



Keyworth & District u3a

Handbook for Group Leaders

July 2025

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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' [GL] generically for all those involved in organising groups, whether you see yourself as a convenor, coordinator, facilitator or tutor. Often a member of the group may act as the 'administrator to work with the GL to collate details of members who attend meetings and to collect contributions towards room hire etc where this required and then paid to the responsible person of the venue.

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 u3a's, 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 usually published monthly and circulated as an email to members and contains information about activities and groups with contact details. 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 Keyworth u3a website or Groups' Coordinator.

EQUAL OPPORTUNITIES

The Third Age Trust and individual u3a's pursue an equal opportunities policy and, as far as it is within their power to do so all individual u3a's and interest groups etc provide equality of treatment to any person regardless of their:

- 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
- u3a's 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 discuss this with 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 can be held to discuss how the group could function and be organised. A leader for the group shall be required and this 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 give appropriate 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)
- **The Keyworth Health Club** (contact detail below)

Note that the following venues are those of local organisations, and availability may be limited to when the premises are not in use by that organisation. The responsible person to contact may vary from time to time.

Sports Pavilion (Football etc) - Platt Lane

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

Tollerton Methodist Church

Church Room and a Smaller Side-Room

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

Tollerton - St. Peter's Church Centre

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 Mr Clark
mormclark1999@gmail.com

Willoughby Village Hall – information on Willoughby Village website

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

<https://thekeyworthhealthclub.co.uk>

Further Considerations

- If you are responsible for selecting a suitable venue, it is 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 the facilities are in good order and safe for members to use. If you have any safety concerns then **do not continue**, if they cannot be resolved to your satisfaction straightaway.

MEMBERSHIP

- Members should have already provided contact details, i.e., telephone numbers/email addresses when they joined the u3a. However, for some activities it will be relevant to have a personal telephone number and also an emergency contact. Details on the ICE (in case of emergency) card that a member has may be used in the case of an emergency. The membership card each member has is scanned electronically when they attend the monthly meeting.
- Ensure everybody attending is a u3a member and always check when anyone new arrives.
- Non-members are allowed to attend up to two sessions 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, supported by the Third Age Trust and being used by many u3a's 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. Changes to the membership of a group by adding new members and deleting leaving members is carried out by contacting our Webmaster and Beacon Coordinator. The Beacon system can also be used to handle the group monies. Some Group leaders delegate administrative functions to a specific Group member. If required, this can be catered for and shown on Beacon.

It is recognized that some Group leaders do not have access to a computer and so the u3a membership secretary or designated member may 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 as appropriate.

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 eg email and home address. 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 the beacon administrator or chairman whose contact details can be found on the website of committee members.

NOTE: Should an interest group cease its activity permanently the Group Leader and Group Administrator are responsible for returning all monies and u3a property to the Treasurer.

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 they're doing a physically active subject that they undertake it is 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).
- 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 where available from the National Office

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 shall 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 several times a year for members – often monthly. The Editor's details are on the 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 Newsletter Editor. Information about the activities of the u3a may also be circulated to local village etc newsletter offices for insertion by initially contacting the designated member or committee member with publicity responsibility.

POSSIBLE PROBLEMS

Committee contact details are in the Newsletter and the u3a website.

- In the case of an accident or other event with a possible insurance claim, complete an Incident Report Form (See Appendix 1) and send a copy to the Secretary and 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 defibrillators 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 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, in general those no longer fully employed. u3a's 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 may be 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 normal maximum of £300 in exceptional circumstances. This may be increased in specific circumstances by arrangement with the treasurer. (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 should be processed through the K&D u3a Bank Account where possible.

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 since this 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** whenever possible.

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 AND IT POLICY

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 or Secretary.

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 regular 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 etc prices.

(The concept of "cost per mile" is based on local fuel prices and is in accord with the HMRC published advisory fuel rates etc which may vary)

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

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 to ensure their cover meets car sharing arrangements.

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 – 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.

There is also some free sheet music available on the internet at www.cpd.org.uk and this may 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 has given u3a's 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, shown on 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 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 SUBJECT ADVISOR

Various subjects have a Subject 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 of Subject Advisors, complete with contact details, can be found in the 'Third Age Matters' magazine.

