



## Hampshire South Central Network

### Minutes of a Hampshire South Central Network (HSCN) Interest Groups Organisers/ Liaison Officers/ Co-ordinators (GLOs) Meeting Tuesday 23<sup>rd</sup> May 2017 at Springwood Community Centre, Waterlooville.

Attendees:	Group	E-mail Address
Graham Woodbridge - GW	Waterlooville	<a href="mailto:mail@grahamwoodbridge.com">mail@grahamwoodbridge.com</a> ;
Anne Fox Robinson - AFR	Emsworth	<a href="mailto:annefox@btinternet.com">annefox@btinternet.com</a> ;
Ann Sims - AS	Ems Valley	<a href="mailto:ann@arajam.com">ann@arajam.com</a> ;
Pru Amner - PA	Rowlands Castle	<a href="mailto:pru.amner@bcs.org.uk">pru.amner@bcs.org.uk</a> ;
Kevin Stock - KS	Waterlooville	<a href="mailto:chairman@waterloovilleu3a.org.uk">chairman@waterloovilleu3a.org.uk</a> ;
Angela Chapman - AC	Waterlooville	<a href="mailto:wu3a.chapman@virginmedia.com">wu3a.chapman@virginmedia.com</a> ;
Drew Gurney - DG	Waterlooville	<a href="mailto:gurneys.ericaclose@ntlworld.com">gurneys.ericaclose@ntlworld.com</a> ;
Romina Connor - RC	Waterlooville	<a href="mailto:rominaconnor@virginmedia.com">rominaconnor@virginmedia.com</a> ;
Judy Foster - JF	Gosport	<a href="mailto:website@gosportu3a.org.uk">website@gosportu3a.org.uk</a> ;
Avril Palmer - AP	Gosport	<a href="mailto:grpldisco-ord@gosportu3a.org.uk">grpldisco-ord@gosportu3a.org.uk</a> ;
David Knight - DK	Warsash	<a href="mailto:davidknight2@gmail.com">davidknight2@gmail.com</a> ;
Sue Gibson - SG	Warsash	<a href="mailto:susanagibson@gmail.com">susanagibson@gmail.com</a> ;
Pippa Greenwood - PG	Warsash	<a href="mailto:pipan101@aol.com">pipan101@aol.com</a> ;
Heather Henderson - HH	Portsdown	No email provided
Janice Henderson - JH	Portsdown	<a href="mailto:jhenderson6141@yahoo.com">jhenderson6141@yahoo.com</a> ;
John Worley - JW	Havant	<a href="mailto:johnaworley@aol.com">johnaworley@aol.com</a> ;
Bunty Davison - (Re Minutes)	Waterlooville	<a href="mailto:buntydavison@btinternet.com">buntydavison@btinternet.com</a> ;

**Apologies** received from: Sally Ingledew (SI), Locks Heath, Solent and Stubbington U3As.

**Welcome and Thanks:** KS, the Chairman of Waterlooville U3A who had kindly hosted the meeting, welcomed the members attending. GW then explained he would Chair the Meeting as Sally Ingledew, the SCN Manager, was away on holiday. He thanked Waterlooville U3A for hosting the meeting and for their hospitality.

#### **Overview of HSCN:**

GW reported that

- I. 17 U3A Groups now belong to the HSCN which provides a total membership of some 5,500 members. Guernsey and Jersey Groups were now associate Groups and the former hopes to attend a few future meetings.
- II. GW reminded everyone that the HSCN was run on an informal basis and was currently managed by adhering to aims, objectives and administration guidelines which had been agreed in October 2015. No formal Group constitution had been approved.
- III. The HSCN aimed to provide added value primarily through these types of workshop meetings, promoting shared learning projects and the use of the Network's web-site to communicate ideas and best practices for the benefit of Groups and their members.
- IV. It had been agreed at the last chair persons meeting that each U3A Groups should look to volunteer to organise Study Days for all the Network members. To date two had taken place with a further two Study Days planned for 2017, one in July and the other in November which would be organised by GW & SI.
- V. GW stated that the national executive committee were currently encouraging the growth of shared learning projects exploring educational topics and issues.
- VI. The HSCN Group acts as a communication link with the U3A South East Region Trustee.

