary basis and may be achieved using the Uttlesford Book-A-Ride service. This would be joint funded by a grant, where possible, and a small charge to the member.

Reference Extract from November 2017 Item 9

Help might also be given with transport to our members' meetings by the Uttlesford Book-a-Ride service, which could be part funded by a grant, and a small fare charged to the member using the service.

Item 4.3 Meeting Speakers

Each year, the Treasurer agrees a speaker budget per annum with the Speakers Organiser. For 2017/2018, a maximum budget of £1200 is agreed. The same budget shall remain in place for speakers for 2018/19.

Reference Extract from January 2018 Item 6c

... for 2018/2019, as our reserves are on target, and there is a general surplus of £2892.00. This was agreed by the Committee. The same budget should remain in place for speakers.

Reference Extract from February 2017 Item 4b(3)

The current speaker budget of £700 per annum is too limiting and it was agreed to increase this to a maximum of £1200, the increase to be used only as needed.

Item 4.4 Meeting Safety

Exits from the hall must be unobstructed. There is a no smoking policy throughout the building. The Foakes Hall maintains a policy for the procedure which is to be followed in the event of fire.

Reference Extract from October 2015 Item 4b

JS added some Health and Safety points. These were that exits should be unobstructed, that there is a no smoking policy throughout the building and the procedure to be followed in event of a fire.

An area in the car park is kept available for the speaker, and a further area kept free for emergency vehicles. In the event of a fire, people should be ushered toward the field at the back. There is a book in the foyer for recording accidents and a form to be completed in the event of serious accidents

Reference Extract from November 2015 Item 2

Regarding the reference to the carpark on Page 2 (section 4a) of the minutes, it was agreed that the car park need not be manned. However one space would be reserved for the speaker.

Reference Extract from October 2015 Item 4e

AD advised that the car park will be manned and an area kept clear for emergency vehicles. In the event of a fire, people should be ushered towards the field at the back. JMV volunteered to act as the fire warden. JS explained that there is a book in the foyer for recording accidents and a form to be completed in case of serious accidents.

If people leave the meeting early, they must sign out otherwise the attendance register cannot be used as a fire check list. Once the formal meeting ends, there is no requirement for members to sign out. There is a procedure at Foakes Hall for checking all areas after the formal meeting ends.

Reference Extract from April 2016 Item 3

If people leave early they must sign out, otherwise it is no use as a fire check list. Once the formal meeting ends, it was agreed that there is no need to sign out as it will be individual member's own responsibility. There should be a system regarding fire after the formal meeting ends and checking, e.g. toilets. JMV to write formal document of responsibility.

U3A has a documented procedure regarding insurance. TAT does not require risk assessment or first aid for meetings. The accident form must be completed and retained for 3 years if any accident occurs.

Reference Extract from April 2016 Item 4

A paper on Insurance was written by JMV, after reading TAT information.

Risk Assessment is not a requirement of TAT, but Dunmow U3A are asking for this in an informal way. There is no first aid requirement.

The Accident form should be filled in and kept for 3 years if any accident happens. Lifts - people may contribute to expenses but does not affect owners' insurance policy

See also the section on [Item 7.2](#) Group Safety

Item 5. AGM

The AGM is held on the 4th Wednesday of June from 2018 onwards.

Reference Extract from July 2017 Item 9aa

It was agreed that the AGM meeting should be set as the 4th Wednesday of July in 2018 and subsequent years, rather than the last Wednesday of July.

Reference Extract from June 2015 Item 6a

It was noted that the first AGM should take place shortly after a full year's accounts have been audited. In order to give sufficient time for the Treasurer, Assistant Treasurer and Auditor to prepare these properly it was agreed to hold the AGM on the last Wednesday in July 2017 (26th).

Item 6. Outings

Members have priority for outings but guests may be allowed if there are sufficient spaces. Any one guest should only attend one outing. Anyone attending, who has previously been a U3A member and who is not a current member, is deemed a Lapsed Member. Any lapsed member wishing to attend an outing will be charged a supplementary fee of £10 for temporary membership and may only use this benefit once.

