



Registered Charity Number: 1106990

GREATER THAME U3A

GROUP LEADERS'

INFORMATION PACK

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INTRODUCTION

First of all, thank you for leading a Group. The Groups are the life blood of the U3A.

Do not take all the responsibility upon yourself. Arrange for a member to be your Deputy for when you have to miss a meeting and expect all your members to input ideas for the programme and lead the occasional meeting.

Not all the information will be applicable to your Group. However, it is essential that the financial, recording and booking information guidelines are followed, to ensure that your activities are covered by the Greater Thames U3A Insurance.

Groups' Co-ordinator Role

Our U3A appoints a Groups' Co-ordinator who is responsible for giving guidance and advice to individual groups and is also your point of contact with the main Committee.

The Groups' Co-ordinator may be contacted in connection with any updates, suggestions or corrections.

GDPR

This came into effect 25th May 2018 and applies to the recording and use of personal information held by the U3A and group leaders.

Group leaders should ensure that group members have consented to their limited details being held by the leaders to enable notification of details of group meetings. This data need only be name, email and phone number. When send group emails send the mail to members as BCC. with the original recipient being the group leader. The group leader should think of a generic email address for the group and all emails sent from this address. If group members need to send emails to other members, i.e., to arrange transport, then the email should not reference the U3A in the subject line. This should ensure that it is a private and not a U3A email.



YOUR GROUP

Depending on the size of your Group, you may meet in a house or in a hired hall. If you hire a hall, you must pass the invoice to the Treasurer for payment. The costs for the start-up meeting will be covered by the Greater Thame U3A. From then on, the Group must be self-financing.

If you are hiring a hall, you need to decide whether members will pay for a quarter in advance, or individual meetings.

You need to keep a register of each meeting and a list of members' contact numbers and email addresses. It should be agreed whether the usual method of contact will be by phone or email. * All Group Leaders must keep a list of members' Emergency Contact Numbers or have knowledge of the appropriate contact at all times.

Your Group is autonomous but, if problems arise, the Group Co-ordinator and the Committee are available for support and advice.

If your Group becomes full, please keep a waiting list and inform the Group Co-ordinator. When there are sufficient numbers for a viable second group, it would facilitate the setting up of this Group if two or three members of the first Group would attend the set-up meeting.

Always inform the Group Co-ordinator of any changes to meeting times and leadership.



FINANCE

How you finance your Group will depend on the numbers involved and where you meet.

Keep clear records showing how much money you collect each meeting, money paid to the Treasurer and the balance held by you. Doing this will enable you to monitor your Group, to ensure that it is solvent.

If you book a room for your meetings, pass the invoice to the Treasurer for payments made per meeting, or per term. This is important for insurance cover purposes. All monies and cheques handed to the Treasurer must be accompanied by a completed reconciliation form (see example format).

Do not hold large amounts of cash in your home. The cash should be held for a short time only and the amount should not exceed £50.

Check the figures given to you by the Treasurer at the end of the financial year (30th September) and report back with your cash balance at that stage.

Please be advised that the 'Third Age Trust' recommends that Interest Groups should not hold unduly large surpluses in their individual Group account.

*The Committee recommendation is that groups should not hold a surplus of more than £50.00 at the end of the financial year. (30th September).

PAYMENTS TO THE TREASURER FOR GROUP ACTIVITIES

(In the interests of all Group Leaders and Members.)

When handing cash/cheques to the Treasurer, please attach a reconciliation form showing an itemised record of money received and payments made. This will verify the balance being handed over and provide evidential documentation for our records.

Example Only

Name of Group:

Number of Members:	@ £ (cost per session)	
Cash Total:		£0.00
Cheques:		
Name:	Cheque Amount:	£ 0.00
Name:	“ “	£ 0.00
Sundries/Expenses: Coffee/Tea etc		£0.00
(If applicable)		
Cash payment for Venue/Speaker Hire)		<u>£0.00</u>
	Total:	£0.00

Completed by TEL NO:.....

Date of Deposit/Bank Transfer:
.....

(Or) Date Handed to Treasurer:
.....

Money collected at your meetings may also be submitted to the Treasurer by bank transfer or a personal cheque. Please submit your supporting reconciliation form the Treasurer as soon as possible following your deposit.

