

Useful information for Group Leaders Oct 2016

Great Glen U3A

U3A Contact details are show on the programme card & Committee details are also on the web site. Great Glen Policies are available on the Web site.

Interpretation and Advice

If you have queries on U3A policies or practices please contact the Chairman.

Room bookings and cancellations

1. Please check likely availability, U3A usage is at <http://www.greatglenu3a.co.uk/Grouptimetable.pdf>
2. To book a room at the Methodist Church please phone the Chairman – Or email Jenny Ritchie jritchie@btinternet.com and copy the email to Chairman for information. Email Jenny and the Treasurer with all cancellations.
3. If you are not meeting and the cancelled dates are not shown in the Newsletter, email the Treasurer so no rent is paid. (The Treasurer pays the Rent at the end of the first week after the month end.) Officially for the Church Hall bookings two week's notice is required to Jenny Ritchie.
4. Ruth Warner Room costs £12 for 3 hours and the School Room £24, plus extra hourly costs beyond three hours. There is a 2013 contract with The Church renewed in December 2014. The Youth Centre costs £20 per session and rooms are booked with the Parish Council Secretary.
5. There are Church guidance notes for 'hiring and use of premises' which you should follow. See Appendix A.
6. Stella Orbell (2592095) and Toni Smith (2593886) both hold keys to the Methodist church which may be borrowed.

Equipment and Tables

7. There are square tables in the Bridge cupboard and Large/small trestle tables in the Store cupboard. Please put away after use. Bridge tables need to be stored with the tops facing. ¹
8. Use of U3A equipment is encouraged. Ensure that, before borrowing equipment, you are familiar with its use, and return promptly afterwards.
9. The mats to cover electric cables are stored in the games cupboard, and should be replaced after use.
10. A projector, laptop, sound system and extension cable may be borrowed at any time from Eric or Stella Orbell. Ring 2592095.
Extension cables used should be PAT tested. (The U3A extension cables are PAT tested through the Church.) ²
11. A Broadband connection is available in the Methodist Church and may be used by any group.

Group Registers and Donations

12. Complete a register at each meeting, even if the meeting is in your own home or at a social venue. This is essential for insurance purposes and for the Committee to keep track of what is happening within the groups.
13. New register sheets can be obtained by email from the Secretary or are on the U3A notice board in the Methodist Church or on the web site. Registers on a spreadsheet can be sent direct to the Gift Aid Secretary.

1September 2016 We are aware that some groups are finding difficulty with moving the large tables.

2Make sure your extension cable is tested if you are using a different venue.

14. Check at the beginning of each financial year (April 1st), that every member of your group has renewed their subscription, (or that new members have joined) and record the new membership number on the register.

U3A insurance cover applies to members and to visitors but for a concession of one main meeting and one group meeting. After this the visitor should join or be excluded.

The name and address of the visitor should be taken, eg written on reverse of the registration sheet, so they can be contacted in the event of an insurance claim.

The Webmaster/Membership Secretary places a list of paid up members in the folder on the Methodist Church notice board.

15. Group leaders should collect a donation (currently £1) at each meeting. Groups may collect donations **above** this but to help members the amount should not vary weekly but be set for a period of several months. The level should not be set to deter member attendance. Donations apply to visitors/prospective members. Group leader(s) are not asked to donate at their own group meetings.

If extra sums are collected eg for consumables, then either keep the cash yourself or alternatively account for all the money to the Treasurer who will maintain accounts for your group and make payments on your instructions. Insurance cover is provided for money kept at home. Groups should anticipate future consumable expenses and collect this from Group members.

Donations should be handed in to David Brooke (43 Stretton Road) or to Roger Edwards (Treasurer), either in cash, cheque or by bank transfer. The receiver will sign the register as a receipt for the cash received. (DO NOT TAKE EXPENSES OUT OF THIS MONEY) Email Treasurer@greatglenu3a.co.uk for the U3A bank details. When transferring money send an email to the Treasurer giving details of the transferred money (group title, date(s) of meetings and amount).

