HAWKWELL VILLAGE u3a
POLICY DOCUMENT

Updated 15th October 2026

Revised by B Pickard

HAWKWELL VILLAGE u3a POLICY DOCUMENT

This document relates to policies and procedures of the Hawkwell Village u3a which have been agreed by the Hawkwell Village Executive Committee at the date indicated at the end of the last chapter of this document. Please check to see you are reading the most up to date version. It should be read in conjunction with Hawkwell Village u3a Constitution Document, which is available for all members to view.

Review process: These policies/processes will be amended or added to from time to time by the Hawkwell Village Executive Committee. Reviews will take place when for example, processes change, or new matters arise.

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1. MEMBERSHIP

(a) Where vacancies exist, anyone wishing to become a member of Hawkwell Village u3a will need to complete and sign an application form and pay the appropriate fee (see **FINANCIAL MATTERS**) Once both aspects of joining have been completed to the satisfaction of the Membership Secretary the new member will be issued with an ICE **(In Case of Emergencies)** card and be allocated a unique reference number, which will remain with that member throughout the course of their membership.

(b) Terms and Conditions of membership are clearly stated on the application form and on our website. These terms, are deemed binding upon that member. The membership year commences on May 1st each year.

(c) We now offer online renewal and have decided we no longer require renewal membership forms to be completed each year for members with an email address. The Terms and Conditions of membership apply to each and every year of membership and by paying the membership fee the member is agreeing to those terms and conditions.

(d) If a member fails to renew their membership at the beginning of the Hawkwell Village u3a membership year, their membership shall lapse with no further notice being given to the member (see Annex E for actions that may need to be taken if a member does not renew).

(e) Upon advice from Third Age Trust, membership subscriptions are treated as charitable donations and are not refundable except when a person has made a payment in error.

(f)

(1) Hawkwell Village u3a has a maximum number of 200 Full Members plus a number of temporary Full Members. The number of temporary Full Members are discussed in Section 2 (Committee) paras k and l, and Section 6 (Interest Groups) para b. of this document. All Full Members shall have the following rights: Become a Committee Member; Attend monthly meetings; Attend Annual General and Extra-Ordinary meetings (with voting rights); Participate in any advertised trip or event where vacancies exist; Join any group where vacancies exist; Lead a group by becoming a Group Contact; In general, take part in any organised Hawkwell Village u3a activity and receive publications both from Hawkwell Village u3a and the u3a Trust.

(2) Additionally, Hawkwell Village u3a has a maximum of 150 Affiliate Members who pay a discounted membership fee agreed annually at the AGM. (See Financial Matters). They are entitled to the membership rights of a Full Member except for the following: Affiliate Members will not have the right to

i) attend monthly meetings (unless invited); or
ii) attend or vote at Annual General Meetings and Extra-Ordinary Meetings.

(3) Affiliate and temporary Full Members will be offered Full membership as and when a vacancy exists on a first come, first served basis (in lowest membership number order) from a list held by the Membership Secretary. An exception may be made to this where a former Full Member had stepped down to become an Affiliate Member, for example because personal

circumstances prevented him/her from participating in Full Membership. In that case, the Affiliate Member may request the Membership Secretary to allow him/her to take up a next vacancy. The Membership Secretary will consult with the executive committee if deemed necessary. Should that member decline Full Membership, then the next qualified Affiliate or temporary Full Member will be offered that vacancy and so on, until the Full Membership number of 200 Members is reached.

(4) Any new applications to join Hawkwell Village u3a, should be made to the Membership Secretary. Should any vacancies exist, applicants will be offered an Affiliate Membership on a first come, first served basis. If, at any time, a vacancy exists for Full Membership, then this will be offered to the Affiliate Member, from the top of the Affiliate Membership List i.e. longest serving. Should that member decline Full Membership, then the next qualified Affiliate Member will be offered that vacancy and so on, until the Full Membership number of 200 Members is reached.

(g) Hawkwell Village u3a, will, as much as within their power, take ll reasonable steps to operate the Equal Opportunities policy as declared by the National Body of the u3a.

(h) Hawkwell Village u3a, will, as much as within their power, take all reasonable steps to comply with the u3a guidelines on facilitating the attendance of any one with physical disabilities, or who may be vulnerable, at both interest groups and general meetings. Please see our vulnerable adult's policy at Annex A

(i) Any person who is considering becoming a member of Hawkwell Village u3a will be entitled to attend one Monthly Meeting before making a decision to join.

(j) Existing Associate members may retain and renew their Associate membership however from 17th September 2026 no new Associate memberships will be offered. Associate membership provides a reduction in the Hawkwell Village u3a Full membership fee equal to the subscription payable to the Third Age Trust.

The reduction is available only where the member already pays the Third Age Trust subscription through another u3a and, when requested, provides evidence of their membership and category at that u3a. Any change in membership status of the other u3a must be notified ASAP to HVu3a Membership Secretary.

Individual and Affiliate members who are also members of another u3a wishing to seek a reduction should approach their other u3a.

(k) Any Associate changing to Individual or Affiliate prior to 31st March will be required to pay Hawkwell Village u3a the current Third Age Trust Subscription fee. This is in addition to any renewal fee for the next year.

2. COMMITTEE

(a) The executive committee of Hawkwell Village u3a comprises a maximum of 12 persons and a minimum of 5 persons. All posts are subject to re-election on an annual basis.

(b) The executive committee is made up of the following:

(i) **Officers**:

a. Officers include the roles of Chairman, up to two Vice Chairmen, a Treasurer and a Business Secretary

b. For length of term an officer may serve see Hawkwell Village u3a Constitution.

(ii) **Other executive members:**

a. Other executive member, non-officer roles include (but not limited to) the following: Membership Secretary, Groups Coordinator, Speaker Secretary, Social Co-ordinator, Treasurer's Assistant, Welfare Officer, and Technical Officer.

b. For length of term a non-officer may serve see Hawkwell Village u3a Constitution.