GW stated that until now the Network Group had been managed by Sally Ingledew and himself with assistance from Sue Gibson but it was noted that Sue Gibson had just taken over as Chair of the Warsash U3A. GW explained that

with sadness he had just resigned from the Network Group for personal reasons so this would be his final meeting. He stated he had been a member of Waterlooville U3A for eight years where he had acted as Secretary, Vice-Chairman and Chairman. He had used the wide experience gained in his various roles to work with Sally to start up and develop the HSCN and he hoped it would continue to thrive. However, Sally cannot run it on her own so new volunteers are required to assist her.

Referring to the Meeting's Agenda GW explained that SI had produced the list of suggested items for discussion but other ideas and questions would be welcomed during the workshop meeting.

GW stated that he had discovered over the past 8 years that each U3A is unique and there is no standard way of managing interest groups. It depended on the size of your U3A, your demography, the average age of your members, whether your members want to bias their interest towards socialising, education or physical activities. This list of variables is endless but GW hope that all attendees would openly contribute about their own U3A experiences so that everyone might pick up some new ideas from the meeting.

### **How The Role of Group Liaison Officer/Co-ordinator within your U3A Group is organised.**

The following Group representatives identified their work and experiences relating this Item:

**Waterlooville** – Groups Liaison Officer (DG) briefed the meeting as follows:

- I. Waterlooville is a large Group with a membership to date of approximately 700. A choice of ninety-two interests groups were available for members. Where applicable groups meet in a mixture of members' houses and/or community halls. These are all self-financing but each group can claim for expenses up to an annual £40 limit. A few Grants are also available for educational events such as field trips, one off payment to a tutor for a workshop etc.
- II. Angela Chapman (AC) covers the role of Deputy Groups Liaison. Job descriptions had been developed to identify these two roles.
- III. Computer literacy was found to be essential for both roles as the development of spreadsheets was necessary to reduce the work load of each officer and AC was currently working on moving these spreadsheets onto the Beacon U3A database system.
- IV. New interest group ideas are collected from wish lists available at monthly general meetings, coffee mornings and at open days. A list covering all Groups and suggested new groups was available for information to members on the website.
- V. Waiting lists are coordinated centrally by the group liaison team and not by group leaders. It was found that a single point of contact was less confusing, especially for new members and it avoided members from jumping the queue. It also allowed an up-to-date groups vacancy list to be promulgated at monthly general meetings, coffee mornings and in the monthly news bulletin.
- VI. Regular Workshops for Group Co-ordinators were arranged in order to brief them on new initiatives and how the Groups should operate and a helpful document entitled 'Code of Practice' had been published and distributed to all leaders/Co-ordinators (as requested this is attached to these minutes for information). The contents provide a useful practical overview on how Activity Groups should be operated and this had been agreed and developed by the WU3A Committee. A more detailed Group Co-ordinators 'Hand Book' was also available in the Members' Area of the WU3A web-site.
- VII. All Group leaders/ Co-ordinators nominate a deputy to spread the work load and to cover for holidays and sickness. Some larger groups operate with a small sub-committee to generate new ideas and again spread the load.
- VIII. Regular Communications sent to Group Leaders/ Co-ordinators and their Deputies and a free annual social event is organised as a "thank you" for all their hard work.
- IX. Interest groups membership lists are collected annually from group leaders to identify non-membership and to check on renewal of subscriptions.

**Havant** – JW reported this Group's details:

- I. Membership was 215 and 35 Groups had been formed all of which are self-financing. New members are always welcomed.
- II. Two Liaison officers involved with the organisation of Interest Groups.
- III. Two types of meetings held for Group Co-ordinators – a 'thank you' lunch and coffee mornings. These meetings are held to discuss problems.

