



u3a in Kennet

Group Leaders' Update Meeting

25th September 2024

Thank You

for everything that you do...

u3a in Kennet:

- Membership 700+
- 65 Groups
- Wider local profile

Next meeting:

Induction session for new Group Leaders
6th November 2024 (afternoon)

Aims for Today

Updates;

- National u3a Trust new CEO and Chair
- Changes to the National Board arrangements
- AGM 30th October 2024

Finance Matters

Beacon Benefits

Copyright

Mandatory Policies

Succession Planning

IT/Internet Workshops

Your questions and discussion points



Finance Matters

Alastair Sheen, Honorary Treasurer

treasurer@u3ainkennet.org.uk

07905 528266

u3a Finance Matters

in Kennet

		Please ASK if you're not sure about ANYTHING
1	Check with me before doing anything different	I want to help, but a lot easier if involved before anything changes or new arrangements set up eg Xmas Meals/Trips
2	Charity Commission requirements	We have to comply, so I need details of all cash payments (in/out) for year-end where total exceeds £5 ~ Petty Cash
3	Bank Accounts – Groups use No.2 Account only [30-92-63 42721360]	CARE: Account Numbers are very similar, so lots of Group payments to No.1 Account. Obtain wording from me if arranging payments into bank account for your group
4	Cheques	With Lloyds Bank closing in November, preference is for bank transfers where possible. Send any cheques to me to scan in via Mobile Banking App
4	Cash	Petty Cash ~ details to me at year end Regular Cash eg meeting subs, please retain cash yourself & make Bank Transfer to No.2 Account
6	Invoices	Should be paid from Bank Account NOT personal credit/debit card. Send to me & arrange for member contributions to be transferred to No. 2 Account
7	Payment Summaries ~ On request	Regular users (eg Art) or One-Offs (eg Trips) I will provide summaries of payments (in/out) for your Group on request
8	Expenses	Use u3a in Kennet Expenses Claim Form Must be in accordance with Policy
9	Grants	Grants are available to Groups, mainly for one-off 'capital' costs Use u3a in Kennet Capital Grant Funding Application Form
10	Beacon	We don't currently use Beacon for Finance, so there may be inaccurate information in Beacon for your Group – Don't look!



Beacon Benefits & Use

Mike Morison Membership Secretary and
Beacon Administrator

Membershipsec@u3ainkennet.org.uk

u3a Beacon Benefits & Use

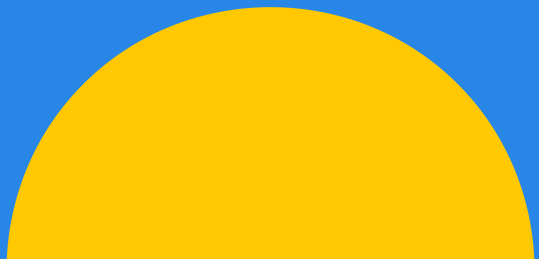
in Kennet

		I can set you up on Beacon & run regular user sessions
1	Up to date list of all members	<ul style="list-style-type: none">• Update me if any contact details change; will then apply to all groups• You don't need to maintain a separate membership list (which if not up to date isn't GDPR compliant)
2	Check membership/renewal status	<ul style="list-style-type: none">• Beacon shows non-renewed members in Red.• Our Public Liability insurance only covers paid-up members• u3a activities are for u3a members only, except limited taster sessions (which our insurance covers)
3	Beacon Emails are GDPR Compliant	<ul style="list-style-type: none">• Beacon automatically hides recipient email addresses from other recipients• You are not storing personal information on your computer
4	There can be Joint/Deputy Group Leaders	<ul style="list-style-type: none">• Beacon can have two people assigned to 'manage' a group.• Share the workload & good for holidays/contingency
5	Provision to store Emergency Contact Numbers	<ul style="list-style-type: none">• Should be encouraged by Group Leaders, particularly for Outdoor/Sporting activities

[u3a in Kennet Systems for Group Leaders](#)

u3a learn,
laugh,
live

Copyright



u3a Copyright

in Kennet

We received two unsolicited Copyright Violation claims recently. One genuine, one a scam. Both were citing copyright photographs on our public facing website. Cost £108, after much negotiation & significant time spent by Committee members

Most Intellectual Property (eg music & video recordings, books, newspaper articles and images) is subject to copyright ie a fee is payable for each use

u3a in Kennet has a **Copyright Licence Agency Licence** (arranged by The Third Age Trust) which permits us to **copy and use materials for educational purposes for our own members only**

Any use of copyright material which is visible to non-members is not covered by this Licence

- Many of our articles, photographs, and website items are subject to copyright. Do not, for example, allow our 'YouTube' recordings of our talks to be passed to non u3a members.
- Use photographs that you have taken (You own the IPR) if you can.
- If not use the Public Domain websites for copies or music. These have been granted freedom from being copyright.