(c) A list of all current executive committee roles and responsibilities are included at Annex B

(d) Vacant posts will be advertised as or when necessary. Candidates for each post will be elected in accordance with the Hawkwell Village u3a Constitution. Hawkwell Village u3a Committee may at any time co-opt any Full Member to serve on the committee during the course of the year (1st May to 30th April). That co-opted member will then be subject to election at the next AGM. This policy is restricted to a maximum of 2 Full Members in any one year.

(e) National u3a guidelines state that for committee meetings there should be a quorum of a third of committee members or three people present, whichever is the greater. So, in our case there should be at least 4 committee members present at any one committee meeting to ensure valid voting and those members present should elect a chairman for that meeting in the absence of the current Chairman.

(f) Hawkwell Village u3a is a registered charity. As such the Executive Committee are also Charity trustees. They are expected to put the interests of the charity before their own or that of any other organization or person. Members of the executive committee are expected to comply with the Conflicts of Interests policy detailed at Annex C.

(g) Any resignation of an Executive Committee member is to be confirmed to the committee in writing by the resigning member.

(h) See Annex E for actions that may need to be taken where there is a change of Committee personnel.

(i) Committee decisions are collective, that is members publicly support decisions made by the Committee as a whole, even if they do not privately agree with them.

(j) Minutes of committee meetings are available to all members. It is possible that some matters will not be minuted where confidentiality concerns arise.

(k) If a committee post has been advertised to Full Members as being vacant for a 1-month period without any Full Member coming forward, the Committee may advertise the post to the Affiliate Members. If an Affiliate Member accepts the post, that Affiliate Member shall become a temporary Full Member paying the difference in membership fees. A temporary Full Member ceasing to occupy the committee post will revert to the previous position in the Member list

There is a total maximum number of 2 committee posts that can be filled by a temporary Full Member.

(l) If a committee members partner is an Affiliate member, if the partner wishes, they may become a temporary Full Member upon paying the difference in membership fees. If the partner is next in line to be offered Full Membership when a vacancy occurs the partner can change from being a temporary Full Member to a Full Member. If the partner has not become a Full Member in their own right they will revert to being an Affiliate when the partner leaves the committee.

3. FINANCIAL MATTERS

(a) Annual membership fees for both Full and Affiliate Members shall be reviewed and approved at each Annual General Meeting. The relevant fee is payable by each individual member to Hawkwell Village u3a from the 1st of May of each year. Hawkwell Village u3a do not at present have Joint Membership or Family Membership.

Members joining the Hawkwell Village u3a in May will be charged the full annual fee, at all other times new members will be charged on a pro rata basis for the rest of the year. For those members joining after the renewal process has started, they will be required to pay the pro rata amount plus the fee for the next year.

(b) Hawkwell Village u3a operates three bank accounts: -

(1) for Membership transactions and normal business matters
(2) for Social matters
(3) for Fund Raising

Two out of a maximum of four nominated committee members are required to sign all cheques that are issued on each of the accounts or authorize transfer of funds to third parties. Cheque books shall at all times be retained by the Treasurer, Treasurer's Assistant or any person acting in that capacity. Records will be kept of any cheque issued, to whom it was issued and the date of the transaction.

Hawkwell Village u3a has arranged for the issue of Debit Cards in connection with two of these accounts (not Fund Raising). These debit cards ~~will~~ can only be issued to nominated committee members mentioned above. The number of debit cards issued and to whom they are allocated will be authorised by the committee and will be in agreement with any requirement of the bank. The cards are to be used solely by the authorized nominated committee member to whom it was issued and will only be used to carryout transactions on behalf of Hawkwell Village u3a. All documentation in respect of any transaction carried out with any officially authorized debit card, will be passed onto the Treasurer or any person acting in that capacity as soon as practicable for recording purposes. Any authorized committee member issued with a debit card, will ensure its safe keeping and correct usage and should ~~a~~ the committee member, for whatever reason, no longer have authorization from the committee to use that card, will destroy the card. Hawkwell Village u3a is using online/electronic banking, and this is discussed at the end of this chapter at para "r".

It was agreed January 2025 a PayPal account be opened to receive online Beacon membership renewal payments.

(c) This paragraph refers to activities that are organized "in-house" and does not apply to holidays and activities where a third party organizes an activity for commercial gain. Members should not pay for events and trips in cash unless unavoidable.

Any member of Hawkwell Village u3a who organizes a trip, visit, event or dining out function, will be known as the "Organiser". A Trips Guidance document is available to aid any "Organiser" in their duties. These forms are available from the Secretary.

The duties of the Organiser include: -

(1) collecting monies from all persons participating in the activity where possible before the event.

(2) recording receipt of the monies along with the name of the person paying the money to enable an audit trail to be kept.

(3) if tickets have been produced, giving the persons participating in the activity and after making payment, a pre-numbered Hawkwell Village u3a authorized ticket;

(4) passing monies to the Treasurer or their representative in accordance with Hawkwell Village u3a policy. The Treasurer or representative will arrange for monies received on behalf of Hawkwell Village u3a to be banked into the appropriate authorized account.

(5) obtaining, at the conclusion of the activity, a dated invoice outlining the goods/services received, to whom they were provided (e.g. Hawkwell Village u3a) and the total amount payable.

The Treasurer shall settle this invoice either: by way of a cheque payment duly processed in accordance with Hawkwell Village u3a policy, OR by debit card payment duly processed in accordance with Hawkwell Village u3a policy OR by electronic transfer(s) duly processed in accordance with Hawkwell Village u3a policy.

(Cash payments should not normally be made, but in certain circumstances, where this is appropriate, this will be acceptable, and a receipt must be obtained.)