Reference Email Subject – 'DU3A Membership Requirements' dated 18/7/2018 to the membership as agreed at July 2018 Committee Meeting

By not paying the U3A membership subscription, there is no entitlement for you to attend monthly meetings, events, Groups or Outings. Only fully paid up members may do so, with the exception of guests (...those who are going with a friend on an Outing (providing they have not been a U3A member before – one outing maximum). Should a lapsed U3A member wish to go on an outing they will be charged a supplemental fee of £10 for temporary membership, and may only use this benefit once.

Reference Extract from September 2016 Item 5d

JMV restated the principle agreed previously that guests may be included in outings provided that members are given priority. Any one guest should only attend a maximum of 2 outings.

Reference Extract from March 2016 Item 5d

It was agreed that members would have priority for outings but guests may be allowed if there were sufficient spaces.

Group may arrange their own outings but group members cannot be given priority when booking general outings.

Reference Extract from January 2017 Item 5e

In answer to AD's enquiry, it was noted that group members cannot be given priority when booking general outings.

Dunmow U3A is not responsible for managing cancellations and ticket returns. Once tickets are paid for, there will be no return. Dunmow U3A may hold a reserve list to facilitate people selling tickets on, but this cannot be guaranteed. However a discretionary refund can be granted where members have been forced to miss outings owing to medical emergencies or a distressing family situation. This is at the discretion of the Outings Organiser in consultation with officers and the amount of the refund would also be discretionary.

Reference Extract from February 2018 Item 6b

PW asked whether current policy should be amended to allow refunds for outings in special circumstances. The Committee agreed that a discretionary refund can be granted where members have been forced to miss outings owing to medical emergencies or a distressing family situation. This is at the discretion of the Outings Organiser in consultation with officers and the amount of the refund would also be discretionary.

Reference Extract from January 2017 Item 5e

The Cancellation issue. It was agreed that returns would not be handled by U3A. Once tickets are paid for, there will be no return. U3A may hold a reserve list to facilitate people selling tickets on but this cannot be guaranteed. .

Outings are scheduled, wherever possible, not to coincide with the general members' meetings, committee meetings or Thursdays, which is a difficult day for many of the Committee.

Reference Extract from January 2018 Item 6f

It was observed that the Outings dates often fall on a Thursday, which is a difficult day for many of the Committee. Consideration should be given to changing some of these to another day in the week (avoiding Committee and U3A meeting dates).

Reference Extract from September 2017 Item 8u

It was agreed that outings should not be booked to coincide with the meeting day.

Tickets for outings are generally just reserved in advance but occasionally, advance payment is required to secure the bulk purchasing advantage. It is recommended that, where possible, such arrangements should be avoided or minimised. Provision is made in the budget for Outings Loans and their repayment. This is to cater for situations such as the reservation of theatre tickets. Delegated authority is given whereby amounts up to £50 are authorised by the Outing Coordinator and Treasurer, between £51 and £100 the additional authority of the Chair is required, and at £101 and above Committee approval is required. The latter may be given retrospectively where incurred for the reservation or acquisition of theatre tickets and the like. Most outings loans will require Committee approval.

Reference Extract from March 2018 Item 5f

The committee approved the Treasurer's Supplement, as amended by the email trail.

Reference Extract from March 2016 Item 5d

It was noted that tickets for outings are generally just reserved in advance but the Kew outing differed from the other outings in that advance payment was required to secure the bulk purchasing advantage. It was agreed that, where possible, such arrangements should be avoided or minimised in future.

All cash payments for outings are recorded in the cash receipt book.

Reference Extract from March 2016 Item 5c

This has highlighted several points:

- The need for extra vigilance with cash receipts, owing to confusion amongst some members who believed that they had made outings payments which were not accounted for. In future this will be managed with the cash receipt book, supplied by CB.
- The responsibilities for the committee member leading the outing.

Each outing is attended by an outing leader. If there is a certain amount of work or responsibility in leading an outing, one free place is provided for the outing leader. This is at the discretion of the outings co-ordinator.

Reference Extract from April 2016 Item 4a

Free places for U3A events. JMV recommended to remain with the principle that if you benefit from the activity you should pay. Each outing should be considered separately. If a lot of work/responsibility is involved then the system approved at the last meeting (free places)

should be adhered to. However if there is a small group, no problems or excess responsibility, and all members are benefiting, then there is no need to give a free place.

...

