

ARNOLD U3A

**Minutes of Induction Meeting held on Tues 16th May 2023 at
10.00am at**

The Salvation Army, High Street, Arnold

In Attendance: Sylvia Hale (Chair) Hazel Ward , Gwen Isherwood, Chris Gardner,
Helen Catchpole, , Pam Gant, Gwen Whitehouse, Pete Hewitt (mins)

1. **Apologies** : John Gardner, Jean Heeson

SH took the Committee through an induction on the following topics:

2. **Arnold U3A:**

3. **U3A in Britain:**

4. **Vision & Mission Statement:**

5. **Principles:**

6. **Mutual Aid Principle:**

7. **Trustee Code of Conduct:**

8. **Responsibilities:**

9. **Constitution:**

10. **Handbook:**

11. **Committee Meetings:**

12. **Risk Assessment :**

13. **New Members Pack:**

14. **Any Other Business : Group Leaders Meeting** : Date to be decided at next meeting when Interest Group Leader **Sue Mathews** will attend & co-opted to committee. It was agreed that 3rd item on agenda will be development item – next meeting Publicity. **HC** asked whether greater emphasis should be put on ability to claim expenses , possibly with claim form. Pointed out that current system allows expenses with receipts **HC** queried whether possible member could bring her disabled son to meetings. Agreed where possible to do so. Agreed that July/Aug meeting should start preparation for Nov meeting ref **AGM**. Also motion to change quorum for **AGM** from 20% to 10% at next **AGM**.

4 weeks notice to **TAT** for any constitution amendment. **SH** reported that **U3A** control to be changed from current top-down to devolved local area authority. **HW** queried whether impetus could be made to improve diversity of members – all agreed that such an aim would be ideal.

Meeting closed at 11.59 am.

Next meeting Tuesday 13th June at Salvation Army Church at 10.00am.

S. Hale
11.7.83

ARNOLD u3a COMMITTEE INDUCTION TUESDAY 16th MAY 2023

Welcome

Arnold u3a is part of the University of the Third Age administrated through the Third Age Trust and is a charity in its own right. As such any member who is elected to the Committee automatically becomes a Trustee of that charity and is governed by rules and procedures set down by the Charities Commission. Consequently, we all have certain responsibilities and all committee members should be aware of what that entails.

The Third Age Trust recommends that all new committee members should receive induction so that, as a trustee you can act in the best interests of the u3a, ensure the u3a operates in a manner that is consistent with its charitable objects and purposes and act with care and diligence and in accordance with any legal requirement.

So to start, back to the beginning

How the u3a came into being

In 1981 Peter Laslett, a Cambridge University academic, hosted a conference in Cambridge to discuss bringing the u3a to Britain. In the same year Eric Midwinter, director of the Centre for policy on ageing, was interviewed about it on the radio programme You and Yours.

That interview brought 400 letters. It was clear that the u3a was an idea whose time had come.

Laslett wrote the objects and principles. Social entrepreneur Michael Young became the first national Chairman and Midwinter general secretary. The Nuffield Foundation provided a start up grant of £10,000.00

Since then expansion has been non stop. The first national u3a magazine appeared in September 1983.

Vision and Mission Statement All have a copy

PRINCIPLES OF THE U3A MOVEMENT

The u3a movement is non-religious and non-political and has 3 main principles.

The Third Age Principle

- a) Membership of a u3a is open to all in their third age, which is defined not by a particular age but by a period in life which full time employment has ceased.
- b) Members promote the values of the lifelong learning and the positive attributes of belonging to a u3a
- c) Members should do all they can to ensure that people wanting to join a u3a can do so.

The Self Help Learning Principle

- a) Members form interest groups covering as wide a range of topics and activities as they desire by the members, for the members.

- b) No qualifications are sought or offered. Learning is for its own sake, with enjoyment being the prime motive, not qualifications or awards.
- c) There is no distinction between the learners and the teachers: they are all u3a members.

THE MUTUAL AID PRINCIPLE

- a) Each u3a is a mutual aid organisation, operationally independent, but a member of the Third Age Trust, which requires adherence to the guiding principles of the u3a Movement.
- b) No payment are made to members for services rendered to any u3a.
- c) Each u3a is self funding with membership subscriptions and costs kept as low as possible.
- d) Outside financial assistance should only be sought if it does not imperil the integrity of the u3a Movement.

TRUSTEE CODE OF CONDUCT All have copies

RESPONSIBILITIES All have copies

Constitution on line

Handbook on line

Risk Assessment and going forward

New members pack

Summary of Trustee Duties and Responsibilities

Charity trustees are the people responsible for governing a charity and directing how it is managed and run. They may be known as trustees, directors, board members or committee members. No matter what term is used, you are legally a trustee if you are part of the group of people with overall responsibility for overseeing and leading the charity, ensuring it is solvent and well-run and delivering the charitable outcomes for the benefit of the public.

Trustees serve as volunteers and receive no payment other than out of pocket expenses. They must put the interests of their charity first, work together as a team and assume collective responsibility.

There are six main duties and responsibilities as detailed below.

ENSURE YOUR CHARITY IS CARRYING OUT ITS PURPOSES FOR THE PUBLIC BENEFIT

You must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose.

This means you should:

- Ensure you understand the charity's purposes as set out in its governing document.
- Plan what your charity will do, and what you want it to achieve.
- Be able to explain how all of the charity's activities are intended to further or support its purposes.
- Understand how the charity benefits the public by carrying out its purposes.

Spending charity funds on the wrong purposes is a very serious matter.

COMPLY WITH YOUR CHARITY'S GOVERNING DOCUMENT AND THE LAW

You must:

- Make sure that the charity complies with its governing document.
- Comply with charity law requirements and other laws that apply to your charity.

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Registered charities must make sure that the details held by their regulatory authority remain accurate and ensure they provide all necessary information, financial and otherwise, by the required date.

ACT IN YOUR CHARITY'S BEST INTERESTS

You must:

- Do what you (and no one else) decides will best enable the charity to carry out its purposes.
- Make balanced and adequately informed decisions, thinking about the long term as well as the short term.
- Avoid putting yourselves in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body.
- Not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.

MANAGE YOUR CHARITY'S RESOURCES RESPONSIBLY

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You must:

- Make sure the charity's assets are only used to support or carry out its purposes.
- Avoid exposing the charity's assets or reputation to undue risk.
- Not over-commit the charity.

Summary of Trustee Duties and Responsibilities

- Take special care when investing or borrowing.
- Comply with any restrictions on spending funds.

You should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

ACT WITH REASONABLE CARE AND SKILL

As the people responsible for governing a charity, you:

- Must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary.
- Should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings.

ENSURE YOUR CHARITY IS ACCOUNTABLE

You must comply with statutory accounting and reporting requirements. You should also:

- Be able to demonstrate that your charity is complying with the law, well run and effective.
- Ensure appropriate accountability to members and within the charity as a whole.

For further information on the duties and responsibilities of trustees, go to:

- www.gov.uk/government/organisations/charity-commission
- www.oscr.org.uk
- www.charitycommissionni.org.uk