(d) Any member responsible for collecting cash or cheques on behalf of Hawkwell Village u3a will make the appropriate arrangements for these to be deposited with the Treasurer as soon as practicable. These deposits should be accompanied with a note detailing the amount, the name of the depositor and the reason for each transaction. No member apart from the Treasurer or a member acting as Treasurer shall keep unbanked u3a cash of £100 or more. If, exceptionally, a member finds him or herself with unbanked cash exceeding £100, he/ shall inform the Treasurer or another officer without delay**.**

(e) This paragraph refers to payment for situations where a third party runs an activity such as a holiday, e.g. for commercial gain. In such cases paragraph (d) above shall not apply. Instead, a coordinator, being a Full or Affiliate member of Hawkwell Village u3a shall ask members to provide to the coordinator cheques made out in the name of the third party. The coordinator will note the name of each member planning to attend, along with the amount of their cheque. The cheques will be forwarded by the coordinator to the third party when appropriate and as agreed with the third party. Where possible holidays should be booked and

paid for by members directly with the tour operator. This may ensure that members benefit additionally from any insurance cover that may be provided by the tour operator.

(f) No individual member shall personally pay for any financial debt incurred on behalf of Hawkwell Village u3a.

(g) The above policy outlined in sub paragraph (d), will deal with matters where large sums of money are involved and where there is sufficient time to follow the procedures as outlined. This policy will produce a clear and unambiguous paper or electronic record of any transaction undertaken by the "Organiser" and will produce a detailed record for accountancy purposes. However, circumstances are foreseen where either relatively small amounts of money are involved or where following the procedure would not be practicable. In these other cases, such as, when payments are required immediately or very soon after ordering the service/goods (i.e. some dining out events, golf, ten-pin bowling, entrance fees to a venue or other similar circumstances, where immediate payment is required from the individual member or guest, the following should apply as set out below in sub-paragraph (h).

(h) The participating members or guests will be responsible for their own expenditure and would themselves, make any payments required at the time. Although this may be an organized event, on behalf of Hawkwell Village u3a, participation would be by this procedure and would not be subsequently detailed within the accounts of Hawkwell Village u3a. Participating members or guests should be made aware of this requirement by the "Organiser" prior to the event/trip/meal etc. and in so doing would be accepting this alternative way of participation and payment.

(i) On certain occasions, it may prove to be prudent to have a mix of both policies. In these circumstances (i.e. where a deposit is paid into the Hawkwell Village u3a accounts prior to the event and the remaining amount, which makes up the total amount for Full payment, is paid by the individual member or guest at the time). In these cases, the "Organiser", will ensure that the member or guest is aware of this procedure prior to the event/trip, and this is accepted by them. In these cases, only the deposit would be shown in the Hawkwell Village u3a accounts, with a note to this effect.

(j) Mileage may be paid to a member when undertaking official Hawkwell Village u3a business. (Save to and from all meetings)

A claim for such mileage shall be agreed by the committee prior to the journey.

The rate of 40 pence per mile will apply.

(k) Postage may be claimed for official business of Hawkwell Village u3a.

(l) Any other bona-fide expenses may be claimed with the committee's prior authorisation.

In case of (k and l), where possible receipts must be obtained and handed to the treasurer together with a signed Hawkwell Village u3a expenses sheet for reimbursement. In the case of (j - mileage) a signed expenses sheet suffices.

(m) Charges for guest speakers at the monthly meetings are payable at the discretion of the Speaker Secretary from an annual budget. This budget is agreed by the Hawkwell Village u3a committee. The budget is under the ~~sole~~ day to day control of the Speaker Secretary for payments to all speakers in any one year.

(n) Monetary Contributions by members to another member hosting an Interest Group meeting, should be at the discretion of that hosting member. However, any contribution made,

should be shared equally by all the other attending members and only cover any costs incurred at that meeting.
(o) Contributions by members towards costs for any refreshments made available at the Monthly Meeting will be accounted for by Hawkwell Village u3a. The committee may set any reasonable charge for the provision of any refreshments if this is deemed necessary.
(p) Any payment made toward the employment of any Tutor or any person acting in a similar capacity should be made in accordance with Hawkwell Village u3a Policy Guidelines as outlined in the section "Paid Tutors" under "Interest Groups".
(q) Interest Groups Contacts may request financial support for their group for specific reasons see section 6 Interest Groups. This financial support will be subject to Hawkwell Village u3a Committee approval and will be limited to a maximum amount as agreed by the committee. As a guide, the maximum amount approved is unlikely to exceed £50.
(r**)** Online banking has been introduced. The Treasurer & Authorised Nominated Committee Members are now able to access the accounts where necessary to check any transaction. It also gives the ability to pay invoices by BACS which expedites transfer of funds, or possibly Standing Orders in the future. The system has the same additional security where each transaction (making BACS payment ~~or setting up a regular payment~~) has to be dual authorised. From 2020 it has been possible to pay membership fees online.

4. PROPERTY AND ASSETS

(a) All assets owned by Hawkwell Village u3a will be listed, inspected and tested in accordance with all current legal requirements.
(b) Storage and usage of assets will be agreed by the committee.
(c) Fixed assets will be shown in the accounts with a straight-line depreciation of 25% over four years.

5. COMMUNICATION

(a) All official documentation should display the officially approved logo of the u3a together with the logo for Hawkwell Village u3a.
(b) Any member contact will comply with the Privacy (GDPR) Policy– see Annex D for details.
(c) Any member contact will be via the email facility on the Beacon membership database; or if not practicable by e-mail using the 'Blind Copying' facility. This should be at all times unless otherwise agreed by the parties involved.
(d) In the event of any eventualities which necessitate cancellation of the monthly meeting, the following procedure will apply: -

The decision to cancel will be made by at least three officers of the committee.
The criteria will be determined by those officers and may comprise warnings of severe weather conditions and Police warnings not to make unnecessary journeys.

1.The Speaker Secretary will cancel the Speaker.
2. If appropriate the Chairperson may contact the local radio stations in order for the cancellation to be made public.
3. If appropriate the Membership Secretary may prepare and send an e mail to all members with an e mail address, and contact other members by an appropriate means, e.g. by phone
4. If appropriate, a cancellation notice will be posted on the Hawkwell Village u3a Facebook page.
5. It shall be the members duty to check their e-mails, listen to local Radio stations or telephone a committee member or friend who has e mail facilities.

We regret that due to membership numbers, we are unable to contact individual members by telephone.

(e) Interest group meetings are held by mutual agreement, however, in the event of bad weather the group contact will have the final say on any cancellation and will arrange any notification to that fact.