- IV. Some Group Meetings are shared with Groups from Emsworth and Hayling Island U3As. Examples of this arrangement are Language Groups especially Latin which allowed vacancies to be filled .
- V. This raised a question over the financial arrangements for joining more than one U3A join. It was pointed out that members could join another group but minus the Third Age Trust capitation.

**Portsdown** – JH reported on the Group's details:

- I. Janice Henderson was the new Group Co-ordinator. They have approximately 200 members and 27 interest groups.
- II. They do not normally accept group membership from different local U3A groups.

**Warsash** – Three members from the group attended and the following details were noted.

- I. They have 140 members and 19 'interest' groups which were self-funding.
- II. Their AGM was held on 7<sup>th</sup> April 2017 and changes in their Committee had taken place since this AGM with five new members having been elected to join.
- III. A five session Memory Course had been attended providing exchange of experiences relating to this topic.
- IV. They had developed a 'News Letter' in partnership with Locks Heath and Stubbington

**Ems Valley** – Details to be noted.

- I. The 10<sup>th</sup> Anniversary of the Group was reported.
- II. They have 425 members and 45 groups.
- III. Supporting and enabling role provided by the Group Liaison officer.
- IV. Provision of Group Lists are available for information.

**Emsworth & District** - Details to be noted.

- I. Anne Fox Robinson explained she was very new to the group.
- II. Have 300 members approximately and 32 groups.
- III. Venues are members' houses which limit numbers regarding group membership but there was no wish to expand.
- IV. Provision of a waiting list had been set up should a vacancy occur within a group.
- V. A frequently requested Yoga Group has proved to be difficult to form as paid tutors were not allowed

**Gosport** – The following details required discussion.

- I. Have 51 groups and funding was mentioned relating to the group activities.
- II. The GU3A have arranged a cluster style organisation of groups. Visiting arrangements to the groups involving Committee members are arranged.
- III. Finding suitable group leaders can be a problem but web-site recruitment had been adopted.
- IV. It was noted that losses can occur due to membership subscriptions covering the hire of all halls. This promoted much discussion
- V. An updated list of vacancies was due to be sent to members in July.
- VI. A Waiting List for new members is available. If required a mentor role is offered to a new member and coffee mornings are arranged.
- VII. The group's long term wish is not to 'hand hold' the group activities.
- VIII. Recent new groups set up have been Psychology and Library Groups. Feedback has been requested relating to their success.

**Rowlands Castle** - Officers' roles had changed recently.

Have 125 members and the group started with 6 interest groups but now has expanded to 25 which offer a greater choice. Due to the small membership, groups venue costs can be covered by the membership fees paid but when required venue charges are based on a monthly payment basis. Membership fee is £25. 00 per person.

**U3A Beacon System** – AC (Waterlooville) who was the Beacon's Regional administration assistant updated the meeting with information on the System:

- I. Administration assistance had been formed in order to support the network forums in the region.
- II. Finance was being considered by groups and membership details was essential regarding the system and the input of such information.
- III. 60 Groups now involved and the System is working well. Training now could be received and AC confirmed she is covering this aspect of the work within the local groups.

- IV. Group co-ordinators can be involved with the system.
- V. The core of the Beacon programme is a data-base system offering levels of set security which is based on the principle of 'data protection' issues.
- VI. A charge for use of the System is 50 pence per member as from April 2017 in order to maintain the 'Main Server'.
- VII. A 'Wish List' concerning future ideas for the system will be considered.

### **Promoting U3A within Hampshire.**

GW stated that the HSCN had attended several Conferences and Older People Fairs to promote U3A within the local community but with only two members managing the Network capacity to expand this role had been limited. Waterlooville U3A did not advertise but held an annual Open Day for members and the public to view the various group activities.

Gosport Library provided publicity opportunities for Gosport U3A and activities.

