



Keyworth & District U3A

Handbook for Group Leaders

August 2018

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INTRODUCTION

U3As are based on the belief that sharing learning is both effective and suitable for those in the third stage of life, who are no longer in full time employment, and who wish to continue learning. U3A provides the opportunity to continue learning, by the sharing of knowledge and experience. Interest Groups are the most important way that this happens.

The aim of this handbook is to provide Group Leaders with the basic information essential for creating and running interest groups. We use the term 'Group Leader' generically for all those involved in organising groups, whether you see yourself as a convenor, coordinator, facilitator or tutor.

There are many sources of support available to group leaders including members of the Committee, the Groups' Coordinator, and leaders of other groups. The services of the Third Age Trust (National Office) are available on-line at www.u3a.org.uk. And the Nottinghamshire Network of U3As provides a link to group leaders from other U3As, and organises workshops and lectures - see their website at www.nottsu3anetwork.org/.

The handbook is intended to bring together all of the advice relevant to group leaders, groups' coordinators, and facilitators which is included in various publications produced by both the National Office and Keyworth & District (K&D) U3A.

The K&D U3A Newsletter is published quarterly and contains group information and contact details for committee members and group leaders. The K&D U3A website www.keyworthu3a.org.uk/ contains similar details and is updated as information becomes available. Group leaders are encouraged to keep the Groups' Coordinator, Newsletter Editor and Website Manager up-to-date with information about the arrangements for, and activities of, their group.

Copies of the forms in the appendices are available from the Groups' Coordinator or on the Keyworth U3A website.

EQUAL OPPORTUNITIES

All Universities of the Third Age (U3As) pursue an equal opportunities policy and, as far as it is within their power to do so, provide equality of treatment to any person in their third age regardless of:

- educational background
- gender (including gender reassignment)
- marital status (including civil partnership status)
- sexual orientation
- race or racial group (including colour, nationality and ethnic or national origins)
- religion or belief
- disability
- social status

U3As strive to achieve a membership which reflects the composition of the community they serve and are committed to the furtherance of fair treatment and the absence of

discrimination in all their activities, and all contact and communication with external organisations and members of the general public.

STARTING AN INTEREST GROUP

Anyone wishing to start an interest group should talk to the Groups' Coordinator. If a decision to go ahead is made, the information can be put in the Newsletter and announced at a Monthly Meeting. Anyone interested in the proposed group is asked to sign their names on a list and then an inaugural meeting is held to discuss how the group could function and be organised. A leader for the group may arise prior to, or at, the meeting. The Groups' Coordinator or another committee member can help to seek out a suitable person/s to lead and then give support.

Preparation

The Groups' Coordinator would appreciate the following information:

- Brief synopsis of the aims of the interest group and the main activities proposed.
- Assessment of the potential group membership numbers and accommodation requirements
- Assessment of initial set-up costs and support requirements.
- Assessment of any on-going support requirements.
- Arrangements for financial accounting and reporting.

The Groups' Coordinator will discuss this information with committee members at the next committee meeting. The form in Appendix 5, or any other suitable document, can be used to provide the information.

Premises Available for Hire

- **Keyworth Methodist Church** (See Appendix 6.)
- **Keyworth Parochial Church Hall** (See Appendix 7).
- **Keyworth Village Hall Complex** (See Appendices 8 & 9)

Note that some of the following venues are those of other local organisations, and so availability is limited to when the premises are not in use by that organisation.

Sports Pavilion (Football etc) - Platt Lane

Bookings - Lisa Costall - lisa.costall@hotmail.co.uk - 07789 775878 - 29 Church Drive

Access - Dave Voce - 0115 974 9704 - Football Club Secretary

A large room with tables and chairs, and coffees etc serving hatch.

Tollerton Methodist Church

Bookings - Mike Shorten - 937 2160, or Sue Biddles - 937 5411

As at Feb.2016 - Church Room - £14 for 2hrs, Smaller Side-Room - £9 for 2 hrs.

Modern rooms, car parking area, in centre of village.

Tollerton - St.Peter's Church Centre

Bookings - Ruth Hartley - 937 5411

By the church, up a little lane which leads to a car park.

Hall old, but tables and chairs modern.

Tollerton - Parish Rooms

Bookings - Contact the Parish Council at this email address:

parishcouncil@tollertonparishcouncil.gov.uk

Rooms modern, in centre of village, limited car parking but space on road.

Plumtree - Burnside Hall

For more information, and to hire the Hall, contact Mike Clark on:

(0115) 989 4443 daytime;

(0115) 937 4915 evenings;

mike@ag-chemdry.co.uk.

Willoughby Village hall – information on Willoughby Village website

The Key Health Club, Bunny Lane, Keyworth - fully refurbished meeting room

enquiries@thekeyhealthclub.co.uk **0115 937 5288**

Further Considerations

- If you are responsible for selecting a suitable venue you may find it useful to consult the risk assessment checklist and Advice Sheet 1: Accessibility for Disabled Members, available from the National Office website.
- You should not sign any formal rental agreement yourself – please pass it to your Groups' Coordinator for the Committee to deal with.
- You need to maintain an attendance register (Appendix 11 on website). Also, when you arrive at the session venue, do make sure that everything is in place and as it should be. If you have any safety concerns then **do not continue**, if they cannot be resolved to your satisfaction.