It was agreed to reinterpret the free place principle, so that the decision is made by the outings coordinator

Reference Extract from March 2016 Item 5c

BH had almost missed some of the Anton du Bec show because of extra work when two members arrived who were not expected. The scale of the Sandringham outing will also require considerable co-ordination from the leader. JS recommended that a free trip be given to the committee member leading the outing because of the responsibility and interruption factor.

Committee members were sympathetic to this suggestion but JMV reminded the meeting that the U3A rules prohibit the granting of benefits. JMV proposed, in principle, that one free place should be available for a named leader at the committee discretion, providing that the proportion of the cost was not large. This was agreed unanimously and it was also agreed that JS would name the leaders for each outing.

Where it is essential for a volunteer to accompany a member on a Dunmow U3A outing in order that the member may attend, then the volunteer should not normally be required to pay. This is at the discretion of the Outings organiser.

Reference Extract from June 2016 Item 7.2

A discussion took place relating to forming a Volunteer Group within the Dunmow U3A to help other outside charities. It was considered there may be issues surrounding insurance, so it should not be a U3A activity. However, any such helpers should not have to pay if these activities are being carried out on U3A Outings. AK will draw up a list of such volunteers and BH will advertise it.

Vulnerable adult members, who suffer memory loss and who attend outings, should be paired with a "partner" to assist them during the outing. Members having mobility issues also need to be identified before an outing to ensure the venue is accessible to them.

Reference Extract from November 2017 Item 9

There is some concern that vulnerable adult members who suffer memory loss going on outings and theatre trips, without carers, are identified and paired up with someone to help them. The outing leader should leave a coach first to make sure such persons do not wander away from the party. It is often difficult to identify such members as they will try to conceal that they have such a problem, but if everyone is "partnered" by a fellow member, this should be overcome. The Outings Co-ordinator will adapt the booking forms to try and identify where members have such issues....

Members having mobility issues also need to be identified before an outing to ensure that the venue is accessible to them.

If the outing booking includes a free place, then this value of benefit is shared among the members attending.

A 2.5% fee is included over the cost of the outings, to allow for contingencies, such as the outing leader needing to be reimbursed through missing some of the outing. This fee may be waived at Committee discretion if the fund surplus significantly exceeds the reserves until the surplus returns to the reserve level.

Reference Extract from Treasurer Report July 2018 as approved by Committee Meeting July 2018

...the requirement to include a 2.5% contingency on all events is waived until the surplus in the Social account returns to £1,500.

Reference Extract from March 2018 Item 5f

The committee approved the Treasurer's Supplement, as amended by the email trail.

Reference Extract from April 2016 Item 4a

CB noted that the discussion at the last meeting was about someone missing out on the benefit, e.g. missing part of the play. If the 5% fee over the top is carried out, this should cover if things go wrong.

If there is a free ticket included by a theatre this must be shared between members going on trip

In calculating the overall ticket price for any outing or group visit that requires the hire of a coach, the ticket price shall be based on the hire of a 25 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. .

Members attend outings and travel at their own risk but they are covered by the U3A insurance. Non-members attending are not insured by the U3A.

Reference Extract from March 2016 Item 5c

JMV suggested that some standard wording should be drawn up, highlighting the responsibility of anyone attending a U3A outing and that attention should be drawn to this wording when the ticket is purchased and at the start of each trip. This would include such points as:

- Members attend and travel at their own risk
- If members are unable to attend outings for which they have paid, the Dunmow U3A cannot resell the tickets. In this circumstance members must try to dispose of their tickets themselves, ideally to other members, and must then inform the Outings Manager.
- Non-members attending are not insured by the U3A

Members attending outings are asked to appear in good time before the arrival of the coach. Any delay to the start of a trip invariably causes problems therefore 5 minutes leeway only is allowed for late arrivals.

Reference Extract from June 2018 Item 5l

CB observed that problems are caused when attendees are late for outings and the committee agreed that 5 minutes leeway only should be allowed for a prompt start.

Item 7. Groups

All groups are led by a group leader.

Reference Extract from February 2018 Item 5i

Group Leaders (previously called Facilitators) are now entering their group memberships and the Beacon system will replace their previous lists.

Reference Extract from September 2015 Item 8

It was agreed that the term 'Facilitator' should be used for those leading groups.