Registers should be either handed to David or Roger or emailed to the Gift Aid Secretary (giftaid@greatglenu3a.co.uk). They should not be held for more than 6 group sessions. If you meet monthly pay in the money and hand over the register sheets quarterly. If you meet more frequently either pay in the money after each meeting or pay in the total for one register sheet. Please DO NOT pay in donations from a meeting on one register sheet with donations from a meeting on another register sheet as one payment as this causes extra work to process.

16. If you pay by bank transfer or If your group does not collect donations, the register sheet may be emailed directly to the Gift Aid Secretary GiftAid@greatglenu3a.co.uk

17. **Membership changes.** If you are aware a member is recently deceased please pass on details to the Membership Secretary. She will inform the Newsletter editor and pass on to Third Age Matters (to stop the magazine).

If you know a member has changed address please let the Membership Secretary know as soon as possible. She will notify the change to Third Age Matters and the Gift Aid Secretary who will also ask for a new gift aid declaration form, if appropriate.

Expenses

18. Expenses can be reimbursed, using the form from the web site, <http://www.greatglenu3a.co.uk/admin.html> for any of the following by submitting receipts to the Treasurer:
 - a. Equipment (providing permission of purchase has been given by the Executive Committee)
 - b. Travel, when on official business for Great Glen U3A. The rate is 30p per mile for using your own car + 2p per mile for each passenger. Car share whenever possible.
 - c. Any other expenses, providing they have been passed by the executive committee.If you give bank details, your expenses will be refunded directly into your bank account.

19. Items **NOT** included are: subscriptions to magazines, disposables used in the meetings such as pens, paper, flowers, books, balls, etc. unless specifically approved by the Committee. This permission is only likely to be given for the set-up of new groups.
20. Groups meeting away from Great Glen should operate car sharing and our suggested contributions to driver expenses are in the table below.

When travelling for U3A group activities we would encourage you to adopt an informal arrangement to share cars wherever possible. If you do car-share these are the suggested guidelines:

- Travel together in as few cars as possible, consistent with comfort.
- Divide up between cars as evenly as possible
- Calculate the contribution to be paid to the driver as follows:

total miles travelled at 30p per mile, add any parking charges, divide total by number of occupants of the car (including driver). Pay the driver.

Refreshments

21. Groups are expected to supply their own milk and biscuits (optional), however sugar, tea and coffee (including decaffeinated) are available in the venue kitchen, and these are clearly labelled for U3A use. (This facility is organised by John Lawson at the Methodist Hall and Eileen Appleby at the Sports Centre.)
22. Groups may organise milk, etc. at their discretion, eg. use a milk rota or bigger groups may collect an extra sum occasionally and hand this to the group leader to buy milk. Groups in a home; the host/ organiser may claim for refreshments and expenses as if the meeting was in the Church Hall.
23. Speaker fees for individual groups should be paid for within the group, as the group should be on a self help basis. However, there are ways this may be done to help pay:
- a. Collect additional fees above the voluntary donation from attendees, but make this clear in any invitation.
 - b. Raffles -as long as prizes are no more than £10 in cash and in the Methodist Church are not alcoholic.
 - c. Open the session to other groups, so as to get more attendees.
 - d. Suggest the speaker to the Committee Speaker Secretary so she can be booked for the main Tuesday meeting if suitable.

Support

24. We are inclusive and no one should be excluded. If one of your members is making it difficult for other members to enjoy the group, please speak with the Chairman.
25. If you receive formal complaints about the behaviour of a member(s) please speak with the Chairman. The Great Glen complaints procedure will be followed.
26. We will seek to assist disabled members to attend meetings by adapting the provision or providing small items of equipment. Members need to be encouraged to make their needs known to you. Report any requests to the Committee. ³

Outings

27. Groups are encouraged to organise educational visits. The full cost including tips should be met by the members. The Treasurer is able to pay for coaches, tickets, entry fees by bank transfer or with reasonable notice by cheque. Use of a personal bank card to pay expenses is acceptable. Trip Income may be accepted in cash, cheque or bank transfer into the U3A account. It's common practice to set a fee for slightly less than a full coach and then to make small refunds for the excess income. Group Leaders should consider the venue safety before advertising the trip.