MEMBERSHIP

- Ask your members to provide you with contact details, i.e., telephone numbers/email addresses. You also need to be provided with an emergency contact.
- Ensure everybody attending is a U3A member and always check when anyone new arrives.
- Non-members are allowed to attend one session as a visitor. Any further attendance requires full membership of the K&D U3A.
- If a member stops attending, please try to find out why.

GROUP MEMBERSHIP ADMINISTRATION - BEACON

Our U3A is now using an administration system called Beacon, which is backed by the Third Age Trust and being used by a growing number of U3As in the UK.

This system was developed by U3A people specifically for U3A use, rather than an adaptation of software developed for a more general use. Comprehensive security arrangements are in place to ensure that the data of each U3A is effectively isolated from that of all others. Appropriate backup facilities are in place to enable the recovery of data

should the need arise. Beacon is straight forward to use and has reduced the amount of work our U3A officers have to do to maintain our membership records.

Beacon is modular and has modules for administering membership, finance and groups all of which are interlinked but controlled by permission so that users only have access to those parts of the system which are relevant to their use. An email sending facility is also available within Beacon and includes progress checking of emails sent and a recipients "read" indicator.

Group leaders should already be keeping a list of their group's members. In Beacon group leaders have access to their group records, and can input changes to the group membership by adding new members and deleting leaving members as well as using the module to handle their group monies. Some Group leaders delegate administrative functions to a specific Group member. If required this can be catered for within Beacon. It is recognised that some group leaders do not have access to a computer and so the U3A membership secretary will liaise with those leaders to maintain the group records on Beacon and they may continue to provide the treasurer with their group accounts in manual form.

We hope that all other leaders will use Beacon because this simplifies the overall administration of our U3A's records, both membership and financial.

Group leaders should advise the U3A membership secretary of changes to their membership, such as new members, leaving members and contact detail changes. The membership secretary will likewise advise group leaders of changes notified centrally. This will ensure that all our records are kept fully up-to-date.

No additional personal information about members than that required on the membership application form is stored in any Beacon module.

Group leaders will be given training in the use of the Beacon group module but if any day-to-day issues arise relating to its use please contact either Roy Turnbull or Howard Fisher whose contact details can be found on the website as group leaders.

GROUP ORGANISATION

- It helps if you provide sufficient information for U3A members to make an informed choice as to whether they wish to participate. This is particularly important if you are running a physical activity.
- Remind members if you are doing a physically active subject that they undertake it at their own risk. Encourage them to complete a Personal Medical Form and carry the top half with them. There is copy of the form on the website (Appendix 4) and on the inside the back cover of the Interest Groups booklet.
- Beware of issues relating to copyright (see below under 'Licences')
- When emailing to a list of addressees, it is good practice to send using 'BCC' (Blind Carbon Copy) to reduce the risk of potential hackers accessing email addresses. One way of using 'BCC' is to address the email to yourself, putting the addresses in the 'BCC' listing box.
- If you provide written material and use the U3A logo, make sure it is correctly displayed. For guidance see the National Office website.
- Delegate where you can and spread the load.
- Use the resources available from the National Office

NATIONAL OFFICE RESOURCE CENTRE

The National Office Resource Centre information can be accessed via the National Office website as follows:

- Go to the National Office website www.u3a.org.uk. Select the “Resources” tab and click “Resource Centre”. **Please note** registration is required to borrow available resources.
- Contact details for The Resource Centre:
Tel No. 020 8315 0199 or email: resource.centre@u3a.org.uk.

The National Office website contains an abundance of useful information. Users need to create a Members Login account to access the ‘Advice’ tab. There is a simple User Registration’ process.

MINORITY INTEREST GROUPS

If a Keyworth and District U3A Interest Group is well below optimum numbers, or struggling to remain viable, members of neighbouring U3As are permitted to join the group without having to join Keyworth and District U3A. Such groups are referred to as Minority Interest Groups. If a Group Leader and the Group members wish to involve members of neighbouring U3As in their group, they should discuss this with the Groups Coordinator to see if their group could be identified as a Minority Interest Group.

INVESTMENT GROUPS WITHIN THE U3A

It is perfectly acceptable to have an Interest group that learns about the way the Stock Market works and researches, buys and sells a *virtual* portfolio. That is educational and is therefore within a U3A’s charitable objectives. However, no U3A group must actually trade. In this situation the group must operate totally outside the U3A, not have the U3A in its title and must not be listed in the U3A programme.

PUBLICITY

The Keyworth & District U3A Newsletter is published four times a year, with submission deadlines of 1st March, June, September and December. The Editor’s details are on the back cover of each newsletter and articles for publication are always welcome. If you wish your article to be published more widely, for instance in ‘Third Age Matters’, please firstly send it, and any photographs, to the Groups Coordinator.

POSSIBLE PROBLEMS

Committee contact details are in the Newsletter and inside the U3A cupboard at the Methodist Church.

- In the case of an accident, complete an accident report form (See Appendix 1) and send a copy to the Groups’ Coordinator

- Remember personal accident insurance cover is **not** provided by The Third Age Trust
- If damage is caused to property by a member of the group, take full details, as it may be the subject of a future insurance claim
- Should you have a difficult member, whose behaviour is regularly impacting on other members of the group, contact the Groups' Coordinator for help
- If you have a serious problem in a session, it is quite acceptable to ask a member to leave, but please inform the Groups' Coordinator as soon as possible after the end of the session.
- If you have a member who is not able to cope independently, please inform your Groups' Coordinator and see section on 'Vulnerable Adults', below

DEFIBRILLATORS

There are now defibrillators both in the **Methodist Church** and in the **Village Hall**.