(f) Minutes of all meetings, The Policy Document and The Constitution Document will all be made available via the website, or on application to The Secretary of Hawkwell Village u3a.

(g) Hawkwell Village u3a issue a Regular Newsletter as and when possible. This will be in an electronic format but will also be available when published, as a printed copy. All current members (both Full and Affiliate) with an e mail address will be sent a copy and those members wishing to have the printed copy should make the appropriate arrangements to obtain one. The most recent copy will also be available for any new members at our Monthly Meeting.

(h) Hawkwell Village u3a uses the social media web site 'Facebook' as a means of communication. Only current members (Full and Affiliate) will be accepted to join the Facebook group. It is a 'closed' Facebook group meaning that only group members can see posted content. The Facebook Group is maintained by Administrators appointed by Hawkwell Village u3a Committee, and those appointed must be members of the Hawkwell Village u3a. If membership of the Hawkwell Village u3a lapses, then that person will be removed from the Facebook group.

Members of the Facebook group should not make posts or comments that are disparaging of either other Hawkwell Village u3a members, or the u3a itself. The Administrators review posts and comments and will remove any they believe inappropriate.

The Facebook Group is an opportunity to keep members apprised of u3a matters, last minute changes to group or other activities, as well as an opportunity for members to post photos from trips and share appropriate content that complies with Hawkwell Village u3a policy guidelines as detailed in our section 10 Complaints, Discipline and Grievances (b). If a member is found to post inappropriate content on this site, it will immediately be removed. If the same member repeatedly posts inappropriate content the committee may remove that member from the Facebook group.

6. INTEREST GROUPS

(a) A member of Hawkwell Village u3a wishing to start a new Interest Group shall advise the Group Coordinator or any member of the committee. The information needed will be the name of the primary Group contact and the subject of the Interest Group.
(b) If an Affiliate Member wishes to become Group Contact of either a new Interest Group or an existing one, the Committee may offer that Affiliate Member to become a temporary Full Member upon payment of the appropriate difference in membership fee. A temporary Full Member ceasing to occupy the Group Contact role or not re-offered temporary full membership will revert to his/her position in the Member list.
(c) The maximum number of members to any one of the groups will be at the sole discretion of the Group Contact.
(d) Both Full Members and Affiliate members may indicate their wish to join a group or become a Group Contact by either placing their name on a list for that group at the monthly meeting or by contacting the Groups Coordinator.
(e) The Groups Coordinator will keep a current list of all the subjects being studied, the maximum number for that particular group and the Group Contact.
(f) When a group reaches its maximum number, a further similar interest group can be started by the Groups Coordinator, provided a Group Contact can be found and there is sufficient interest shown by the membership for this new group.
(g) For varying reasons, the number of members for each of the Groups will reduce from time to time. Replacements may be taken from any similar group, that for the time being is "on hold". This will be on a 'first come, first served' basis.
(h) Should a member wish to leave a Group they will either inform the Group Contact or the Group Coordinator.
(i) A Group Profile will be available, to all members, describing the type of activity for each of the Interest Groups. This should outline to that member what would be expected of them should they wish to join and the general aims of that group.
(j) Interest groups should be self-financing. However, Group Contacts can ask for financial assistance if needed for a specific purpose such as (but not limited to), starting a new group or enabling a full group to accept more members. This financial support will be agreed by the committee and will be subject to the amount detailed in section 3 'Financial Matters' of this policy document.
(k) It is recommended that ICE (in case of emergencies) cards be carried at all group meetings.
(l) Paid tutoring of groups is not recommended by the u3a Trust. In general, the ethos of the u3a movement, is for all groups to be self-supporting and self-learning. However, this ethos is not always practical or yet in the interest of the members. Diverse types of group activities may require the employment of a specialist /qualified tutor (i.e. Groups that may require specialist knowledge or qualified tutoring for Health and Safety reasons). In certain instances, the employment of a paid tutor would satisfy any risk assessment undertaken. If a Hawkwell Village u3a Group Contact wishes to employ a paid tutor, they must follow these guidelines:
(1) Gain approval from the Hawkwell Village u3a Committee

(2) Ensure that any payment made to the tutor, is regarded as expenses only.
(3) Ensure that the tutor is registered with HMRC as Self Employed or the company they are employed by is registered with HMRC and they are aware of the employment.
(4) That the tutor has the necessary qualification to undertake tuition in the required subject.
(5) That the tutor has third party and public liability insurance to an amount specified by the Hawkwell Village u3a (following specialist advice).
(6) The tutor has completed the appropriate documentation with HMRC in declaring the "expenses" income from Hawkwell Village u3a.

By implementing the above procedure, Hawkwell Village u3a would then have taken steps in complying with employment laws, tax laws and the u3a's Trust current advice on this matter. It will also address the legal duties of the Trustees of Hawkwell Village u3a.

7. MEETINGS

(a) From 2026 the Annual General Meeting will be normally held during the monthly meeting in March each year.
(b) Monthly meetings will normally be held on the 4th Thursday of each month (except December, when there will be no meeting) commencing at 2.30pm at Hawkwell Village Hall. In certain circumstances, it may be necessary to change the time, the date or the venue. Members will have prior notification of any such change.
(c) Members will be notified of any extraordinary meetings that may be required to be held, in accordance with the Hawkwell Village u3a constitution.
(d) Committee meetings will be held at the discretion of The Chairperson and the committee in general. However, a minimum of 4 Committee Meetings shall be held each year.
(e) Any member or guest attending a monthly meeting will be asked to identify themselves, in order for a record to be taken. This record will be made available to anyone dealing with any type of incident/emergency and will also provide a definitive list of all persons in attendance when complying with Health and Safety matters.
(f) It is recommended that members ICE (in case of emergencies) cards be carried at all Hawkwell Village u3a meetings.