There is also a list of Subject Advisors on the Third Age Trust website under Learn/Subject Advice (<https://www.u3a.org.uk/learning/subjects>) with links to more information about the Subject Advisor.

Incident Report Form

Please note that this form is to be filled in by a member of the committee, a group convenor, or the property owner and should be retained on file by the U3A committee in case of a claim and for a period of three years even if a claim appears unlikely.

A YOUR DETAILS

U3A	
Name	Position
Email	Telephone
Address	
Postcode	

B INCIDENT DETAILS

Date of incident	Time of incident
Where did the incident occur?	
Please state the reason for the injured person or damaged property being there	
Please describe the circumstances of the incident <i>Attach a sketch or photograph(s) if appropriate</i>	

C PARTICULARS OF PERSON(S) INVOLVED IN THE INCIDENT (continue on a blank page if necessary)

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	

Sections D and E are to be completed for any incident involving injury.

D PARTICULARS OF THE INJURED PERSON(S) (continue on a blank page if necessary)

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	
Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	

E DETAILS OF INJURY

Describe the injury/injuries
Immediate action taken
Treatment at the scene
Admission to hospital
Ongoing medical treatment

Section F is to be completed for any incident involving damage to property

F DETAILS OF DAMAGED PROPERTY

Describe damage caused	
Estimated cost of repair or replacement	
Name of owner of damaged property	
Email	Telephone
Address	
Postcode	

The remaining sections are to be completed for all incidents

G NAME AND CONTACT DETAILS OF ANY WITNESSES TO THE INCIDENT

H DECLARATION

I/We declare that to the best of my/our knowledge and belief all the foregoing particulars are true and correct in all respects.	
Signed	Dated

**Note: A copy of this form should be passed to the Groups' Coordinator
Keyworth & District U3A**

GUIDELINES FOR CAR SHARING – EXAMPLE CLAIM FORM

- Reimbursement cost per mile contribution is 45p can vary!
- 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 @ 45p	1800	
	Total	£1800	
Claimant SignatureA N Other..... Date			
(Please attach receipt/voucher - if appropriate)			
	Approved by ..Committee Member....		
Date Paid Cash/Cheque. Voucher/Cheque No .001.....			

Keyworth & District U3A

GUIDELINES FOR CAR SHARING – RATES AND CLAIM FORM

- Reimbursement cost per mile contribution is 45p per mile [can vary – check!]

	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		
	miles @ 45p		
	Total	£	
Claimant Signature Date			
(Please attach receipt/voucher - if appropriate)			
	Approved by ..Committee Member.....		
Date Paid Cash/Cheque. Voucher/Cheque No			

Appendix 3

Financial Reporting 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
11/12/2017				

[Save](#)

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? e.g. 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

The current rates up to December 2025 are shown below. These will be reviewed in October 2025 and any changes will be notified and take effect from January 1st, 2026.

Area	Time period	Fee
HALL	First 2 hours	£27.00
	then per hour	£11.00
CHURCH	First 2 hours	£33.00
	then per hour	£13.00
Extra charge AV/PA Equipment in Church	£5 per session	

There may be 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

Geoff Daft - 0115 914 9354 or mobile 07802435267

Harrie Cooke mobile 07796632194 hw.cooke@ntlworld.com

Rents:

Payable to KMC Property Account

Sort Code: 54 21 47

A/C: 087 266 47

METHODIST CHURCH – FIRE EVACUATION PROCEDURES

FIRE EVACUATION PROCEDURES – KEYWORTH METHODIST CHURCH

General points

1. The church premises are not fitted with automatic fire alarms 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 be using only 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 area outside the Parochial Hall, 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 Selby Lane)
3. The fire exit from the Hall (onto side path on west of building)
4. The fire exit* from the small storage room (onto side path on west of 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 on to 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

Elaine Seller elaineseller2001@hotmail.com Tel: 0115 914 9535

Charge indication 2021: £15hr summer £20hr from October (winter rate)

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.