If use of a defibrillator is needed, the procedure for use is:

1. Unclip the strap and lift out the case.
2. Unclip the two side studs and open the case.

When the lid is opened, the defibrillator will automatically switch on. You will then receive spoken instructions. Follow these to use the device.

Location in Keyworth Methodist Church - THE LOBBY

For 999 call - Emergency at Keyworth Methodist Church Hall, Selby Lane - NG12 5AH

Location in Keyworth Village Hall - THE VILLAGE HALL FOYER

For 999 call - Emergency at Keyworth Village Hall, Elm Avenue - NG12 5AN

Note that access from Centenary Lounge to the Hall Foyer is via the connecting double doors. If these are locked, there is a key in a box on the wall - break glass in case of emergency.

If either of these facilities has been used, please notify a committee member.

VULNERABLE ADULTS

The following advice is from the Third Age Trust.

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 have a right to protection from all types of abuse or harm.

In our activities we will:

- value, listen and respect members who may be vulnerable
- ensure that all members feel welcomed, respected and safe from abuse
- recognise 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.
- ensure all members are aware of their responsibilities to protect vulnerable adults.

U3A Members and Companions/Carers

U3A membership is open to everyone in their third age, namely those no longer in full time employment. U3As are self-help, co-operative organisations run entirely by the members, for the members, and therefore it is important that individuals are able to take full responsibility for their own participation in U3A interest groups and events. Should the situation arise when a member no longer feels confident that s/he can participate fully without needing help, it will be necessary for that person to be accompanied by a companion/carer who will be covered by the Liability Insurance provided by the Third Age Trust, whilst in attendance. Even if you have members who are willing to help, you cannot allow them to take responsibility for another member's care, as this could be deemed to be outside our insurance cover if any injury or damage resulted.

GROUP FINANCING AND REPORTING

Groups must operate on a self-financing basis. Trustees (the committee members) are ultimately responsible for the proper handling of all Group Income and Expenditure and therefore the following points should be observed:

- Maintain and keep adequate records for Group income and payments.
- Report as regularly to your treasurer as you are required to do so.

The Committee has decided that all Groups be

- classified as educational
- self-financing.

Note: Room hire expenses for new group inaugural meetings will be met from K & D U3A funds. A set-up grant of £20 is available if needed and groups should apply to the committee. All consumables are to be met from group member contributions, but requests for equipment will be considered.

Group session income should only be used to cover expenses such as:

- room hire (Group leaders or administrators using a personal cheque for payment of room hire should be reimbursed from session fees collected).
- leader expenses (as appropriate)
 - consumables
- refreshments
- occasional guest speakers
- other third party payments

Consult the treasurer for advice before using your own credit/debit card to pay for any part of group events

Groups meeting in members' homes need to agree their own operational arrangements, with members making a contribution to cover refreshments etc.

Groups should not

- open group bank accounts for group operational expenses.

- use personal bank accounts for group activities.
- keep excess cash at home. *This should be kept to a minimum with a maximum of £300 in exceptional circumstances. (Arrangements can be made with the Treasurer to deposit and “ring fence” group funds or arrange payments.)*

Group Specific Field Educational Trips

Small local inexpensive trips, say < £100 total

- Group to organise and handle receipts and payments

Larger trips, perhaps involving coach hire, advance purchase of tickets etc

- Group to prepare costings and liaise with Treasurer
- Ensure orders and invoices are made out in the name of **‘Keyworth & District U3A’**

Receipts and Payments are processed through the K&D U3A Bank Account.

Group Surpluses

In the event that a group builds a large surplus, it should only be utilised for furtherance of their educational activities, for example:

- occasional free sessions
- purchase of equipment
- hiring of a guest speaker

Note: surpluses must not be used to provide/subsidise social events or make charitable donations or we will be infringing our charity status.

Paid Tutors

Requests for the use of paid tutors must be submitted to the committee for consideration.

Their use is strongly discouraged but if approved, written assurance must be obtained from the person in question that they are registered with the HMRC as self-employed for tax and NI purposes. Their NI number and or their unique tax reference number must be obtained.

Without the above information we could be regarded as an employer and become liable for deducting tax and NI.

There could also be serious implications as the National Office Public Liability policy does not include Employers Liability Insurance

Financial Reporting

Group leaders or Administrators must provide the Treasurer with half yearly Income and Expense Statements **made up to 31 August and 28 February.**

A possible reporting **template** is shown in Appendix 2C, which is available from the Treasurer in electronic format or hard copy. **Your own format is acceptable providing it includes cash brought forward, details of income, expenditure, cash carried forward and the average number of attendees.**

EQUIPMENT

Laptops, projection equipment and other associated equipment are available for group use. K&D U3A are responsible for periodic software audits.

A supply of batteries is available in the U3A equipment cupboard. Any enquiries or problems with the equipment need to be notified to the Groups' Coordinator.

A policy document for IT equipment, software, and communications has been prepared and is reproduced below:

Policy for Information Technology Equipment, Software and Communications

Purpose

The object of this document is to provide a clear policy regarding the use and security of Keyworth & District U3A (K&D U3A) owned Information Technology Equipment and Software including use of the Internet and E- mail.