Collecting for Charities

28. If the group wish to collect money for charity, seek advice from the Chairman as there are limitations on what Great Glen U3A can do within its charitable status and how it must account for the money collected. It's easiest to organise the whole activity without any use of U3A resources, including no publicity in the newsletter.

Licences and Insurance

29. Third Age Trust provides cover for all U3As regarding the PPL licence (Phonographic Performance Licence) and this covers playing recorded music at U3A meetings. Performing Rights licences must be purchased if required.
30. Third Age Trust provides insurance against loss of equipment, providing the goods are under lock and key when left on premises other than in the home of a member.
31. Loss or damage to a member's home whilst being used to host a U3A Event.
32. We have cover for Public Liability and Tour Operator's Liability.
33. We are **not** covered for paid tutors and need to rely on their insurances.
34. There are excesses of no more than £250 on these insurances. (£100 on equipment losses)
35. There is **no** cover for personal accident for members
36. If you need more details of the insurance cover ask the Treasurer.

Accidents

37. Accidents should be reported by completing an accident form and passed to the Chairman. These can be found on the U3A notice board (left hand board nearest the car park door) in the Methodist Church.
- 38.



In the event of needing an ambulance you will need to use a mobile phone, reception is poor in this part of the village. Vodaphone reception is good.

The location of the Methodist Church Hall is 1 Oaks Road, Great Glen, LE8 9EF

Emergency Evacuation

Familiarise yourself with the procedures for your venue:

- Methodist Church
- Sports Centre
- Village Hall

Date: 4 Oct 2016

Appendix A: Guidance notes for the hiring in use of Great Glen Methodist Church Dec 2014

Extract

3. Care of the premises. We ask you to take care of our premises and to leave them clean and tidy. Please pay particular attention to the toilet and kitchen areas, in view of the need for hygiene in these places. Cleaning materials, brushes, dustpans and other equipment can be found in the storage room next to the Gents' toilet. Please notify any damage caused to the Booking Secretary as soon as possible.

4. Heating. The central heating is controlled by thermostats and time switches and you should find the premises warm and comfortable. If you need to adjust the temperature of the room you're in, you will find instructions pinned on the wall. Please follow these instructions VERY carefully or you will destruct the whole central heating programme.

5. Parking. There is a gravelled and tarmac car park at the side of the premises group with room for about eight vehicles. Please note there is STRICTLY NO PARKING on a small tarmac apron in front of the Main Entrance to the premises, even for loading and unloading of vehicles: the tarmac he is weak and will not stand repeated parking of heavy vehicles. An exception is made to vehicles intended to use by disabled persons. Please leave a space near the front door for use of disabled persons.

7. Smoking, gambling and alcohol. You're reminded these are Methodist Church premises and that they are under the terms of the Trust Deed smoking, gambling and the supply or consumption of alcohol are not permitted anywhere on the premises. This includes the garden car park. However at the discretion of the stewards, fundraising raffles and tombolas may be permitted as long as prizes offered are small (with a value under £10) and do not include cash prizes or alcohol.

8. Security. Please leave the premises securely locked. Make sure you turn off or any lights and electrical appliances. Please check specifically the kitchen taps are fully off and both light and taps (including the over basin heater tap) in the toilets are fully turned off.

9. Health and safety regulations and guidelines are available. .. and include:

Fire extinguishers are located throughout the premises. There is a fire blanket in the kitchen.

It is 'U3A' responsibility to ensure electrical equipment bought on the premises is PAT tested.

Emergency exits are identified.

A first aid box can be found in the kitchen for use in an emergency. There is also an Accident Book for completion.

Any emergency must be notified to the Booking Secretary or a member of the Property Committee as soon as possible.

Electricity : Do not plug-in more than **3 kettles or two kettles and a cooker** in the kitchen we may overload the circuit. The electricity reset switch is in the labelled cupboard in the main hall.

Water: the main stop tap for water is under the sink in the kitchen inside the marked cupboard

Gas: the cut off lever is in the marked cupboard to the right of the Main Hall door which leads into Oaks Road.