If you have doubts, PLEASE seek advice from the Executive Committee. Read more [detailed guidance](#) here



Mandatory Policies

u3a Mandatory Policies

in Kennet

Charities are required to have policies in place to ensure that they are run effectively and legally

Policies should be tailored to take account of the specific activities of the charity and should be reviewed regularly

[The Charity Commission \(CC3\)](#)

The Third Age Trust requires that ALL u3as have the following mandatory policies in place to fulfil legal or regulatory requirements or a duty that trustees must comply with;

- Safeguarding Policy
- Health & Safety Policy
- Data Protection/Privacy Policy
- Equality & Diversity Policy

[The Third Age Trust](#) 11

u3a in Kennet also has a number of local policies and guidance documents

u3a Safeguarding

in Kennet

The act of protecting a person's health, wellbeing, and human rights, and ensuring they are free from harm, abuse, and neglect

Some examples of where safeguarding issues may arise;

- A member controlling the finances of a visually impaired member
- A member arriving at an outdoor-based group without appropriate clothing and seemingly confused
- A member making advances towards another member with dementia

Responsibility of members in safeguarding

Safeguarding is everyone's responsibility, and members must bring any safeguarding concerns they have to the Committee (this can be via their Group Leader)

Members should follow the code of conduct and not keep any concerns they have to themselves

Read the [u3a in Kennet Safeguarding Policy \(2024\)](#) here

u3a Health & Safety

in Kennet

u3a in Kennet aims to provide and maintain safe and healthy conditions and environments for all members including during the meeting of u3a groups, trips and events

Our Health & Safety Policy covers the following;

- Insurance
- Risk Assessments
- Responding to Accidents/Incidents and Emergencies; [Accident Report Form](#)
- Lone Volunteering
- Manual Handling
- Venues

Please familiarise yourself with the contents

Read the [u3a in Kennet Health & Safety Policy \(2024\)](#) here

u3a Health & Safety ~ Risk Assessments

in Kennet

The Third Age Trust has provided guidance on Risk Assessments and several standard templates to be used in different scenarios.

You will need to be logged in to u3a.org.uk to access these templates

U3a in Kennet has completed and regularly reviews the following Risk Assessments;

- Day Trips & Theatre Trips
- Dog Walking
- Flora & Fauna
- Outdoor Sport
- Travel
- Venue based groups
- Walking
- The forms are located here: [Risk Assessments for Group Leaders](#)
-

Please ensure that you are familiar with the Risk Assessment relevant to your group.

Please advise a member of the Committee if any changes or new Risk Assessments are required

u3a Data Protection & Privacy

in Kennet

Data Protection Policy

- Compliance with data protection law (GDPR) and following good practice for Personally Identifiable Information (PII)

General Guidelines

- Only accessible to Committee & Group Leaders as needed to fulfil their roles
- Must be kept secure ~ Strong passwords etc
- Must be kept up to date
- Must only be used for purpose intended
- Not shared outside u3a in Kennet

Using Beacon to maintain membership records & send member emails meets these requirements

Privacy Policy

- Sets out how we & The Third Age Trust collect and store personal (member) information

General Guidelines

- Covers The Third Age Trust, Third Age Trust Trading Ltd & u3a in Kennet
- Defines what data is held & how it can be used
- Sets out the rights of individuals in relation to the use & sharing of their personal data

Read the [Data Protection Policy](#) and [Privacy Policy](#) here

u3a Equality & Diversity

in Kennet

The u3a in Kennet Equality, Diversity & Inclusion Policy is currently being finalised and is required to comply with the Equality Act 2010.

In the meantime, please refer to the [National Equality, Diversity and Inclusion Policy](#)



in Kennet

Other Useful Documents/Links

You will need to be logged on to u3a.org.uk to access these

Insurance

- [Insurance Overview](#)
- [Insurance FAQs](#)
- [Insurance Cover Note 2024](#)

Group Leaders ~ National Guidance

- [Handbook for Group Convenors/Leaders](#)

How can we help you?

- **Group size increasing;** consider other venues or the need for a 2nd Group
- **Group size shrinking;** different approaches/leaders or wind-up?
- **Beacon**
- **Technology**
- **Publicity**
- **Grants**
- **Payments**
- **Other?**

Please let us know...

How can you help us?

- Newsletter updates, photos and articles
- Follow up non-attendance at meetings if not previously notified
- Ideas/suggestions for new groups
- Ideas/suggestions for speakers; do any of your members have something interesting to talk about?