For Bank details please contact:

Treasurer email: treasurer@gtu3a.me.uk



INSURANCE/LEGAL REQUIREMENTS

Included in this section is a document explaining the types of insurance cover for the U3A.

It gives an overview of the following types of insurance cover:

- Public and Products Liability
- Money Cover
- All Risks Equipment Insurance
- Home Contents Cover
- Charity Indemnity Insurance
- Tour Operators' Liability

RISK ASSESSMENT

The Venue Risk Assessment Checklist is included in this section.

At your first meeting at any venue, you should do a Risk Assessment using this form. When hiring a hall, be aware of where the First Aid kit is kept and where the Emergency Exits are. You need to ensure that your Group members are periodically made aware of these facts.

If a member should have an accident or become ill, the U3A Trust advises that the Emergency Services should always be called. Make sure that you know the postcode of your venue when you ring the Emergency Services. Do not treat any but minor incidents. Fill in an Accident Report form which will be found in the Appendix and return it to the Committee. You may also need to inform the Venue Administrator of the incident.

VENUE RISK ASSESSMENT CHECKLIST

USA Name					
Location/Postcode					
Date					
USA Interest Group					
Description of Activity					
HAZARD		Yes	No	N/A	Comments
1	Is the access suitable for the group attending the activity?				
2	Is wheelchair access adequate?				
3	Is the area free from obstructions and trip hazards?				
4	Is adequate means of escape in an emergency provided?				
5	Are there appropriate direction signs to aid escape?				
6	Is there a Fire Alarm?				
7	Is there Emergency Lighting?				
8	Is there a designated assembly point? Where is it?				
9	Is there an Emergency Procedure for the building? Do you have a copy?				
10	Is seating always laid out?				
11	Is food being provided/prepared?				
	Is the kitchen adequate/hygienic?				
	Are food safe cleaning materials available?				
	Visual safety check on Kettles, etc.				
12	Are toilet facilities adequate/accessible?				
13	Is equipment being brought to venue?				
	Has it been safety checked?				
14	Is there a First Aid Box or is USA to provide?				
15	Is there a Hearing Loop? Can you locate 'System On' switch and microphone?				
16	Other (define)				
Additional Information					

Signed:

Position:

Date:



LICENCES

Photocopying

Under UK Copyright Law you are only allowed to copy an insubstantial amount for personal use for the purposes of private study or non-commercial research, but the law does not define insubstantial. There is no magic figure or percentage applied, as each case would be viewed on the basis of the perceived importance of the extract rather than simply the quantity.

Greater Thame U3A has purchased a Copyright Licensing Agency (CLA) licence, which allows multiple photocopies from books, journals and magazines. Extracts can be up to 5%, one chapter or one article, whichever is the greatest.

NB: It does not allow multiple copies of maps, charts, newspapers or printed sheet music, including the words.

Licences for copying maps and newspapers can be purchased from the following organisations if you feel you need them:

Maps - Ordnance Survey - 08456 050505

www.ordnancesurvey.co.uk

Newspaper Licensing Agency - 01892 525273

www.nla.co.uk

There is no blanket licence available for multiple copying of sheet music; this is always illegal unless it is no longer in copyright. If you would like help and advice on obtaining copyright clearance you can look at Frequently Asked Questions on The Music Publishers' Association website www.mpaonline.org.uk or contact them on 0207 580 0126.

There is also some free sheet music available on the internet at www.cpdl.org.uk and this will give you links to other useful sites.

Digital Images

There is a common misconception that anything on the internet is in the public domain and therefore free to use. A work only falls into the public domain once copyright expires. It may be publicly accessible, but it is not necessarily freely available.

Recorded Music

The PPL licence supplied by The Trust gives U3As permission to play recorded music in public.

DVDs/Videos

The Third Age Trust has no blanket licence arrangement with film copyright holders or organisations. Interest groups are usually covered by an exemption in the Copyright Law which allows the use of videos or DVDs for educational purposes. You can find details in Fact Sheet P -01: UK Copyright Law dated 27th November 2009, which you can download from the website of the UK Copyright Service www.copyrightservice.co.uk. It lists acts that are allowed (under the Fair Dealing Exemption) i.e., performance, copies or lending for educational purposes. This exemption does not allow the viewing of films for entertainment. Two commercial companies offer licences for showings for entertainment:

MPLC 01323 649647 www.themplc.co.uk

PVSL 0207 9845957 www.filmbank.co.uk

Each company licenses films from different Hollywood studios and independents so some U3As may wish to purchase both. Most U3As will probably not need a commercial licence but some decide to take it as it will allow them to show films if they want to and some have regular showings of recent cinema releases.