8. EVENTS, TRIPS AND VISITS

(a) It is recommended that ICE (in case of emergencies) cards be carried at all times.
(b) Trips and visits may be organised by or for an Interest Group, in which case it is up to the Group Contact of such a Group to invite Group members.
(c) Where there are spare places on trips or visits, they may be offered to other u3as.
(d) Any member, Full or Affiliate, who arranges for other members/guests to participate in any trip or visit, on behalf of Hawkwell Village u3a, will be regarded as the 'Organiser'. 'Organisers', will be expected to retain a list of everyone who participates and if any form of payment is required, the 'Organiser' should comply with Hawkwell Village u3a Policy as

outlined under section 3 Financial Matters.
(e) A trip guidance document is available to assist organisers with planning a trip or event. The document can be found on our web site https://hawkwellvillage.u3asite.uk/documents/
(f) We aim to make our events as inclusive and accessible as possible for all members. If a member has a medical condition, mobility requirement, dietary requirement, allergy, or any other specific need that may affect their participation, they should discuss their requirements with the organiser before booking so that any necessary arrangements can be considered.
Where participation requires the use of mobility equipment, such as a mobility scooter or powered wheelchair, the organiser will check with the coach company whether their staff are able to load and unload the equipment, and will also make reasonable enquiries that the venue and any planned activities are suitable and accessible.
Where transport is provided by private cars rather than a coach, organisers and members cannot be expected to lift or handle heavy mobility equipment, such as mobility scooters or powered wheelchairs. Members who require assistance with lifting, loading or unloading such equipment must arrange for a carer or companion to accompany them and provide that support. Organisers should discuss these requirements with the member before booking to ensure that suitable arrangements can be made.
Where meals or refreshments are provided as part of an event, the organiser will make reasonable enquiries with the venue or caterer regarding dietary requirements and food allergies. However, members remain responsible for informing the organiser of their requirements in advance and for satisfying themselves that the arrangements are suitable.
If a member requires the support of a carer to participate, it is the member's responsibility to arrange for a carer to accompany them. The carer does not need to be a member of the Hawkwell Village u3a.
Depending on the nature of the activity, members may also wish to seek appropriate medical advice before taking part
(g) In general, a purchased place for a trip, event or visit should be considered non-refundable. If a person is unable to attend they can come to an arrangement with another Hawkwell Village u3a member and must advise the organiser of the change of name. If the place is resold by the organiser from a waiting list then a refund can be given. If a place is unsold, then if it is possible to cancel any elements without it costing the remaining attendees more, a refund can be considered for those elements cancelled. The Request for refund must be approved by the organiser and either the Treasurer or Treasurer's Assistant. In some cases, it may not be possible to calculate the refund amount until after the event has taken place. If a person is not happy with the refund amount they can ask for the Committee to review, and their decision will be final.

9. HEALTH AND SAFETY MATTERS

(a) Interest Group Contacts shall ensure that Health and Safety matters are adhered to at all times.
(b) Upon joining Hawkwell Village u3a, each member will be issued with an ICE card. Emergency contacts are requested to be noted on the membership application forms and

members are strongly advised to complete this.
(c) It is the responsibility of the member to complete (and update) their ICE card and have this card on them when they attend Monthly Meetings, Interest Group Meetings, Trips and Visits.
(d) If any member or visitor, whilst taking part in any Hawkwell Village u3a activity, has an accident or injury of any kind, they must complete an "Accident Report Form". It may be the member or visitor will feel they are not injured to any extent nor have any wish to complete the form. In those circumstances, any Committee Member present or Group Contact shall complete the form as far as possible, additionally noting the reluctance of the member or visitor to complete the form. Accident Report Forms are obtainable from The Secretary.
(e) All completed Accident Report Forms are to be handed to the Secretary of Hawkwell Village u3a and stored for the required period.
(f) Where a person qualified to deliver First Aid is present, it is desirable for that person to deliver First Aid in the event of accident or medical emergency. If any member of a group, meeting, event or trip has an accident or becomes ill, the member's ICE card should be located and if appropriate the relevant medical services should be contacted immediately.
(g) No children are allowed into any meeting without the prior consent of the committee.
(h) No animals are allowed into any meeting save guide dogs.
(i) There is no formal requirement to carry out a risk assessment for any/all of Hawkwell Village u3a activities. However, check lists have been prepared to cover outside venues, walking and workshop activities which members/group contacts may use.
IN ALL CASES, COMMON SENSE IS THE BEST JUDGE.

(j) Any member (Full or Affiliate) or visitor taking part in any activity or event organized by Hawkwell Village u3a, does so at their own risk. Appropriate medical advice should be considered in all cases where appropriate.

(k) It should be noted that the individual members of Hawkwell Village u3a are insured through the u3a Trust only for Third Party/Public Liability matters. Personal accident/injury insurance cover and any other type of personal insurance cover that the member may deem appropriate, is a matter for that member and that member alone to secure.

(l) Basic First Aid Kits are provided for Group Organisers if they see a need to carry such a kit.

10. COMPLAINTS, DISCIPLINE AND GRIEVANCES.

(a) Should a member of Hawkwell Village u3a have cause to complain about any other u3a member, for whatever reason, this should be detailed in writing and forwarded to the committee. This complaint will then be dealt with in accordance with the u3a National Office Guidelines.

(b) Whilst participating in u3a business and by whatever communication, all members of Hawkwell Village u3a are expected to respect one another and be courteous at all times. Members should not swear, use abusive/insulting/offensive language, bully or threaten to use any form of violence or carry out any type of wilful damage.
(c) No unauthorised alcohol is allowed at any meeting, event, activity or trip.
(d) Our policy is 'No Smoking' for all members taking part in any u3a activity, meeting, event, trip or whilst on private premises/vehicle.
(e) Membership of Hawkwell Village u3a must not be used for personal gain (see the Conflicts of Interest Policy at Annex C)

11. OTHER MISCELLANEOUS MATTERS

(a) Charity Requests

From time-to-time we get requests, from within the membership, or from an external source, to promote a charity. But to prevent our membership from being inundated with charitable requests we have the following policy in place:

- Providing it is deemed an acceptable cause, we will be happy to:
    - include a notice on our noticeboard.
    - include a notice on our Facebook page.