GW reminded the Meeting that a pull up advertising banner can be borrowed from Central Office free of charge for the use at public events. Advertising U3A materials and leaflets will also be supplied for publicity purposes. He encouraged all U3A to promote U3A within their area - we are still Britain's best kept secret!

### **Number of group leaders per group.**

Details to be noted were – A Deputy Leader for each Group is recommended as they can provide an opportunity for the group leader or the deputy to start up a second group if and when necessary.

KS explained that WU3A had experienced this situation with such groups as 'Card Games', 'Canasta' and the 'French Holiday' groups and all which proved most successful.

### **Liaising or group sharing with neighbouring U3As.**

GW reported that the Network chairs had agreed not to issue any formal guidance on this issue due to the complexity of membership fees policy and accepting members from other U3As into Interest groups. It was entirely up to neighbouring groups to agree an informal arrangement for advertising for example a large promotional event or accommodate members from other groups to fill up vacancies with interest groups.

It was noted that Gosport, Locks Heath, Stubbington and Warsash from time to time combine group activities. Southampton offers a sailing agreement to fulfil such needs.

### **How to support group leaders to encourage members to take active participation in groups.**

There was a full discussion on this subject. There is good advice on all matters concerning the running of interest groups and encouraging members to participate in the National Office provided Committee Reference File held on the National U3A website in the members' area under "Document Downloads".

### **How to manage problems within groups.**

Again, the use of the Committee Reference File regarding problems and grievances was recommended by GW. There was discussion over dealing with problems arising from disability issues. Guidance should normally be provided in disability policies e.g. Equal Opportunities, accessibility for Disabled Members, members who are Hard of Hearing etc. Dealing with disability awareness complaints was considered to be a Committee role. Waterlooville U3A has a nominated disability awareness officer to monitor issues and offer advice and to report to committee via a standard agenda item.

*Post meeting note:* By GW – perhaps this should be a workshop at National Conference?

### **Any Other Business:**

- (a) It was noted that the HSCN Chairman or Secretary dealt with the circulation of the Networking Calling Notices etc. These were only sent out to the 2 nominated contacts provided by each U3A (normally the Chair and the Secretary). It is the responsibility of each chair to ensure invites to HSCN meetings are forwarded to the correct members within their U3A who may wish to attend.

- (b) On behalf of the members present KS expressed sincere thanks to GW as retiring HSCN deputy manager/Secretary for all his hard work in helping to establish the Network.

**Date and Host for next meeting of this Group:**

Date to be confirmed. Host to be arranged at the next Network Meeting of Chairmen and this would be taking place in one year's time – May/June 2018.

**The Meeting closed at 3.45 p.m.**



## **CODE OF PRACTICE FOR WATERLOOVILLE U3A INTEREST GROUP CO-ORDINATORS**

Members of the Executive Committee are also Trustees of Waterlooville U3A (WU3A) which is a charity in its own right registered with the Charity Commission [CC]. As Trustees we are legally bound to administer and financially manage WU3A in a proper manner. The fact that we have grown to over 700 members and with over 90 Interest Groups, The Executive Committee feels the need for more consistency and a standardised approach of the management for all Interest Groups. Therefore we have decided to provide a 'Code of Practice' for all groups, i.e. for those that hire venues on a regular basis, handle sums of money in excess of £100, and the few groups that operate with paid tutors.

### **1) Member attendance registers**

- Keeps a registered List of people attending each meeting/outing making sure you ask for contact details i.e. telephone numbers/email addresses.
- Also this covers for fire regulations if being held in a hire venue.
- Group Co-ordinators should not circulate personal data of an individual within their group to other group members, without that individual's authorisation.
- Up-to-date details of your Group's listing will be required by Group Liaison annually (May) and is used in tandem with the Group Membership Secretary for renewal purposes. If not a member they will not be covered by U3A insurance if they continue to attend, if they do not join U3A they can't be a member of the groups.