Scope

This policy applies to all members of the K&D U3A who use the equipment available i.e. Laptops, Projection Equipment, Printers and other associated equipment.

Principles

Primarily, the equipment will be used for providing learning opportunities to members or information presentations by members of the Committee or Group Leaders.

N.B. Equipment is not available for member's personal use.

Committee Members/Group Leaders are responsible for completing the Equipment Movement Sheet, which is kept in the storage cupboard, when Equipment is used off the Storage Site.

Due to the risk of viruses, any hardware or software not purchased or approved by the K&D U3A must not be used with or on any of the equipment. Users must not make illegal copies or delete software installed on equipment or use their own security software, such as encryption, or virus scanning program.

Inappropriate use of the Internet or E-mail is not allowed.

Storage and Insurance

The equipment is securely stored at the Keyworth Methodist Church.

When used in the Church facilities, it is the responsibility of the appropriate Committee member/Group Leader to ensure the equipment is returned to storage after use and the premises are left in the same condition as found.

Equipment removed from storage for use elsewhere should be kept securely in the user's residence or if in transit, on the person, or in a car boot. Equipment must not be left in unattended vehicles.

Insurance cover is in place for the equipment stored including home storage, transport in vehicles and the authorised use of equipment on third party premises.

Obligations and Responsibilities

Users are asked to be vigilant and report any suspected breach of this policy immediately to the Group Leader or a Member of the Committee.

Any problems or faults with equipment must be reported to a Committee member.

K&D U3A are responsible for the initial and annual electrical checks of all equipment. K&D U3A are responsible for allocating asset numbers, maintaining an IT Asset Register and identification/security tagging of the equipment. The Treasurer shall be custodian of the Register.

GUIDELINES FOR CAR SHARING

Scope

The purpose of this guideline is to ensure that any reimbursements to member drivers who have agreed to use their own car and are willing to accommodate other members as passengers when attending social events, group field trips or group outdoor activities, are handled in a fair and consistent manner.

Reimbursement Principle

The basis of reimbursement is that the notional cost of fuel should be shared equally between the occupants of the car including the driver. This principle could also be applied to any parking charges.

Calculation of Notional Fuel Costs

Trip mileage multiplied by a cost per mile factor.

The current cost per mile to be used is shown in [Appendix 2](#) and will be reviewed on an annual basis or more frequently should there be significant movements in fuel prices.

(The cost per mile is based on local fuel prices and is also compared to the HMRC published advisory fuel rates)

Example 1 - Ad hoc Car Sharing

A car contains three passengers and a driver and the calculated notional fuel cost is £12. This represents £3 per person. Therefore, each passenger would make a £3 contribution to the driver.

Example 2 – Organised Event Car Sharing e.g. New Horizons

If it is decided car sharing is to be used for any organised voucher/ticket events, notional fuel costs must be factored into the costings. Both members and volunteer member drivers will pay the same amount for the event sales voucher. The driver should submit an expense claim form, (available from the organiser) to claim the “use of own car contribution” which will be equivalent to the calculated notional fuel cost. (For an example of a completed expense form refer to [Appendix 2](#))

Note

Member drivers who may have any car insurance concerns should take them up with their insurance provider.

LICENCES/PHOTOCOPYING

Under UK copyright law you are only allowed to copy an insubstantial amount for personal use for the purposes of private study or non-commercial research, but the law does not define insubstantial. There is no magic figure or percentage applied as each case would be viewed on the basis of the perceived importance of the extract rather than simply the quantity.

K&D U3A holds a Copyright Licensing Agency (CLA) licence which allows multiple photocopies from books, journals and magazines. Extracts can be up to 5%, one chapter or one article, whichever is the greater. NB. It does **not** allow multiple copies of maps, charts, newspapers or printed sheet music including the words

Licences for copying maps and newspapers can be purchased from the following organisations if you feel you need them:-

- Ordnance Survey – 08456 050505 www.ordnancesurvey.co.uk
- Newspaper Licensing Agency - 01892 525273 www.nla.co.uk

There is no blanket licence available for multiple copying of sheet music; this is always illegal unless it is no longer in copyright. If you would like help and advice on obtaining copyright clearance you can look at Frequently Asked Questions on The Music Publishers' Association website www.mpaonline.org.uk or contact them on 0207 580 0126.

There is also some free sheet music available on the internet at www.cpd.org.uk and this will give you links to other useful sites.

Digital Images

There is a common misconception that anything on the internet is in the public domain and therefore free to use. A work only falls into the public domain once copyright expires. It may be publicly accessible but it is not necessarily freely available.

Recorded Music

The PPL licence supplied by The Trust gives U3As permission to play recorded music in public.

DVDs/Videos

The Third Age Trust has no blanket licence arrangement with film copyright holders or organisations.

Interest groups are usually covered by an exemption in the Copyright Law which allows the use of videos or DVDs for educational purposes. You can find details in Fact Sheet P - 01: UK Copyright Law dated 27th November 2009, which you can download from the website of the UK Copyright Service (www.copyrightservice.co.uk). It lists under acts that are allowed (under the Fair Dealing Exemption) i.e. performance, copies or lending for educational purposes.

This exemption does not allow the viewing of films for entertainment.

Two commercial companies offer licences for showings for entertainment:-

- MPLC 01323 649647 www.themplc.co.uk
- PVSL 0207 9845957 www.filmbank.co.uk

Each company licenses films from different Hollywood studios and independents.