Only DU3A members are eligible to join and attend groups. Group Leaders will check membership cards at all meetings. This rule applies to all group activities as these enable members to attend and enjoy regular benefit of each others' company.

Reference Extract from September 2018 Item 4b

The attendee is a U3A member but not of Dunmow U3A and queries why he should need to join Dunmow U3A as an associate member when he is simply attending a get together with friends in a private space. All of these activities are run as U3A group events where members enjoy regular benefit from each others' company. The rules state that 'Only DU3A members are eligible to join and attend groups' although a maximum of two taster sessions are allowed before joining. It was agreed that it would create an unfair precedent to waive the rule for this case.

Reference Email Subject – 'DU3A Membership Requirements' dated 18/7/2018 to the membership as agreed at July 2018 Committee Meeting

It would be appreciated if Group Leaders could check all membership cards, ensuring their members have a current card. Those who do not, should be asked to pay their annual U3A membership subscription, pointing out that if they do not they may not attend any function or activity of the Dunmow U3A.

Reference Extract from November 2015 Item 4c

It was also agreed that only DU3A members would be eligible to join groups.

U3A members may try a group before joining. A maximum of two taster sessions are allowed before joining. The attendee must be a U3A member, although not necessarily of the Dunmow U3A.

Reference Email Subject – 'DU3A Membership Requirements' dated 18/7/2018 to the membership as agreed at July 2018 Committee Meeting

...those trying out a monthly meeting or Group – two weeks maximum...

Reference Extract from January 2017 Item 7(3)

People must join the U3A to become a group member but they may first attend one group as a Taster session.

Reference Extract from March 2016 Item 5f

It was noted that the Line Dancing Facilitator has advised the group that prospective members can try the activity first for a couple of sessions. The principle of trying before joining was agreed by the committee but it was reiterated that people trying the activity must be U3A members, although not necessarily with the Dunmow U3A.

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

Reference Email Subject – 'DU3A Membership Requirements' dated 18/7/2018 to the membership as agreed at July 2018 Committee Meeting

Some Groups and most Outings require an additional payment, Groups may need to pay for Hall Hire for instance, and Outings require payments for transport and tickets. These payments are quite independent of the U3A membership subscription.

It is a guiding U3A principle that there should be no restriction on numbers, however there may be restrictions for practical reasons such as space. In these circumstances, additional groups may be formed to accommodate the overflow. There may initially be a waiting list until a sufficient number have indicated interest in an additional group.

Reference Extract from September 2017 Item 7o

The committee discussed situations where groups are deemed full. It is a U3A principle that there can be no restriction on numbers overall but certain group activities need to limit their

numbers for practical reasons such as space. It was agreed that it should be made clear to members that additional groups can be formed to accommodate new members in these circumstances, as is already the practice in the Art Groups, for example.

Grandchildren may not be accommodated on any U3A activity such as groups or outings, as advised by TAT, for new insurance rules.

Reference Extract from May 2017 Item 6

AD's correspondence from TAT advised we cannot accommodate grandchildren at any activity of U3A due to new insurance rules.

The Dunmow Group Leader handbook is available covering the management of groups. A mentor works with the Group Leader when the group is first set up, to guide the Group Leader. The mentor holds a meeting with the Group Leader at which stage costing plans are submitted to the Treasurer. 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 any group may be funded by DU3A at the Treasurer's discretion.

Reference Extract from January 2017 Item 6a

CB will email the facilitator to ensure that hall hire is included in the group subscriptions but suggested that the first hall hire could, if necessary, be funded by U3A. This was unanimously approved by the committee.

An Open Day is held annually each summer, in place of the monthly meeting, to showcase the work of the groups.

Reference Extract from July 2016 Item 6d

The committee agreed to hold a Groups exhibition in June 2017 to showcase their work, in place of the monthly meeting. A subcommittee was agreed with AD, PK and AK. Other members can be co-opted.

Reference Extract from February 2016 Item 6a

JV circulated his draft paper on the procedure for management of groups, which some had already received. BH reinforced point 9, i.e. that facilitators must plan for the collection of monies in conjunction with the Treasurers, and that adequate money must always be available before any costs are incurred (such as hiring of halls). More flexible arrangements can only be considered once commitments have been met.