### **2) Data Protection**

- Do not pass on Personal details of your activity group members to outside agencies, they must be kept safe, unless permission granted.
- Group contacts by email should be made using the BCC (Blind Carbon Copy) on your mail address box.
- These personal details should be deleted when leaving the group.

### **3) Meeting venues**

- If you hire a venue (i.e. not at a member's house) for Insurance purposes, the bookings must be made under the name "**Waterlooville U3A**". Preferably send your invoice/contract to the Assistant Treasurer for payment. Alternatively, you may pay cash on the meeting day/month from money collected from your group members. Keep a copy of the invoice/receipt for audit purposes.
- If the venue gives you a contract to sign/Terms & Conditions, you may sign it yourself but this document should be passed to the WU3A Secretary or Liaison Office for second signatory. A copy only will be retained by the Secretary and the original passed back to you for return to the venue.
- The Secretary is only responsibly for looking after the contracts and therefore not liable for any responsibility.
- Please ensure that you give your contact details as the **Group Co-Coordinator** when hiring a venue (This ensures that Group Liaison is not contacted with general enquiries).
- It is advisable to be aware of any notice period required by the venue as this may vary.
- If the venue asks for a copy of U3A liability insurance cover note this can be obtained from WU3A Secretary.
- Group Coordinators will be responsible for booking their own venue, holiday times and ending contracts with help/permission from a Liaison Officer. (A list can be found with the Liaison Officer for various venues).
- There is no need for a qualified First Aider, but always make sure a land line or mobile phone is available, post code of etc. in case you need the emergency services. (A first aid kit might be useful and most venues hold one)
- Complete an Accident/Incident form and send to Secretary (for Insurance purposes).
- Ensure members are advised of all emergency evacuation procedures.
- If for any reason it is absolutely necessary for a Group Co-Coordinator to hold a key to a venue, it is

essential that the Secretary/Liaison Officer is made aware. It is NOT recommended but this procedure occurs, it may be that an exception must be made and should be fully discussed with the Executive Committee.

## **5) Financial matters**

- For all groups make sure group members realise they have to equally share all costs levied on the group amongst themselves.
- Where possible monies collected should be in the form of cheques made out to "Waterlooville U3A" (not to you personally). Make contact with the Assistant Treasurer about raising cheques to pay for deposits, advance tickets, hire of coaches etc.
- Any monies gathered by the group in excess of **£100** should not be held by any individual but must be forwarded to the Assistant Treasurer, who will pay the sum into the bank on behalf of your named group. It will be held for the sole use of your group. **Never** put members' money into your own personal account.
- Smaller groups may pay venues/visiting speakers etc. direct from monies taken from members but only where the amounts involved do not breach the £100 holding limit unless agreed by a Liaison Officer.
- All groups must keep accurate records of income and expenditure.
- End of year accounts (March) should be submitted to Assistant Treasurer if excess amount.

## **6) Grant**

- The committee allocates each group a £40 annual budget.
- The Group Co-ordinator should discuss their requirements with the Treasurer before any commitments. The committee will also consider bids for grants, for expensive items such as study books, other training items, study days etc. Contact the Treasurer for further information.

## **7) Vacancies/ Waiting List**

New and existing members are always looking for groups to join so please keep the group Liaison Team informed of any vacancies so they can be advertised!

- The waiting list is held by the Group Liaison Officer who deals with website/general enquiries from members. They are kept in strict date order of acceptance. The Waiting List works in tandem with the Vacancy List and it ensures a fair system for everyone and is also useful to decide whether to introduce a further group in specific topics.
- Do not keep your own waiting list or accept new members yourself as this creates confusion and potential difficulties with the issue of members jumping the waiting list queue.

## **8) Taster sessions**

- It is a strict policy of WU3A that non-members are allowed two free taster sessions. If they wish to attend thereafter then they have to pay the pro-rata costs incurred by the group.
- The Group Co-ordinator should inform the member that attendance at a taster session does not always guarantee an automatic place, unless there is nobody waiting.
- If they are accepted and not a member of U3A they must be informed where they can obtain a membership application form.