VILLAGE HALL COMPLEX – FIRE PRECAUTIONS FACT SHEET

Emergency Exit Doors {push bar to open from inside}

- Two on playing field side of Village Hall
- One on Elm Avenue side {at stage end} of Village Hall
- One in Village Hall Kitchen
- One on playing field side of Centenary Lounge

Security Bolts {ensure that these are unfastened when premises in use}

- Top and bottom of all the above-mentioned emergency exit doors.

Fire extinguishers {To activate pull out pin, direct horn at base of fire, squeeze levers.

N.B. Hold upright; do not hold horn}

- Three in Village Hall {two in Red floor stands on playing field side, one in Red floor stand near double door leading to foyer}
 - One in Village Hall foyer {outside door to bar}
 - One in Village Hall kitchen
 - One in Centenary Lounge foyer {near main entrance doors}
 - One in Centenary Lounge kitchen {on wall near door}
 - One in Centenary Lounge {on wall on playing field side}
 - One in Green Room {on wall near door to corridor alongside stage}
-
- **Fire Blankets**
 - In Village Hall kitchen {on wall near emergency exit door}
 - In Centenary Lounge kitchen {on wall near door}

Fire Alarms / Call Points {Break Glass and press to activate}

- Three in village Hall {near emergency exit doors}
- One in Village Hall foyer {near door to bar}
- One {to be installed} in Feignies Room
- One in Village Hall kitchen {near emergency exit door}
- One in Centenary Lounge foyer {near entrance doors}
- One in Centenary Lounge {near emergency exit door}
- One in Green Room {on wall near door to corridor alongside stage}

Fire Alarm Indicator Panel

- In Centenary Lounge foyer

Fire Doors

- Look out for blue and white signs; keep relevant door shut, or locked shut as appropriate.

Telephones

- Payphone {no money needed for 999 calls} in Village Hall foyer.
- Telephones {999 calls only} in Feignies Room, Village Hall {near double door leading from foyer} and Centenary Lounge foyer.

Keyworth village hall Tel: 0115 937 2185

Parish Council Keyworth
Hire Charges with effect from 1st April 2025

	Minimum Period	Minimum period – Coronavirus Amendments from 16/11/2020 until further notice		Hourly Rate	
RECTORY FIELD	N/A			£7 flat fee per session	
VILLAGE HALL					
Weekdays – 9:00 am to 6:00 pm	2 hours	1 hour		18:00	
Weekdays – 6:00 pm to 11:45 pm	3 hours	1 hour		23:00	
Saturdays – 9:00 am to 6:00 pm	2 hours	1 hour		21:00	
Saturdays – 6:00 pm to 11:45 pm	4 hours	1 hour		47:00	
Sundays - 11:00 am to 8:00 pm	2 hours	1 hour		21:00	
Use of PA system	N/A	N/A		£27.50 per session	
BAR					
If the Village Hall is also booked				£50	Flat fee
FEIGNIES ROOM					
Weekdays – 9:00 am to 6:00 pm	2 hours	1 Hour		14.50	
Weekdays – 6:00 pm to 11:45 pm	2 hours	1 Hour		18:00	
Saturdays – 9:00 am to 6:00 pm	2 hours	1 Hour		19:00	
Saturdays – 6:00 pm to 11:45 pm	3 hours	1 Hour		21:50	
Sundays - 11:00 to 8:00 pm	2 hours	1 Hour		19:00	
CENTENARY LOUNGE					
Weekdays – 9:00 am to 6:00 pm	2 Hours	1 Hour		17.50	
Weekdays – 6:00 pm to 11:45 pm	3 Hours	1 Hour		20.50	
Saturdays – 9:00 am to 6:00 pm	2 Hours	1 Hour		21.00	
Saturdays – 6:00 pm to 11:45 pm	4 Hours	1 Hour		46.00	
Sundays - 11:00 to 8:00 pm	2 Hours	1 Hour		21.00	

Notes:

- The above minimum hire periods – Coronavirus Amendments = apply from 16 November 2020 until further notice
- The above tariff will apply from 1st April 2025 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 bookings (except Saturday evening 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 invoice.
- No discounts are available 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
- **No alcohol is to be consumed on the premises on Sundays.**
- For further details see terms and conditions of hire

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 Casette 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							
5							
6							
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8							
9							
10							
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32							
33							
34							
	Total attendance						
	Cash						
	Cheques						
	Total income						