It was agreed that JRV or AK should have a meeting with the Facilitator before any new group starts, and at this stage, they would ensure that costing plans are submitted to the Treasurers, if any costs are to be incurred. The Treasurers would also monitor cost plans on an ongoing basis.

Item 7.1 Group Finance

The Treasurer monitors the cost plans on an ongoing basis. If Group Leaders start to encounter problems with the 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 to rebalance 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 Group Coordinator and Treasurer, between £51 and £100 the additional authority of the Chair being required, and at £101 and above Committee approval be required.

Reference Extract from March 2018 Item 5f

The committee approved the Treasurer's Supplement, as amended by the email trail.

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

Reference Extract from June 2016 Item 6b

A discussion took place regarding the payment system put in place for facilitators. Not all facilitators are using the correct payment procedure for group fees. JRV will ensure that facilitators have a hard copy of the appropriate form where they do not have access to an electronic copy.

Reference Extract from March 2016 Item 5d

As stated in his report, CB stressed that in future facilitators should not pay money in to the bank direct but should deliver this to CB's or BH's house by hand, with a brief explanation, for the Treasurers to bank.

Group Leaders receive regular emails detailing their Group's accounts. These are also available for the Groups Coordinator.

Reference Extract from January 2017 Item 7(1)

CB sends an email regularly to each Facilitator with a copy of their Group's accounts. He will also copy these to AB.

If the group requires an instructor, then if the instructor is a member of the Dunmow U3A or indeed any U3A, he/she cannot be paid as an instructor. A member can be engaged as an instructor, can have properly authorised expenses reimbursed, and can have necessary equipment paid for. However the U3A member cannot receive a fee. If the U3A member instructor is not personally benefiting from the group, then he/she need not pay any group fee. U3A members acting as instructors are covered by the TAT insurance.

If however, the tutor is not a U3A member, then he/she needs their own insurance, but he/she can receive appropriate fees.

Reference Extract from March 2016 Item 5i

JMV clarified the issue of instructor payment:

- If the instructor is a member of the Dunmow U3A or indeed any U3A, he/she cannot be paid as an instructor. A member can be engaged as an instructor, can have expenses reimbursed, and can have necessary equipment paid for. If the U3A member instructor is not personally benefiting from the group, then he/she need not pay any group fee.
- If the instructor is not a U3A member, then he/she must have their own personal liability insurance and he/she can be paid

This principle was unanimously agreed.

Reference Extract from February 2016 Item 6a

The committee discussed the issue of payment to group tutors, highlighted by the Line Dancing concern. JMV specified his understanding that, where the tutor was a U3A member, then he/she was covered by the TAT insurance but that he/she could only receive properly authorised expenses, and not fees. If however, the tutor was not a U3A member, then he/she would need their own insurance, but could receive fees. Committee members queried whether the no-fee stipulation still applied where the U3A tutor was a member of a different U3A group.

Item 7.2 Group Safety

The mentor will explain and ensure an adequate risk assessment form is completed. There is a standard template on the website for Group Leaders to follow, before inserting the specifics for their group. The signed copies are issued to the Chair then filed centrally by the Secretary.

Reference Extract from September 2018 Item 5e

JRV also raised the Group Risk Assessment forms. AB advised that there is a standard template on the website for Group leaders to follow, before inserting the specifics for their group. The signed copies will be issued to JMV as Compliance Officer then filed centrally by AD.

Reference Extract from February 2016 Item 7

The committee discussed the detail required for risk assessment forms. JV suggested basic wording regarding general personal responsibility. All forms are to be logged with AD.

All procedures regarding equipment safety apply whether used at a U3A group event or at a U3A meeting. Any electrical equipment used by a group should be the property of Dunmow U3A in order to ensure adequate insurance cover. Where non electrical equipment is used, it is the responsibility of members to ensure the equipment is used safely and this is done at their own risk.

Reference Extract from May 2016 Item 4e

Supplement Report- Group Expenditure and Capital Equipment - Where electrical equipment is being used by groups, it must be the property of Dunmow U3A to ensure adequate insurance cover. For groups using non-electrical equipment then it is the responsibility of members to use the equipment in a safe manner and should do so at their own risk. On risk assessment forms there should be a statement "Participation in this Group will be at your own risk".