## **9) Group information on the website/ News bulletin and updates**

- Each group has its own web page within the "Groups" section and can be updated with info, photos, confirmation of the meeting venue, day, time and frequency. This can be done on request of the webmaster.

## **11) Equipment.**

- Is available for use by groups, e.g. display boards, laptops, digital projector, screen etc. Information on this is available from our Equipment Officers.
- If, for any reason your group arranges for electrical equipment to be taken onto hired venues, it must have a current Portable Appliance Testing (PAT Test) certificate and this must be shown to a Hiring Agent.

## 12) Personal vehicle use

- Using cars to ferry U3A members does not affect "social, domestic and pleasure" insurance cover.
- Accepting a contribution towards petrol is perfectly acceptable as long as you do not make an excessive profit. A donation or a fixed sum up to 40p per mile (including the driver) is the suggested amount for distances over 5 miles.

## 13) Licenses

- If appropriate to your activity be aware of National Office Advice Sheet 10 on Licenses which covers photocopying, recorded music, DVDs/videos and performances, this info can be found on our website.

## 14) Equal Opportunities

Waterlooville U3A is committed to the treatment of everyone equally, without discrimination or prejudice on the grounds of age, race, nationality, culture, disability, religious belief or educational background.

## Third Age Trust resources

You are encouraged to use the resources available from the Third Age Trust:

- [resource.centre@u3a.org.uk](mailto:resource.centre@u3a.org.uk) *The Resource Centre* – 020 8315 0199
- [www.u3a.org.uk](http://www.u3a.org.uk) (document in downloads – publications) U3A educational journal which is included with the direct mailing of ‘Third Age Matters’ (but not with every edition). And *National Subject Advisers*.
- [www.waterloovilleu3a.org.uk](http://www.waterloovilleu3a.org.uk) - join us section for membership information.
- [webeditor@waterloovilleu3a.org.uk](mailto:webeditor@waterloovilleu3a.org.uk) or [bulletin@waterloovilleu3a.org.uk](mailto:bulletin@waterloovilleu3a.org.uk) in the "Join us" section for up to date information on groups.
- [secretary@waterloovilleu3a.org.uk](mailto:secretary@waterloovilleu3a.org.uk) - for inquiries
- [equipment@waterloovilleu3a.org.uk](mailto:equipment@waterloovilleu3a.org.uk) – Equipment Officer (click on the “Downloads” link followed by “Documents for Group Co-ordinators”).

WU3A Group Co-ordinators (GC) Handbook (members area of WU3A website) A Code of Practice mandated by the Executive Committee that all WU3A Interest Groups are expected to follow can be found here.

[3<sup>rd</sup> Age Trust “More Time to Learn”](#) (members area of National U3A website)

Original by Drew Gurney & Penny Lehmann – 2012

Updated by Graham Woodbridge - Feb 2015 Annex A Angela Chapman - Feb 2015

Section 16 (now section 12) added by Kevin Stock - Sept 2015. Section 3g (now section 3) added by Drew Gurney - Oct 2015

Section 3a & 3b amended by Kevin Stock & Drew Gurney – Apr – 2016 section 10 (now 3) updated Kevin Stock – Jun -2016

Section 17 (now 14) added by Drew Gurney – October 2016

Revised and updated R Conner May- (section 16 is now section 12)2017





## Interest Group Financial Record

Group Name .....

Type of Event .....

Date .....No. of set regular sessions .....

Frequency (e.g. weekly, fortnightly, monthly) .....

Dates from ..... to .....

EXPENDITURE			
DATE	PAYEE	AMOUNT	DESCRIPTION
<b>TOTAL EXPENDITURE :</b>			

INCOME			
DATE	NAME	AMOUNT	
		CHEQUES	CASH
<b>SUB TOTALS:</b>			
<b>TOTAL INCOME :</b>			