Performance - PRS Licence

This covers the use of the actual lyrics and composed music in any public performance of music.

It is the sole responsibility of the proprietor/manager of the premises you are using to have a licence arranged. Further information can be obtained from the UK Copyright Service – www.copyrightservice.co.uk.



Accident Reporting

In the unfortunate event of an accident occurring during a group activity, an Accident Report Form **MUST BE COMPLETED**.

Included in this section is a small supply of these forms.

Please ensure that you always have spare copies of these forms and have them with you at each meeting.

The completed form should then be handed to the Group's Co-ordinator.

* All Group Leaders must keep a list of members' Emergency Contact

Numbers, or have knowledge of the appropriate contact at all times.

Technical Equipment

GTU3A owns the equipment as detailed in the attached list, which is for use by groups and members. This equipment is presently held by Raymond Powell (email ray@gtu3a.me.uk).

If you need to borrow equipment, please give them plenty of notice and please check before your meeting that your material is compatible with the U3A equipment.

All hired halls require that any electrical equipment used has a current PAT Certificate. GTU3A has all their equipment tested annually and the certificate is held by the GTU3A Secretary.

Please note that members are **NOT** permitted to use their own technical equipment.

GREATER THAME U3A

EQUIPMENT LIST

ITEM	MODEL NUMBER	SERIAL NUMBER
Acer Laptop (GTU3A # 1)	Aspire 5633WLMi	LXAF90J025642002DA1601
Acer Laptop (GTU3A # 2)	Aspire 5633WLMi	LXAF90J025641199251601
Toshiba Laptop (GTU3a # 3)	Toshiba C660D-1GR	1C110426K
1 X Carrying Cases + Mice for 3 above		
Toshiba Laptop (GTU3A # 4)	Toshiba C850-14D	8C026579R
Laptop Carrying Case		
2X MS Office Software	Student/Teacher Ed.	
2X Adobe Elements Software	Photo/Premier	
Optoma Projector (GTU3A # 1)	EP747	083R647AAAAACO465
Optoma Projector (GTU3A # 2)	EP747	083R647AAAAACO474
Spare Bulb for above	240 Watt	
Projection Screen – 180 X 180cm	Da-Lite Spectra King	
Carrying Case for Screen	Da-Lite 4093	
2X Projector Stands	Jessops Senior	
1 X VHS Recorder	LG LV80	6101NKH499885
Kodak Carousel Slide Projector		
2X Powered Speakers	Fostex PM04	
2X Powered Speakers	Fostex 6301	
1 X 8 Channel Audio Mixer	Phonic AM532	MFVOFAA224
1 X 4 Channel Audio Mixer	Phonic AM220	
1 X Lapel Radio Mic + Receiver	TOA WM5320	WM06H7340756/5766
1 X Lapel Radio Mic + Receiver	TOA WM5320	WM06H7340758/5768
1 X Radio Stick Mic + Receiver	TOA WM4880	
2X Flight Cases		
Audio Connectors		
Sundry Connectors/Cables, etc.		
2X Composite Video/Phono Leads		
Small Home Cinema Audio System	Altec	
USB Slide Scanner	Summit Photofix	82801146
1 X Photo Tripods for L/Speaker 2 Stands	Argos	
2 X 5m & 1 X 10m Mains 4-Way		
1 X Long DB15 Projector Ext. Cable		
PowerPoint Controller	Kensington	
Small Electric Engraver	MACAllister COD502E	04124 R06W32



Speakers for your Group

If you hire a speaker the cost must be met by the group. You can choose to pay this in two different ways.

1. Pay them by cash collected and record the amount on your reconciliation sheet.
2. Ask the Treasurer to write a cheque using funds held in your group account.

***Please 'Do Not' pay the speaker with your own personal cheque or credit/debit card.**

Speakers Expenses

You should also offer to pay your speakers expenses. This cost should be covered by the group and again, recorded on your reconciliation sheet before submitting to the Treasurer.