All U3A owned electrical equipment should be tested annually. The manager of the assets list is responsible for arranging for the annual tests and reporting back to the Chair.

Reference Extract from September 2018 Item 5b)

The committee discussed policy for PAT testing of electrical appliances. It was agreed that all U3A owned electrical equipment should be tested annually. The assets list is held by TP who should arrange for the annual tests then report back to JMV.

All U3A groups and meetings must also 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.

Reference Extract from November 2016 Item 8(2)

AD enquired of the Dunmow Town Council whether there was a need for PAT testing of electrical appliances brought along to activities by members for their own personal use. It was established that this is not necessary on the Council's premises and that people bring equipment at their own risk. However other venues may have their own regulations on this issue, which should be adhered to. AD will make all facilitators aware of the position.

Item 7.3 Group Liaison with Other U3As

On occasions, Rodings U3A will share outings and one-off events, such as Art Study Days) with Dunmow U3A.

Reference Extract from March 2017 Item 5a(1)

JMV reported back on the Joint Liaison Committee Meeting between the Dunmow and Rodings U3As. Rodings share the desire to work closely with Dunmow, and agreed that outings and one-off events could be joint ventures. Both groups wish to continue and expand Work Study days. Rodings do not want to form joint groups at this stage. It was agreed that the Groups Co-ordinators of both U3As should liaise with each other. JMV reported that there is a requirement to appoint a Dunmow Study Days Liaison officer as soon as possible.

Under certain circumstances, committee agreement may be obtained to allow members of DU3A 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.

Reference Extract from May 2017 Item 5c

Where a group already exists, members of the other U3A can be invited to attend meetings or events without having to join the other U3A. However if a new 'joint' group is set up, there needs to be ownership by one U3A simply for financial accounting purposes. Therefore, if joint groups evolve, then an agreement needs to be made about which treasurer is responsible for fees. For such new joint groups you can be a member of only one U3A. Each U3A must agree to this for insurance purposes.

Reference Extract from October 2016 Item 5c

The committee discussed the issue of qualification for group membership again. JMV clarified that only members of the DU3A may join the Dunmow groups, however there may be specific circumstances where committee agreement may be obtained with another U3A to combine on group membership, without requiring people to join both U3As.

Item 7.4 Group Outings

Groups may arrange their own outings, with the Group Leader. Participants on these outings are covered by the TAT insurance. Costings must always be agreed in advance with the Treasurer.

Reference Extract from February 2016 Item 6a

AK asked whether Facilitators could arrange their own outings. It was agreed that this was not a problem and that participants, being U3A members, would be covered by insurance. However the figures should always be agreed with the Treasurers.

Item 8. Events

Dunmow U3A has an Events Manager who is responsible for the management of special events such as the Carnival and quiz nights.

Dunmow U3A maintain a presence at the Dunmow Carnival in September. The Events Manager publishes a rota of committee members and Group Leaders to man the pitch and offer information.

Reference Extract from September 2017 Item 8x

In future years, TP will establish a rota of Committee members and Facilitators to man the pitch.

Reference Extract from July 2016 Item 5a

The committee discussed whether it would be possible at this short notice to take a pitch at the Dunmow Carnival on 17th September. JMV proposed a low key presence this year, using our own equipment and with leaflets and material obtained through TAT. This would be manned throughout the day by one person on a rota basis, with a view to a bigger display next year. The vote to proceed was unanimously agreed. PW to contact and organise pitch, JMV to acquire pull up banners, AD to contact TAT for central resources. JMV will ask at the monthly meeting for people who will be available on this day, to contact AD directly by email.

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 the member's own responsibility to sign up and travel to the event.

Reference Extract from April 2016 Item 4h

Outside events being offered by TAT and East of England – AD asked about this via JMV. It was agreed that flyers could be put up on the notice board and it would be members' own responsibility to sign up, and get themselves there. It should also be put on the web site.

Item 9. Finance

Item 9.1 Finance - Equipment

A set of demonstration equipment is available for loan to groups. The Chair takes responsibility for a second computer and projector which are used at Foakes hall. The Group Leaders take responsibility for collecting and returning the group equipment.

Reference Extract from January 2016 Item 5b

The equipment philosophy is to have one set of items (laptop, projector and screen) to be retained at Foakes Hall and a second set for loan to groups. It was agreed that BH will track the groups' use of second set, that the set must always be kept together even if the group does not require the whole set and that the facilitators will move the set around as specified by BH.