- However, we will **not** promote another charity by:
    - Reading out a notice in our member meetings
    - Including it in our newsletter
    - Sending out an email to the membership

Please note this does not apply to external approaches such as, but not limited to, health and safety seminars, or local issues that may be of interest to our membership – each case being determined on its own merit.

(c) Monthly meetings

To reduce the use of disposable, recyclable cups members are encouraged to bring their own tea/coffee cups to the meetings. There are no facilities for members to wash their own cups after use. The aim is to recycle the disposable, recyclable cups used.

ANNEX A

VULNERABLE ADULTS POLICY

This policy is prepared in line with the Third Age Trust guidelines.

Everybody has different levels of vulnerability and each of us may be regarded as vulnerable at some time. All members who may be vulnerable have a right to protection from all types of harm and abuse.

In our activities we will endeavour to:

- Value, listen and respect members who may be vulnerable.
- Ensure that all members feel welcomed, respected and safe from abuse.
- Recognize equality amongst people and relationships.
- Do all we can to help members who may be vulnerable, to be and remain active contributors within u3a and if they are or become unable to participate independently, encourage them to bring a companion/carer with them in order that they can continue to enjoy the benefits of u3a membership.

ANNEX B

KEY RESPONSIBILITIES

For current post holders see website

Officers

Chairman

1. Ensures correct operation of the U3A
2. Overview of all roles
3. Opens & hosts monthly member meetings.
4. Privacy (GDPR) Officer
5. Pavilion Sub-Committee (Lead)
6. Chairs committee meetings & takes on ad hoc tasks as appropriate.

Vice Chairman 1

1. Act in Chairman's capacity as required.
2. Policy Co-ordinator
3. Gives notices at monthly member meetings.
4. Deputy host at monthly member meetings & committee meetings
5. Prepares aide memoir for monthly member meetings.
6. Represents Hawkwell Village u3a at Hawkwell Village Hall Committee meetings.
7. Deputy Business Secretary
8. Contributes at committee meetings & takes on ad hoc tasks as appropriate.

Treasurer

1. Overall responsibility of all accounts and assets.
2. Operates day to day the No. 1 bank account (the main business account)
3. Operates day to day the Development bank account.
4. Prepares summary financial accounts.
5. Produces annual report & summary accounts for AGM.
6. Submits accounts as required.
7. Supervises/delegates administration and reconciliation of accounts.
8. Submits Gift Aid Return
9. Arranges certification of accounts as necessary
10. Oversight of cheque books & debit cards, their use and reconciliation
11. Deputy Social Accounts administrator.
12. Setting up of sound, hearing loop system, screen & projector as required by the speaker at the monthly meetings etc.
13. Website administrator, Beacon admin & Zoom Master

14. Pavilion Sub-Committee
15. Maintain the U3A printer and produces printing as required.
16. Prints copies of the monthly newsletter as required.
17. Holds keys for Village Hall and security of cabinets at hall.
18. Microsoft 365 (Office) Administrator
19. Contributes at committee meetings & takes on ad hoc tasks as appropriate.

Business Secretary

1. General administration committee business
2. Administration, correspondence & contact for membership (including website enquiries) and circulations to committee & members as required.
3. Handles U3A email & post correspondence
4. Liaise with Essex Association.
5. Liaison with Charity Commission
6. Liaison and provide returns to Third Age Trust
7. Monitor Hawkwell Village u3a email address.
8. Minute Secretary
9. Gains agreement of and distributes minutes.
10. Prepares matters arising from committee meetings.
11. Contributes at committee meetings & takes on ad hoc tasks as appropriate.

General Committee Members

Committee Member 1 (Membership Secretary)

1. Maintains up-to-date membership records.
2. Monitors Hawkwell Village u3a membership email address
3. Prepare & distribute membership cards, ICE cards (plus their plastic wallets) for Full & Affiliate members.
4. Manages Gift Aid declarations and updates member record accordingly.
5. Provides membership fee information to Third Age Trust
6. Provide mailing list to Third Age Trust
7. Prepares annual membership forms.
8. Sends & processes membership application forms.
9. Sends out 'Welcome Packs'
10. Sends out Information Packs
11. Update & maintain 'Introduction Leaflet' as necessary.
12. Manages the succession from affiliate to full membership and vice versa to agreed membership numbers.
13. Collects membership fees and passes them to Treasurer.
14. Book in members at monthly meetings
15. First point of contact for Affiliate Members
16. Deals with enquiries & communications to Affiliate Members

17. Takes on Fire Marshall responsibilities at Open Meetings.
18. Newsletter editor
19. Distributes the monthly newsletter via email and printed newsletter at monthly meeting.
20. Contributes at committee meetings & takes on ad hoc tasks as appropriate.

Committee Member 2 (Groups Co-ordinator)

1. Implements new groups.
2. Provides support to groups.
3. Maintains vacancy list for groups.
4. Responsible for noticeboard and interest group lists etc
5. Sends out reminders for group updates for newsletter etc.
6. Manages group profiles.
7. Meeter & Greeter at member meetings
8. Contributes at committee meetings & takes on ad hoc tasks as appropriate.
9. Deputy Facebook administrator
10. Deputy Beacon administrator
11. Deputy membership secretary
12. Pavilion Sub-Committee

Committee Member 3 (Treasurers Assistant)

1. Day to day management (with support from the Treasurer) of the Social Bank account (including banking of cheques and cash and recording transactions on Beacon)
2. Deputise for Treasurer
3. Liaise with Treasurer when necessary.
4. Deputy Groups Co-ordinator
5. Contributes at committee meetings & takes on ad hoc tasks as appropriate.

Committee Member 4 (Social Co-ordinator)

1. Co-ordinator for social events and trips
2. Arranges Official Hawkwell Village u3a events.
3. Maintains events diary.
4. Arranges prizes (monthly table quiz, other prizes e.g., Treasure Hunt, Murder Mystery etc)
5. Arranges refreshments/food for 'special member meetings.
6. Contributes at committee meetings & takes on ad hoc tasks as appropriate.
7. Takes on Fire Marshall responsibilities at Open Meetings.