Most U3As will probably not need a commercial licence but some decide to take it as it will allow them to show films and some have regular showings of recent cinema releases.

SUBJECTS THAT HAVE A NATIONAL ADVISOR

Various subjects have an Adviser whom you can contact directly. In some cases, there is also material available online that you can use or adapt to meet your needs. An up to date list, complete with contact details, can be found in the 'Third Age Matters' magazine.

Also visit the Resource Centre at www.u3a.org.uk for DVDs and other resources.

Resource Centre (DVD Library)

The Third Age Trust
52 Lant Street
London
SE1 1RB

Telephone 020 8466 6139

Current Opening hours: Tuesday to Thursday 09.30 to 15.45. **CLOSED MONDAYS DURING JULY & AUGUST.**

Please note that there is only one member of staff in the office on Mondays. Please be patient if you cannot reach us by telephone.

The Resource Centre is a media, non-book library service.

Appendix 1 **Keyworth & District U3A** **ACCIDENT REPORT FORM**

Name of Injured party/address/telephone number		
Name/address/telephone numbers of others involved		
Date/Time of Accident:	Location:	
Nature of Accident/Circumstances		
Injury details/Property damage:		
Name/address/telephone number of person causing injury/damage		
Witnessed by: Address/Telephone number:		
Action Taken:		
Was any special advice sought afterwards? If so, give details		
Name of Group leader Signed (Group leader) Date	Telephone no. (Injured party)	Signed

Note: A copy of this form should be passed to the Groups' Coordinator

Keyworth & District U3A

GUIDELINES FOR CAR SHARING – RATES AND CLAIM FORM

- Reimbursement cost per mile contribution is 20p (wef 01.10.13)
- Example of completed claim form re organised event car sharing

	Keyworth & District U3A		
	Expense Claim Form		
Social Event - Visit to Widget Factory.....			
Claimants NameA N Other.....			
Date	Expense Type	Amount	
		£	p
	Contribution re use of own car as per agreed guidelines		
	Keyworth to Leicester return		
	40 miles @ 20p	8	00
	Total	£8	00
Claimant SignatureA N Other..... Date			
07.09.2013.....			
(Please attach receipt/voucher - if appropriate)			
	Approved by ..Committee Member.....		
Date Paid Cash/Cheque. ...01.10.2013.....			
Voucher/Cheque No .001.....			

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GUIDELINES FOR CAR SHARING – RATES AND CLAIM FORM

- Reimbursement cost per mile contribution is 20p per mile

	Keyworth & District U3A		
	Expense Claim Form		
Social Event -			
Claimants Name			
Date	Expense Type	Amount	
		£	p
	Contribution re use of own car as per agreed guidelines		
	Return trip 40 miles @ 20p		
	Total	£	
Claimant Signature Date			
(Please attach receipt/voucher - if appropriate)			
	Approved by ..Committee Member.....		
Date Paid Cash/Cheque. Voucher/Cheque No			

Appendix 3 Keyworth & District U3A

Beacon Group Ledger Account Example

[Home](#) - [Groups List](#)
Group Record for Bridge
[Details](#) [Schedule](#) [Members](#) [Ledger](#)

Group Ledger

From to

Date	Payee	Detail	In	Out	Balance	
		Brought forward			£ 0.00	
1 Mar 2017	Bridge Group	Brought Forward	£ 2.36		£ 2.36	edit - delete
21 Mar 2017	Members	7 x £2.00	£ 14.00		£ 16.36	edit - delete
25 Mar 2017	Keyworth Village Hall	Room Hire March		£ 16.00	£ 0.36	edit - delete
18 Apr 2017	Members	20 x £2.00	£ 40.00		£ 40.36	edit - delete
18 Apr 2017	Local shops	Refreshment consumables		£ 2.36	£ 38.00	edit - delete
30 Apr 2017	KVH	Room Hire April		£ 16.00	£ 22.00	edit - delete
16 May 2017	Members	18 x £2.00	£ 36.00		£ 58.00	edit - delete
20 May 2017	KVH	Room Hire May		£ 16.00	£ 42.00	edit - delete
20 Jun 2017	Members	19 x £2.00	£ 38.00		£ 80.00	edit - delete
1 Jul 2017	The Bridge Shop	2 Packs of Playing Cards		£ 15.00	£ 65.00	edit - delete
18 Jul 2017	Summer Break	No Meeting			£ 65.00	edit - delete
15 Aug 2017	Summer Break	No Meeting			£ 65.00	edit - delete
19 Sep 2017	Members	18 x No Charge			£ 65.00	edit - delete
21 Sep 2017	KVH	Room Hire September		£ 16.00	£ 49.00	edit - delete
21 Oct 2017	Members	20 x £1 (£1 short)	£ 19.00		£ 68.00	edit - delete
25 Oct 2017	KVH	Room Rental October (Increased Charge)		£ 20.00	£ 48.00	edit - delete
Date	Payee	Detail	In	Out	Balance	

[Download Excel](#)

Add transaction

Date	Payee	Detail	In	Out
<input type="text" value="11/12/2017"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#)

Keyworth & District U3A

PERSONAL MEDICAL FORM

This form appears on the inside back page of the Interest Groups booklet.

