

WEST WILTS u3a – GENERAL GUIDANCE FOR GROUP LEADERS – 2022 UPDATE

It is important to be aware that WWu3a is a charity. The Committee members are Trustees and we have to manage all our affairs within the Charity Commission regulations and u3a guidelines.

The following are not as prescriptive in some areas as the Third Age Trust recommends but has been constructed to suit our WWu3a circumstances.

1. MEMBERSHIP

Advice from the Third Age Trust (TAT) is that the presence of a non-member can invalidate the u3a insurance and actual u3a members could be put at risk. (See Section 5 – Insurance)

It is permissible for someone to attend two taster meetings, including the monthly meeting, but not more. In addition, if an existing member fails to renew but still attends group meetings, then the same applies.

It is important, therefore, to check that existing members have their new membership cards and the Group Leader takes note of the Membership Number during their April or May meetings and that any newcomer to the group either produces their membership card or applies for membership after the two taster meetings rule.

2. ATTENDANCE LISTS

Insurance conditions require that we keep a record of attendance at all group meetings including outdoor activities and trips. It is not necessary that the Treasurer or any other Committee member sees these lists but the record should be kept for at least two historical years, not including the current one.

3. FINANCIAL CONTROL

- a) It is important that each Group maintains a careful record of income and expenditure. Receipts for expenditure should be retained in your accounts. All details of income and expenditure to be passed to the Treasurer on the financial form provided, together with the money taken. This does not apply to home groups or where no money is taken. Full details should be available to any member of the

group to examine. The record should be kept for at least six historical years, not including the current one. Should a group close, the records are to be passed to the WWu3a Treasurer.

- b) Where groups pay or have their income paid into the group's bank account, it must be understood that the Treasurer is not auditing these groups' accounts. The Treasurer records all monies banked and all expenses paid from the group bank account, in the 'Group Ledger' which is viewable by group leaders on Beacon.
- c) The Charity Commission does not encourage mixing charity money with private accounts. In the case of outside activities, where substantial sums are to be paid to an outside organisation such as a coach hire firm or venue, it is preferred that the payment be made by the Treasurer via BACS. However, it may be necessary to pay 'on the day' and in this case the leader may pay preferably by bank transfer using appropriate reference, or by cheque and be re-imbursed (or request a cheque from the Treasurer).
- d) A one-off payment to a speaker for fees does not contravene either the u3a insurance cover or Charity Commission rules, even if the payment is to a charity. TAT does not encourage the use of tutors from outside of the u3a as permanent tutors.

4. HALL BOOKINGS

Hall bookings for group meetings must be arranged by the Group Leader, who must then inform the Treasurer of the relevant dates. This allows the Treasurer to check the dates quarterly or half-yearly, depending on the policy of the venue.

All venue invoices must go to the Treasurer for payment.

All venue hire costs to be covered by the hiring group.

Hall contracts, where issued by the hall, are to be passed to the Treasurer.

5. INSURANCE

- a) Members are insured on what are clearly u3a activities. u3a liability insurance indemnifies members against claims for accident or injury to another person and for loss or damage to property not belonging to that member. This applies to non-members for the two taster sessions only. u3a equipment is also insured against loss or damage through a separate arrangement.

Details of the insurance can be obtained from the WWu3a Committee.

- b) Included in this pack is an Incident Report form which, in the event of an accident, or loss of or damage to equipment, needs to be completed by the Group Leader and then sent to the WWu3a secretary to submit to the insurer.

Members to carry their membership card to meetings/activities with emergency contact details completed on the back of the card.

- c) The Third Age Trust has now taken out tour operator's liability insurance which will cover all u3as in the UK and mainland Europe. This will cover study trips away from home involving night-time accommodation. Consult the Committee if you are considering such a trip.

6 RISK ASSESSMENT

A Venue Checklist form and Walk Leaders Assessment Guide is included in the pack and is to be completed for the relevant venues/activities and retained by the Group Leader for the venue/activity or when individual activities are undertaken. This includes outdoor activities.

A Group Fitness Declaration form is included in the pack for use by groups involved in activities which may cause risks to health. In the case of sporting/fitness activities, it is essential that members are fit enough to participate. Each member of such groups to complete a form and these to be retained by the Group Leader. (Extra copies of the form can be obtained from the Secretary.)

There is the need to have set procedures in place in the event of an accident. Many of our members are of an age when illness can strike without warning and it makes sense to be prepared for them. The Committee has produced Guidance Procedures for Managing Risks, which is included in the pack.

If you wish to modify the Procedures, or consider additional situations, please contact the Groups Co-ordinator to discuss the matter.

Alan Soldat, Groups Coordinator

Amended 30th June 2023