Committee Member 5 Technical Officer (Vacant – Being covered by Treasurer**)**

Committee Member 6 (Welfare Officer)

1. Primary contact concerning ill & deceased members – sends cards/gifts as appropriate.
2. Communicates any serious illness or death to the committee.
3. Arranges Raffles and prizes for monthly meetings
4. Assist Social Co-ordinator
5. Arranges Official Hawkwell Village u3a events (supporting CM4 above)
6. Assists with arranging refreshments/food for 'special members meetings.
7. Deputy Social Co-ordinator
8. Holding the U3A mobile phone
9. Contributes at committee meetings & takes on ad hoc tasks as appropriate.

Committee Member 7 (Speaker Secretary)

1. Arranges speakers for monthly meetings as required.
2. Establishes equipment required by the speaker.
3. Operates speaker budget.
4. Meets & greets speakers.
5. Sends speaker expenses to Treasurer for payment.
6. Meeter & Greeter
7. Deputy Welfare Officer
8. Contributes at committee meetings & takes on ad hoc tasks as appropriate.

Committee Member 8

1. Act in Chairman's capacity as required.
2. Assets Co-ordinator
3. Health & Safety Officer
4. Equality and Safeguarding Officer
5. Deputy for preparing aide memoir for monthly member meetings.
6. Gives notices at monthly member meetings.
7. Deputy host at monthly member meetings & committee meetings
8. Media/Publicity officer
9. Deputy Speaker secretary (meets & greets Speaker and sends Speaker expenses to Treasurer for payment)
10. Responsible for the Suggestion box
11. Contributes at committee meetings & takes on ad hoc tasks as appropriate.

Pavilion Sub-Committee

Brenda Robinson
Brian Pickard
Coral Kathro

Additional non-Committee Roles

- Zoom Support (Toni Neobard)
- Technical Support (Kate Broad)
- Bookstall (Pat James)
- Monthly Table Quiz (John Mills)

ANNEX C

HAWKWELL VILLAGE u3a
Conflicts of Interest Policy

This policy has been prepared in line with the Charity Commission best practice advice (adapted so it is proportionate to the running of Hawkwell Village u3a).

Hawkwell Village u3a is a registered charity. The Charity trustees of Hawkwell Village u3a consist only of the members of the executive committee of Hawkwell Village u3a. They are expected to put the interests of the charity before their own or that of any other organization or person.

Not only is it the responsibility of the individual charity trustee to act in the interests of the charity but it is also the duty of their fellow charity trustees to take reasonable steps to ensure they do. Charity trustees need to be aware of actual conflicts of interest and anticipate any possible or perceived conflicts that may arise.

Should a conflict of interest arise:

- Declare a conflict: once a conflict of interest has been identified it must be declared by the charity trustee at the earliest opportunity.

- Leave the meeting: the charity trustee who has declared a conflict shall leave the meeting while the other charity trustees decide whether their absence is appropriate or necessary.

- Decide on next steps: these will be dependent on the conflict, and it is up to the remainder of the charity trustees to decide how best to protect the charity's interests. The other charity trustees, for example, may decide there is no conflict, or that it is of such a low level it can be tolerated, and the charity trustee can attend the meeting. Another solution may be that the charity trustee absents themselves from the part of the meeting when the conflicting activity is being discussed and voted upon. If conflicts are serious or frequent, the charity trustee may need to resign from their post or cease the conflicting activity.

- Record the process: the process followed should be clearly recorded in the minutes.

ANNEX D

HAWKWELL VILLAGE u3a
Privacy (GDPR) Policy

GDPR Basis for Processing Member Data

Hawkwell Village u3a have considered the various bases that pertain to the processing of data under GDPR e.g. Consent, Contract or Legitimate Interest. The committee have applied the Legitimate Interest test and have satisfied themselves that member's data is processed under this basis i.e. that Hawkwell Village u3a uses people's data in just the way they would reasonably expect as a member of such an organization. The exception to this is the supply of members data to a third party for issue of Third Age Trust publications. With this in mind, members have been asked for their written consent for this aspect and given the option to 'opt out' of Third Age Trust publications if they do not wish to give their consent.

GDPR and Photographs

Hawkwell Village u3a also have a policy regarding the publishing of photographs and videos such as in their newsletter, website, Facebook page etc. It covers three different scenarios pertaining to these, each requiring a different approach, thus:

Informal – where general photographs or videos are taken of the membership e.g. when they are attending a meeting and are candid shots of the crowd. No names are attached to individuals. Action: The membership is informed that informal photographs are likely to be taken at meetings and other group gatherings.

Posed - where photographs are taken of a posed group e.g. on a trip out. Action: Individuals will be asked whether they would like to step out of the photograph for these shots.

Named - where names are attached to posed photographs e.g. for the newsletter or website. Action: Specific verbal consent will be sought from the people concerned, and if not gained the image will not be published.

Furthermore, this policy is brought to the attention of all members, for instance on joining or membership renewal, and we ask that all members who take photographs to adhere to that policy.

GDPR Data Controller

GDPR sets out the role of data controller. All members of the GDPR sub-committee are data controllers with the Compliance Officer having the role of lead data

controller with responsibility for ensuring that questions and other issues related to the regulation are dealt with in a timely manner. Note that the lead data controller may change in line with Committee changes, but any changes would be minuted and communicated to the membership.

GDPR Best Practice

The purpose of this policy is to ensure that Hawkwell Village u3a:

- Complies with data protection law and follows good practice.
- Protects the rights of members.
- Is open about how it stores and processes members data.
- Protects itself from the risks of a data breach.

The only people able to access data relating to members of Hawkwell Village u3a should be those who need to communicate with or provide a service to our members.

Committee Members and group contacts shall keep all data secure, by taking sensible precautions and following the guidelines below.

- Strong passwords must be used, and they should never be shared.
- Data should not be shared outside of the u3a unless with prior consent and for specific and agreed reasons. Examples would include Gift Aid information provided to HMRC or information provided to the distribution company for the Trust publications.
- Gathered member information should be refreshed periodically to ensure accuracy, via the membership renewal process or when policy is changed.
- Additional support will be provided by the Third Age Trust where uncertainties or incidents regarding data protection arise.

