

# Beeston u3a local committee decisions

Updated January 2024 (amendments shown in italics)



These are local decisions that have been taken from the minutes of Committee Meetings.

It is also important to refer to Beeston u3a Constitution and Policies, as well as National Policies that have been sent out by the Third Age Trust and are available on the National Website.

## AGM

- Accounts and minutes will be available upstairs at BMC as well as downstairs.
- Auditor: it was agreed to pay an honorarium of £60.
- All questions for the AGM need to be received 7 days in advance.

## BEESTON U3A EQUIPMENT

- It was agreed that it was not acceptable for members to borrow equipment for use at home e.g. the laptop.
- *PAT Testing will be carried out as and when required.*
- As only very few groups regularly use Beeston u3a equipment, they each have a key. There is a booking system for items of equipment and *groups can request items by emailing [groups@beestonu3a.org.uk](mailto:groups@beestonu3a.org.uk)*

## COMMITTEE

- Addresses of committee members should not be divulged to members.
- Minutes of committee meetings are available *on request*. Confidential matters discussed are to be removed from the open version of the minutes. A confidentiality item is put on all agendas. Please contact the Business Secretary on [bussec@beestonu3a.org.uk](mailto:bussec@beestonu3a.org.uk)
- Fire procedures agreed. The committee members will act as stewards and shepherd people from downstairs out at the back of the church, and those upstairs will be shown out via the exits at the bottom of both stairs.
- Committee members to send emails out using the u3a email addresses where appropriate. When sending out an email to all committee members, it must go BCC. This happens automatically if using Beacon.
- Attendance at National/Local Conferences. Priority is to be given to new committee members and people who have not attended before. Committee approval is required to sanction payment of expenses.
- Committee members must always produce a monthly report whether they will be at the meeting or not. 48hours in advance when possible.
- Regular attendance at committee meetings is very important for all trustees.

**DATA PROTECTION/PRIVACY** (See our policies on our web site)

## **FINANCES**

It was agreed as a matter of policy that when a cheque is returned unpaid the member concerned will be contacted by the treasurer to seek reimbursement for any charges the u3a has incurred and to have the amount of the cheque honoured.

## **GROUPS AND MONEY**

The following are the criteria on which decisions allocating money to groups are to be decided:

1. Does this group need specialist equipment to start up?
2. Does old equipment need to be replaced?
3. Does this money allow Beeston u3a to make an impact in the community?
4. Would this request be equitable in the light of the actions of other groups e.g., sponsoring trips/events?
5. Do we have enough funds in the budget?

## **OTHER GROUP REGULATIONS**

- Visitors should only attend one open meeting.
- Copyright Cover: it is alright to use pictures off the web if they are not for general display i.e., on our website, but only if they are for teaching purposes, and if they are for non-profit use. This is known as fair-use. We should always acknowledge the source of the picture.
- The TAT recommended ratio of groups to members is one group for each 10 members. If a group is full, leaders need to keep a waiting list and to pass these on to the Group Co-ordinators to be monitored.
- Groups can adjust the set fee for a session at any time during the year SEE FINANCE POLICY AND GROUP FACILITATORS' HANDBOOK.
- If a u3a member, who is not a member of Beeston u3a, becomes a Group Facilitator they must join us as an associate member.
- Group Facilitators need to be aware that the funds they hold belong to the u3a and not to the groups.
- Regular venue hire by new groups needs to be authorised by a committee member.
- Groups need agreement of the committee if they are going to have to sign a formal contract in booking a regular room for a group.
- All groups must use the Beacon ledger.
- No group should be advertising with outside sources, other than via Beeston u3a publications etc.
- Members are asked to attend only one of similar groups when there is a shortage of places. E.g., not going to medium walks one, two and three. When these groups are not full this is not an issue.
- All groups on the website are to use groups@ rather than using personal emails.

## **LICENCES**

No extra film licence is required

## **MEMBERS**

- Death of a member: When we learn of the death of a member, the Communications Officer will wait a few days and then send out an email to all members informing them. The Beacon record will be amended accordingly. An announcement at an Open Meeting will only be given if the deceased was involved at any time in the management of Beeston u3a e.g., Committee Members or Group Leaders.

- Age of members: There is no age limit. Third age means they are retired, or semi-retired and not responsible for children of school age – in practice 55+
- Books/paintings etc. of individual members should not be promoted. Only permissible for u3a groups. If a speaker wishes to sell his/her book etc this can be done when the meeting has closed.
- Only members can attend u3a events.
- New members who resign within first two calendar months, can request a refund of the membership fee (minus a small fee to cover bank charges). Can only attend groups if already a member. Can attend an Open Meeting for £2.00 without joining.
- No emergency contact details will be collected for new members and details for existing members will no longer be used. Exceptions on an ad hoc basis e.g. walking groups and visits. Paper copies to be carried.

### **OPEN MEETINGS**

- u3a members, who are speakers, cannot be paid a fee either for themselves or for a charity but they can claim reasonable expenses.
- We will put out a collection box for charities informally if appropriate after a talk and members wish to make a contribution.
- Where a speaker, who is not a u3a member, is to be paid then payment must be made to the speaker not to the charity if one is nominated.

### **ROLLING NOTICES**

- These will include only u3a matters to do with Beeston, the local networks or TAT. Other information is to go on the community noticeboards, bulletins, or Facebook and be available at the Open Meetings.
- Only u3a and *Community notices* are to appear in the newsletter.

### **OUTINGS**

- Committee members and visit organisers cannot use free places.
- Members going on u3a visits must pay at time of booking and payment is non-refundable. Members going onto a waiting list will pay when a seat becomes available.
- Beeston u3a members are covered by our insurance when they go on trips.
- All planned trips must be approved by the committee.

### **WELFARE POLICIES**

We have a Welfare Officer and a separate Accessibility Policy, Safeguarding Policy, Equal Opportunities Policy and Vulnerable Adults Policy. (See our Website for the policies)

TO BE REVIEWED JANUARY 2025