**PERSONAL MEDICAL FORM
(TO BE COMPLETED, CUT OUT AND KEPT ON YOUR PERSON)**

Name	Date of Birth	Any ongoing medical conditions or relevant major surgical procedures? eg angina, asthma, diabetes, epilepsy, heart bypass, orthopaedics etc
Name of Next of Kin*	Contact number of Next of Kin*	
1	1	
2	2	
Known Allergies	Doctor/Medical Centre details	Regular Medication

*You may wish to include details of an additional family member/friend particularly if your Next of Kin is on the walk/ride and could be involved in the same incident

✂.....

You may also find the information below helpful

HOW TO CALL OUT THE EMERGENCY SERVICES

Before you telephone, have the following information ready.

KNOW

- Your telephone number. (A second phone number in case of battery/network problems)
- The type, gravity and exact location of the incident
- The number, sex and approximate ages of the casualties and any pre-existing medical conditions
- What equipment is available to the group (eg survival bag, tent, stove)

THEN

- Dial 999 (or 112) and ask for the ambulance service (the emergency officer can contact other emergency services if necessary)
- If you have no signal, text a family member or friend asking them to phone 999 or 112 on your behalf giving them the appropriate information.

Keyworth & District U3A

NEW INTEREST GROUP PROPOSAL

TITLE OF THE GROUP
AIMS
POTENTIAL MEMBERSHIP
SETUP COSTS
ONGOING SUPPORT
FINANCIAL
PROPOSER (S): DATE:

ADDITIONAL INFORMATION

Please use the area below to add any additional information about the proposal.

Keyworth & District U3A**METHODIST CHURCH - HIRING OF PREMISES**

From 1st January 2018 we propose to implement small increases to the rates for our **current regular hirers:**

Area	Time period		Rate 2017	Rate 2018
COMMUNITY USERS – REGULAR HIRERS				
HALL	First 2 hours		£17.00	£18.00
	then per hour		£6.00	£6.50
CHURCH	First 2 hours		£20.00	£23.00
	then per hour		£8.00	£8.50
CHURCH + HALL	First 2 hours		£39.00	£41.00
	then per hour		£14.00	£15.00
AV Equipment in Church	No change = £5 per session			

There are also some higher rates for ad hoc and commercial users which are available on request.

Bookings Contact

Graham Payne - 0115 914 7928 or mobile 07811 511830

Malcolm Shaw - 0115 914 7753 or mobile 07771852230

Geoff Daft - 0115 914 9354 or mobile 07802435267

Rents payable to Keyworth Methodist Church - preferably by cheque

C/O Mrs I Stuckey

10 Holmsfield (off Brookview Drive)

Keyworth, Nottingham, NG12 5RD

Tel 0115 937 5751

Keyworth & District U3A

METHODIST CHURCH – FIRE EVACUATION PROCEDURES**FIRE EVACUATION PROCEDURES – KEYWORTH METHODIST CHURCH****A. General Points**

1. The Church premises are not fitted with automatic fire alarm or sprinkler systems. However emergency lighting is permanently provided for both indoors (via emergency exit signs), and also outside along the main exit path.
2. Apart from fires caused by an electrical fault, the greatest risk of a fire is likely to be in the kitchen area or where there are unattended lit candles. The kitchen is fitted with a smoke alarm.
The premises are non-smoking.
3. There are fire extinguishers located throughout the premises (see diagram). If possible, these should be used to try to extinguish any flames but only if it is considered safe to attempt this, and only after alerting others to start an evacuation of the premises.
4. The main foyer feeds access to the Hall, the Kitchen, the Church and the easy-access toilet. All doors for these areas are 'fire doors' i.e. they are designed to reduce the speed with which a fire can move from one area to another. Therefore, it is important that whenever possible and practical, each of these doors is kept closed, particularly when areas are unattended for lengthy periods.
5. The premises are used by both Church users and hirers – sometimes multiple activities can take place involving both the Church and the Hall involving different users. Therefore, in the event of an evacuation, all users should check the whole premises, where practicable, even though they may only be using one part.
6. The leader / organiser of the activity taking place at the time of the evacuation should take responsibility for managing the safe evacuation of the premises. In the case of church services, this will be undertaken by the lead Church Steward on duty.
There are whistles located in the Hall, Church and kitchen which can be used to signal an emergency and capture people's attention to direct their evacuation.
7. The Assembly Point for those evacuated from the premises is the front car parking area outside The Plough pub – turn right on leaving the Church. People evacuated should be directed here and await information from the responsible person overseeing the evacuation.

B. Evacuation Exits

The premises have four door exits from which evacuation can occur :

1. The main foyer entrance/exit
2. The front Church entrance/exit (onto Sellby Lane)
3. The fire exit from the Hall (onto side path on west of the building)
4. The fire exit* from the small storage room (onto side path on west of the building)
(NB This door has an audible alarm to alert if the door is opened)

Depending upon the location of any fire and the particular circumstances, some or all of these may be used to evacuate the building.

C. Evacuation from the Hall

- Depending upon the exact location of the fire, people should be directed to either the two fire exits leading onto the west side path and/or through the main foyer.
- If the fire has started in the kitchen and the door is wedged open, the door should be closed to contain the fire, if safe to do so, as this will allow more time for the evacuation via the main foyer. (see point A5 above)

Keyworth & District U3A**PAROCHIAL CHURCH HALL**

Formerly the village school, the hall is located conveniently close to the centre of Keyworth, in the conservation area at the junction of Selby Lane and Elm Avenue. Accommodation includes the main hall measuring 14 metres by 5,45 metres (45ft x 18ft) which can comfortably seat 70 people in theatre layout. There is a small Committee Room adjoining the main hall plus a recently refurbished kitchen. The hall is airy, well lit and has been recently redecorated. Tables of various sizes and cups and saucers are available and are included in hiring charges.