Data protection principles

The General Data Protection Regulation identifies key data protection principles:

Principle 1 - Personal data shall be processed lawfully, fairly and in a transparent manner.

Principle 2 - Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

Principle 3 - The collection of personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Principle 4 – Personal data held should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Principle 5 – Personal data must kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for the which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organizational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Principle 6 - Personal data must be processed in accordance a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Subject Access Request

u3a members are entitled to request access to their own information that is held by Hawkwell Village u3a. The request needs to be received in the form of a written request to the Membership Secretary of the u3a. On receipt of the request, the request will be formally acknowledged and dealt with expediently (the legislation requires that information should generally be provided within one month) unless there are exceptional circumstances as to why the request cannot be granted. Hawkwell Village u3a shall provide a written response detailing all information held on the member. A record shall be kept of the date of the request and the date of the response.

Data Breach Notification

Were a data breach to occur, action shall be taken to minimise harm. This will include ensuring that all Hawkwell Village u3a Executive Committee Members are made aware that a breach has taken place and how the breach occurred. The Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The Chair of the u3a shall contact National Office within 24 hours of the breach occurring to notify of the breach. A discussion will take place between the Chair and National Office as to the seriousness of the breach, action to be taken and, where necessary, the Information Commissioner's Office would be notified. The Committee shall also contact the relevant u3a members to inform them of the data breach and actions taken to resolve the breach.

Where a u3a member feels that there has been a breach by the u3a, a committee

member shall ask the member to provide an outline of the breach. If the initial contact is by telephone, the committee member will ask the u3a member to follow this up with an email or a letter detailing their concern. The alleged breach will then be investigated by members of the committee who are not in any way implicated in the breach. Where the committee needs support or if the breach is serious, they shall notify National Office. The u3a member shall also be informed that they can report their concerns to National Office if they don't feel satisfied with the response from the u3a. Breach matters will be subject to a Full investigation, records will be kept and all those involved notified of the outcome.

It has been decided that Hawkwell Village u3a is exempt from the Data Processing registration fee on the basis that we are a not-for-profit Charity.

ANNEX E

HAWKWELL VILLAGE u3a
Committee/Membership Change Procedures

Whenever there is a change of Committee personnel, membership cessation or change of role the following actions may need to be taken:

Treasurer

- Review of bank signatories
- Review of debit cards issued
- Review of PayPal account
- Change of Treasurer. Send letter to Barclays changing Correspondence Name and Statement Address specifying to be done for all three accounts.

Technical

- Changes to the Officer personnel on the Beacon Database
- Changes to access privileges on the Beacon System
- Remove access from Google Drive
- Review Zoom access
- Amended responsibilities on the website.
- Handover of 'official' email addresses and review email recovery details are current – change to new person if needed.
- Updating website so that clicking on role emails correct person.
- Review Microsoft donated licences allocation. Ensure we have two MS Admin.

Business Secretary

- Changes of charity trustees with the Charity Commission
- Update u3a Trust with contact details
  Required for change of Chair, Business Secretary, Treasurer, Assistant Treasurer and Membership Secretary. They also ask for a Publicity Secretary which we do not have.

Asset register maintainer

- Amend responsibilities on the Asset Register

Newsletter Editor

- Issue/amendment of Committee Name Badges
- Amended 'Welcome to your Committee' poster.
- Amended responsibilities in the Newsletter.

If anyone ceases to be a member of Hawkwell Village u3a the following actions may need to be taken:

- Any membership of the Facebook group shall be terminated.
- Any Beacon access privileges shall be removed.

ANNEX F

Bank Accounts

Background

The Policy Document, at present, details how we deal with each of the various transactions we deal with and what is expected of members who deal with any financial dealings on behalf of our u3a. It also mentions that we operate three bank accounts Account No 1 (Membership transactions and associated business matters), Account No 2 (Social Matters) and Account No 3 (Fund Raising). This annex does not recommend any changes to those policies, but is merely to qualify and identify individual transactions and to what account they should refer.

Recommendations

The over-riding principle to achieving this aim, is to use 'Beacon' for all our financial recording. (The policy document to which this is an Annex at the present time does not specify that we use 'Beacon'). In addition, we feel the following principles should be adopted.

Anything directly related to membership fees, which includes what that fee provides for members, is accounted for in our No 1 Account. Although the following list is not exhaustive, these items relate to that account;

- As an income, yearly fees (both Full and Affiliate).
- As expenditure (a) Hall Hires for both Full and Affiliate members meetings (not Interest Group Meetings although up-front financial commitments can be provided from this account, provided they are re-paid). (b) Speakers expenses. (c) Committee Members presentations (d) Table Quiz prizes (e) Flowers, cards for members illness and bereavements, for bereavement where family only flowers a payment in lieu of flowers to specified organisation (f) Photographic Competition Prizes and associated costs (g) Equipment required for the smooth running of the u3a, such as laptops, screens, microphones, video recorders and notice boards. (h) Any authorised expense incurred by any member in the course of u3a business (i) Expenses related to Xmas Meetings (j) any authorized expense deemed appropriate to come out of this account approved by our committee.

Anything purely related to our u3a's social activities, is accounted for in our No 2 Account, for example refreshments at Monthly Meetings and special Refreshments provided at our AGM. This is where members have the choice to take part in an event or occurrence and is not necessarily for all the members to benefit from.

- As an income, any individual cost to take part in that activity or event (this would also include any raffle at any meeting or event).
- As expenditure, (k) the overall cost for that particular meeting or event (this includes all entertainment, hired travel (if used), ancillary requirements, tips and hire of venues) (l) Full Members monthly draw (m) Raffle prizes (n) anything approved by the committee as part of the u3a's social program.

Anything related to our u3a's fund raising, future development or as a project (or part of) is accounted for in our No 3 Account.

- As an income, any proceeds from a specific fund-raising event and unless the committee decide otherwise payments received in respect of Gift Aid (this may also include specific donations
- As expenditure, (o) any expense, purchase or financial commitment approved by the committee and made in the interests of our members including for the future development of our u3a.