The general policy is that all equipment used by groups should be owned by 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.

Reference Extract from March 2018 Item 5e

There was further discussion during the meeting about policy regarding the use of equipment which is not owned by U3A, for U3A purposes. The general policy is that all equipment used by groups should be owned by 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.

The Committee Secretary requires access to a computer sufficiently powerful to handle the U3A secretarial work and the administration of the Beacon Finance system. The Secretary has acquired a suitable machine for her personal use which she will also make available for her U3A work. The Committee unanimously agreed to fund 50% of the cost of the machine from the Capital Equipment budget. The computer continues to be owned by the Secretary. Should the Secretary relinquish her duties in less than three years, an amount appropriate to 50% of the current value of the computer would be paid back by the Secretary to the Dunmow U3A. After three years no payment would be required.

Reference Extract from November 2017 Item 7e

Computer purchase policy – The Secretary's own computer has had to be replaced. It is essential that a more powerful machine than a laptop was purchased due to the type and quantity of work needing to be done, particularly with the Secretary being responsible for the administration of the new Beacon System. Reserves are available for capital equipment purchase. A grant would be given by Dunmow U3A on a 50/50 basis between Dunmow U3A and the Secretary. The Dunmow U3A would not have ownership of the computer since it will contain much of the Secretary's personal information. Should the Secretary relinquish her duties in less than three years, an amount appropriate to the current age of the computer would be paid back by the Secretary to the Dunmow U3A. It was considered that after three years no payment would be required. This was agreed by the Committee unanimously.

The possibility of sharing equipment with other charitable organisations is accepted in principle. The details have yet to be agreed.

Reference Extract from September 2017 Item 7g

CB discussed a new initiative by Chris Barratt of CVSU to investigate the possibility of sharing loan equipment across charity organisations. It would be necessary to distinguish which items were suitable for sharing and which were not. The Committee agreed in principle to supporting this initiative and that a sub-committee of JMV, AD, CB and MB be formed to look into this.

Item 9.2 Finance - Travel

Expenses can be reimbursed at the rate of 25p per mile, where a U3A member uses his/her own transport for U3A business.

Reference Extract from May 2016 Item 5h

Use of own transport for U3A business was discussed. It was proposed by the Chairman and agreed by the Committee that 25p per mile was an appropriate payment. Special cases could be considered on application to the Committee.

Item 9.3 Finance – Reserves and Surplus Monies

The Dunmow U3A No 1 Account reserves are to be maintained at £3,600 for 2017/18 and until further notice. The Dunmow U3A No 2 Account reserves are to be maintained at £1,500 for 2018/19 and until further notice.

Reference Extract from Treasurer Report July 2018 as approved by Committee Meeting July 2018

Committee approved Reserve for the Social (Dunmow U3A No 2) account is now set at £1,500...

Reference Extract from March 2018 Item 5f

The committee approved the Treasurer's Supplement, as amended by the email trail.

From the surpluses arising from outings, a small sum of money is identified for supporting membership costs where the committee deems it appropriate. Currently the recommendation is that provision be made for up to 5 such actions of support.

Reference Extract from March 2018 Item 5f

The committee approved the Treasurer's Supplement, as amended by the email trail.

Surplus monies which become available, for example from small profit made on events, may be utilised to the general members' advantage. For example, it is agreed that the profit from the Quiz night in the summer of 2017, should be used to provide free refreshments at members' meetings for the immediate future.

Reference Extract from October 2017 Item 7a

Use of Surplus Monies from Events – The committee discussed how best to utilise any surplus monies, specifically the £397 profit from the Quiz night, to the general members' advantage. It was agreed that refreshments should in future be offered free at meetings, starting in November 2017. Refreshments cost around £20 per meeting and CB is satisfied that free refreshments would be sustainable for the immediate future.

Item 9.4 Finance – 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.

Reference Extract from October 2017 Item 7b

Members' Sale Items – The committee discussed the suitability of promoting items for sale by members through Dunmow U3A. **AD** agreed to raise this as a general policy enquiry with TAT. (Following the meeting, AD discussed this with TAT. The principle was established that, where an item is being sold for personal gain and not being donated to charity, then this should not be promoted through U3A. Where items are offered for sale and their proceeds donated to charity, then it would be acceptable practice to promote this through Dunmow U3A). This therefore becomes the policy of Dunmow U3A.