Regular paid tutors are contrary to the aims of the U3A Trust, as are any speakers who are promoting commercial activities.

No money should ever be paid to a U3A member for giving a talk, except to cover legitimate expenditure, if the main committee agrees.

U3A Resource Centre

The Third Aid Trust has a large library of educational material in CD and DVD format.

This material can be borrowed for a limited length of time.

To make use of the Resource Centre you will need to register with their website at:

www.u3a.org.uk

From time to time The Third Aid Trust issues updated information about their Resource Library. This information will be passed on to you via the Groups' Co-ordinator.



Visits

To avoid a clash of events, always check with the Visits Co-ordinator that the date you have chosen has not already been booked by another group. This will also enable members to have the opportunity to attend all events.

When you have made a definite booking, tell the Visits Co-ordinator, who will reserve the date for you and send you a Visits Check List for you to follow.

The Visits Co-ordinator has information on coach companies.

* In Case of Emergency

Everyone attending visits by car should have the Group Leaders contact number (preferably a mobile number) readily available.

When advertising your proposed trip or visit, please state if a donation will be made to a Charity and which specific Charity that will be.

Visits Payment

Payments for trips by your members must be by cheque, made payable to the GTU3A, with the name and date of the trip on the back.

Please complete a reconciliation form showing an itemised record of cheques received. (See example format). This will verify the balance being handed over and provide evidential documentation for our records.

All Payments to outside agencies (coach companies, venues etc) must be made by the Treasurer using funds held in your group account.

***Please 'Do Not' pay outside agencies with your own personal cheque or credit/debit card.**

*If a surplus of more than £1.00 per head results from any trip, refunds must be made to those attending the visit as soon as possible.

PAYMENTS TO THE TREASURER FOR VISITS, ETC

Please attach a list (as example below) for each payment received. This will verify your payments and provide evidential documentation for our records.

Visit/Event Title:

(A) CHEQUES:

<u>Name appearing on Cheque</u>	<u>Cheque Amount</u>
E.g.: Mr Bloggs	£10
Ms A N Other	£25
Total Cheques	<u>£35</u>

(B) CASH:

Mr Smith	£20
Mrs Jones	£30
Total Cash	<u>£50</u> [REDACTED]
Total Amount	<u>£85</u> [REDACTED]

Completed by:..... Tel No:.....

Date of Deposit/Bank Transfer:

(Please submit your reconciliation form to the Treasurer as soon as possible).

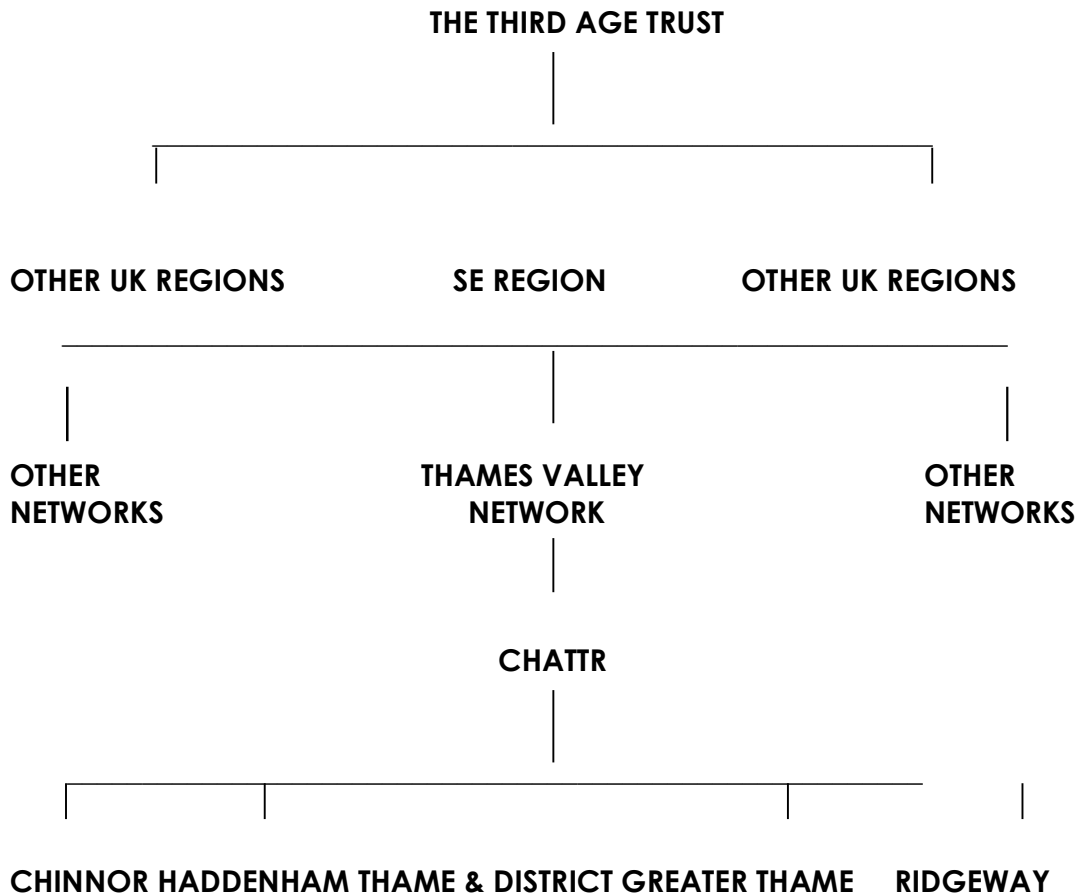
** Monies collected may be submitted to the Treasurer by Bank Transfer or a personal cheque and supported by documented evidence of cash received.