An ideal venue for:**Children's Parties, Social/club meetings, Sales and Fairs**

The Committee Room which adjoins the main hall is included in all main hall bookings and can accommodate small meetings of up to 12 people. It can be booked on its own but not if there is already a booking for the main hall at the same time.

Access & car parking

Access for wheelchair users is easy with no steps or ramps from the public highway. The nearest off-street public car parking is located just a few yards away at the Keyworth Village Hall.

Availability & hire charges

The hall is available for hire (minimum session 2 hours) most mornings, afternoons and evenings. We aim to keep hiring rates low and reflect higher winter energy costs in our charges between November and April. **Competitive charges for long term regular bookings are negotiable.**

To make a booking...

Please contact Hall Manager

Mr Bill Cooper

(0115) 878 7060

TO: KEYWORTH PARISH COUNCIL

Elm Avenue, Keyworth, Nottingham NG12 5AN Telephone: 0115 937 2185

Email: bookings@keyworthparishcouncil.org

BOOKING FORM - Village Hall **Centenary Lounge** **Feignies Room** **Bar**

From: Full name of hirer.....

Name of business/organisation (if applicable).....

Address..... Telephone.....

..... Email.....

Full name/address of person who will be in charge of the event (if different from the above):

..... Telephone.....

..... Email.....

I/We apply to hire: Village Hall on (date)..... Centenary Lounge on (date)

Feignies Room on (date)..... Bar on (date)

N.B. None of these venues is available for hire on Sundays

from..... (no earlier than 9am) to..... (no later than 11.45pm). Number attending.....

N.B. Allow time for setting up and clearing up afterwards. If you wish to clear up on the Sunday morning, following an event on Saturday evening, please specify below – there will be a £12 surcharge. N.B. For evening and weekend bookings, hirers will normally be expected to let themselves in and lock up afterwards. Please enquire at Council office for further details.

for the purpose of.....

Please give details of any regulated entertainment which will take place at the event, i.e. plays, films, indoor sports, live and recorded music, music or dancing. For birthday parties, please give age, e.g. 18th, 21st, 50th. N.B. For parties and other events where alcohol will be served, an additional deposit may be required. Enquire at Council office for further details.

Alcohol to be on sale at the event YES/NO (delete as appropriate)

N.B. Alcohol is deemed to be on sale not only if it is paid for when served, but also if it is paid for in advance or served at an event where there is a charge for admission.

Alcohol to be served free of charge YES/NO (delete as appropriate)

Glasses required YES/NO (delete as appropriate)

Crockery required YES/NO (delete as appropriate)

P A required YES/NO (delete as appropriate)

Clearing up Sunday AM (see above) YES/NO (delete as appropriate)

I/We have my/our own public liability cover YES/NO (delete as appropriate)

I/We wish to join in the Parish Council's hirers' liability cover YES/NO (delete as appropriate)

N.B. Commercial undertakings must arrange their own cover. Other hirers must either arrange their own cover or join in the Parish Council's cover in which case there will be a 5% surcharge on the overall booking fee.

I/We enclose a cheque for £ comprising: full amount including non-returnable deposit (10% or £5.00 whichever is the higher); hirers' liability surcharge of 5% (if appropriate); an additional cheque of £75 for damage deposit (if appropriate).

I/we accept the conditions of hire (see overleaf) and agree to comply with them in all respects.

Please make cheques payable to Keyworth Parish Council.

Signatures..... (person to be in charge if different)

Date:

Booking accepted/refused on behalf of Keyworth Parish Council subject to terms and conditions overleaf.

Date:

Signature:

Keyworth Parish Council

Village Hall, Elm Avenue, Keyworth, NG12 5AN

Telephone: 0115 9372185

Email for Bookings: bookings@keyworthparishcouncil.org

Hire Fees 2017/18 (with effect from 1.4.17)

	Minimum Period	Hourly Rate
VILLAGE HALL		
Weekdays - 9.00am to 6.00pm	2 hours	12.00
Weekdays - 6.00pm to 11.45pm	3 hours	15.50
Saturdays - 9.00am to 6.00pm	2 hours	14.50
Saturdays - 6.00pm to 11.45pm	4 hours	33.50
Use of PA System	N/A	19.00 per session
VILLAGE HALL BAR		
Village Hall Not Booked		
Weekdays - 9.00am to 6.00pm	2 hours	8.50
Weekdays - 6.00pm to 11.45pm	2 hours	11.00
Village Hall Also Booked		
Any Day - 9.00am to 11.45pm	N/A	25.50 per session
FEIGNIES ROOM		
Weekdays - 9.00am to 6.00pm	2 hours	9.00
Weekdays - 6.00pm to 11.45pm	2 hours	12.00
Saturdays - 9.00am to 6.00pm	2 hours	13.00
Saturdays - 6.00pm to 11.45pm	3 hours	15.00
CENTENARY LOUNGE		
Weekdays - 9.00am to 6.00pm	2 hours	11.50
Weekdays - 6.00pm to 11.45pm	3 hours	14.00
Saturdays - 9.00am to 6.00pm	2 hours	14.50
Saturdays - 6.00pm to 11.45pm	4 hours	33.00