Item 9.5 Finance Management System

The Administration of the Beacon Finance Management System, as strongly recommended by TAT, went live on 20th January 2018.

Reference Extract from January 2018 Item 6b

The Beacon Administration has now gone "Live". .

Reference Extract from September 2017 Item 7h

CB proposed that Dunmow U3A consider changing to the Beacon Finance Management System on 1st April 2018. TAT strongly recommends this fully integrated database approach. CB would need assistance as the data migration exercise, in particular, could be demanding. This need not necessarily be a committee member. The proposal was agreed in principle.

Item 10. Publicity, Newsletters and Website

Item 10.1 Newsletters and Communications

A monthly newsletter is issued at the time of the general meeting. This is not posted out because the information soon becomes out of date. Newsletters may be viewed on the website and hardcopy versions are available at meetings for members without internet access.

Reference Extract from October 2018 Item 5s

Newsletter Editor's Report – MH ... reported that she has abandoned the idea of an annual newsletter because there is insufficient material.

Reference Extract from September 2017 Item 7r

Newsletter Editor's Report – MH discussed proposals for the revised newsletter formats and it was generally concluded that an optimum arrangement would be a double sided single sheet monthly newsletter plus a comprehensive professionally published newsletter at the time of the AGM.

Reference Extract from April 2017 Item 5g

MH confirmed her understanding that the main newsletter would be published three times a year, supplemented by the shorter monthly newsletter for contact numbers and upcoming events.

CB is to share the current new membership list with MH so that she can issue postal copies of the latest newsletter to members with no email address. She is considering how best to distribute to this subset of members. She favoured distributing newsletters electronically to the majority first, then giving hard copies to people requesting a copy at the monthly meeting then finally posting copies to the remainder.

There is a three sided fold up leaflet promoting the Dunmow U3A for display in public locations such as the tourist information centre, village halls and estate agents. It is intended also to supply credit card sized handouts, quoting the website and contact details for the membership secretary.

Reference Extract from March 2018 Item 5m

MH has produced a 3 sided fold up leaflet promoting the Dunmow U3A, which is ideal for public display in locations such as the tourist information centre, village halls and estate agents... JMV suggested that it would also be useful to have some credit card sized handouts, quoting the website and MB's contact details. The committee agreed that JMV should organise this using Vistaprint and that it would be allocated to the publicity budget.

Press releases are sent monthly to the local paper and parish magazines.

Reference Extract from April 2017 Item 5h

Two press releases have been sent to the Dunmow Broadcast since the last meeting, two have been supplied for the April and May Grapevine, one to the Hatfield Broad Oak publication and one to the Five Parishes. JRV will check the Broadcast e-Edition online as she does not get feedback as regards what has been published.

Mailshots to members should generally only be issued by the Secretary or Chair.

Reference Extract from October 2017 Item 6f

It was agreed that email mailshots should generally only be issued by **AD** as Secretary, or by **JMV** as Chair.

DU3A encourage the taking of photographs to record the U3A activity. However members are reminded of the importance of seeking permission before taking photographs. Pictures should be sent to the Newsletter Editor or the Web Administrator, copying the Chair.

Reference Extract from February 2017 Item 4f

JRV expressed the need for support in supplying her with more pictures of groups and activities. Committee members were reminded of the need for taking pictures and to ensure JRV is copied when sending them to MH or PW.

MH reminded the meeting of the importance of obtaining permission before taking pictures.

Item 10.2 Website

All requests to update the website should be addressed to the Website Manager and copied to the Chair.

Reference Extract from September 2017 Item 8v

Committee members should email all requests to PW copying JMV who will help ensure these are actioned promptly.

Item 10.3 Advertising and Sponsorship

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. Dunmow U3A retains discretion to determine whether a particular advertisement is suitable to be included or not.

Reference Extract from September 2018 Item 5a

The committee agreed that Dunmow U3A should 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. Dunmow U3A retains discretion to determine whether a particular advertisement is suitable to be included or

not. This policy was unanimously agreed by the committee and will be incorporated into the Dunmow Policy Document.