For Bank details please contact:

Raymond Powell email: treasurer@gtu3a.me.uk



Other U3A Organisations



UNIVERSITY OF THE THIRD AGE TRUST (U3A TRUST)

The U3A Movement is supported by a national organisation that oversees all the UK U3As, currently numbering 915 (January 2014). For full information, please look at their website: www.u3a.org.uk. You will need to create your own username and password.

SOUTH EAST REGION (SE REGION)

The Third Age Trust is divided into nine regions throughout the UK, one of which is the South East Region. Currently there are 179 U3As in the South East, with approximately 66,000 members. The Greater Thame U3A is under the umbrella of the SE Region.

The South East Regional Trustee (currently **Bob Duckmanton**) is our representative on the National Board.

THAMES VALLEY NETWORK (TVN)

This umbrella group covers 38 U3As located in the Thames Valley from Aylesbury to Swindon. Their objective is to advance the education of and encourage leisure activities for their social welfare, by facilitating co-operation between U3As in their network.

In particular, U3A TVN exists to organise a programme of events, including Study Days and Workshops, not within the scope of an individual U3A.

For more detailed information about the TVN and the events and study days being programmed, visit their website: www.u3atvnetwork.org.uk.

CHATTR

GTU3A is a member of a local group, known by the acronym CHATTR, which consists of the following U3As:

- C Chinnor

- H Haddenham
- T Thame & District

- T Greater Thame
- R Ridgeway (aka Watlington)

The purpose of CHATTR is to cross pollinate group information and to have joint group activities. For example, the current Earth Matters Group is attended by members of both Greater Thame and Haddenham.

For any further information on this organisation, contact your Chairman, who also represents our U3A at CHATTR meetings.



Useful Thame Telephone Numbers

You may come across an unforeseen situation that may require you to contact one of the following numbers.

In an emergency, please contact the following number:

- For Police, Ambulance and Fire Services, dial 999. Please be aware that you will be asked to provide details of your exact location.

Health Issues:

- GP Surgeries: Trinity Health – 01844 212553 and Rycote Practice – 01844 261066. These Surgeries are closed for telephone enquiries between 1300 and 1400 hours.
- Pharmacies: Boots in the High Street – 01844 213882. Thame Health Centre – 01844 218248.
- Thame Community Hospital – 01844 212727.
- NHS Advice for Medical Problems: 111.

Important Numbers to contact for emergency flooding situations:

- Environment Agency: Floodline for flood enquiries – 0345 9881188.
- Thames Water Sewage Problems: To report flooding from a sewer – 0845 9200800.
- County Council's Duty Team for Vulnerable Persons – 0800 833408.

Taxis:

- Thame Taxis – 01844 216161 or 01844 279100.
- Supreme Taxis – 01844 273767.
- Crown Cabs – 01844 261277.

Veterinary Hospital:

- Sprinz & Nash – 01844 212000.