Notes:

- The above tariff will apply from 1.4.17 until further notice.
- The Parish Council reserves the right to amend the tariff at any time.
- At the Parish Council's discretion, a 15% discount will apply to weekday or 9.00am to 6.00pm Saturday bookings made by hirers who have hired the premises a minimum of nine times during the previous twelve months, provided payment is made in advance or (where applicable) within 21 days of the date of the invoice.
- No discounts are available for Saturday evening bookings or in respect of the hire of the PA system.
- The premises are not available for hire by commercial hirers engaged in the sale or promotion of consumer goods or financial services, except by special resolution of the Parish Council.
- The premises are not available for hire on Sundays.
- For further details, see terms and conditions of hire.

Keyworth & District U3A**VILLAGE HALL COMPLEX - FIRE EMERGENCY PLAN**

(For hirers/visitors when Parish Council staff are not in the relevant part of the premises including Personal Emergency Evacuation Plans (PEEPs) for disabled persons)

1. In the event of fire, personal safety must override all other considerations such as saving property and extinguishing the fire.
2. The Parish Council does not require any hirer or visitor to attempt to extinguish a fire, but extinguishing action may be taken **if it is safe to do so**, by means of the extinguishers or fire blankets.
3. Anyone who discovers a fire should immediately raise the alarm and make the organiser/person in charge aware of the situation.
4. On hearing the alarm, the organiser/person in charge should assume the role of fire marshal, and implement the evacuation of the premises. The Fire and Rescue Service should be summoned by dialling **999**.
5. The organiser/person in charge should ensure that everyone is evacuated and goes to the assembly point on the far side of the car park near the Parochial Hall [see sign on lamp post].
6. The organiser/person in charge must be aware of any disabled person attending the event and have prepared a Personal Emergency Evacuation Plan (PEEP) for them. This must include anyone who has vision or hearing impairment.
7. Everyone should leave the premises in a calm and orderly manner, making sure that no one is left behind.
8. The organiser/person in charge should take a roll call as soon as possible.
9. The organiser/person in charge should check the premises for other people, **but only** if it is safe to do so.
10. As soon as the Fire and Rescue Service arrive on site, the organiser/person in charge should introduce him/herself to the Senior Fire Officer.
11. Any persons unaccounted for must be reported to the organiser/person in charge who should pass the information on to the Fire and Rescue Service.
12. No one should re-enter the premises until given permission to do so by the organiser/person in charge or the Fire and Rescue Service.
13. No vehicles, other than emergency service vehicles, are to be permitted to drive into the car park whilst any evacuation is underway.

See next page for details of appliances, etc.

Keyworth & District U3A

EQUIPMENT AVAILABLE FOR USE BY GROUP LEADERS

KMC Equipment Cupboard

8 off Toshiba Laptops

Epson Ink Jet Printer

Optima Projector with Laser Pointer

Hitachi Projector with Laser Pointer

Projector Stand

Projector Screen Small

Projector Screen Large

Advent Desk Speakers 11W

Logitech Large Speakers 200W

Phillips Blu Ray Player

AverVision Document Camera

Shure Wireless Microphone Set

Shure Wireless Headset Microphone

4 Socket Extension Lead

Janome Sewing Machine

Portable Display Boards

Video Player

Equipment Held by Group Leaders

Denon Music System

Listening to Music Leader

Radio Cassette and CD Player

Listening to Music Leader

Heatseal A3 Laminator

New Horizons Leader

A3/A4 Photo/Paper Trimmer

New Horizons Leader

Note Any equipment removed from the Methodist Church must be signed out and back in again after use.

Keyworth & District U3A

INSURANCE POLICIES PROVIDED BY THE THIRD AGE TRUST

Up to date details of policy numbers, amount of cover, excesses etc, are given in the TAT website. (Advice – Insurances and Safety – Insurance Overview)

Policies are via Aviva Insurance Ltd.

Public and Products Liability

This cover indemnifies all U3A members against all sums you could become legally liable to pay as a result of

- Accidental injury to or death of any person.
- Accidental loss or damage to material property not belonging to you, which arises or is caused in connection with the 'business' of your U3A.

Indemnity limit - £5,000,000 for any one incident.

Excess - £250 per claim

Money Cover

This policy covers U3A cash held in members' homes, hired premises and in transit.

Limit – £1000.

Excess zero

All Risks Equipment Insurance

This policy provides cover for loss or damage to property owned by a U3A, excluding wear and tear depreciation and gradual deterioration, wherever it is held and in transit, providing due diligence is observed and reasonable precautions are taken to ensure it is stored securely.

Limit - £25,000.

Excess - £100

Home Contents Cover

This covers damage to the property of any U3A member whilst their home is being used to host a U3A interest group/meeting.

Limit - £25,000

Excess - £100

Keyworth & District U3A

GROUP ATTENDANCE REGISTER/INCOME

Group..... Year.....

Please record attendance/apologies in the first column and money received in the second.

	Date											
--	------	--	--	--	--	--	--	--	--	--	--	--

	Full name	£	£	£	£	£	£	£	£	£	£	£
1												
2												
3												
4												
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	Cash											
	Cheques											
	Total income											