



Beeston u3a

Group Facilitators'

Pack

March 2024 Edition

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HANDBOOK FOR GROUP FACILITATORS

Introduction

Thank you for agreeing to help to organise an interest group. We are sure you will find it very rewarding, even though it might seem a bit daunting initially. To help you we have compiled this handbook which is intended to provide you with advice and support. It includes an overview of key areas for organising a group. Where appropriate, a link is given to more detailed policies.

People who help to create and organise interest groups are known by many names. You might see yourself as a group leader, facilitator, convenor or administrator. In this handbook, we refer to “facilitators”, as this term covers all of the above.

It is often said that interest groups are the life-blood of the u3a and that each group will develop its own structure. However, it is important that your group follows the u3a ethos of shared, participative and self-help learning. ‘The teachers learn, and the learners teach.’ The result then will be not only an increase in knowledge, but a supportive and friendly atmosphere which enables everyone to participate.

Beeston u3a's Approach To Interest Groups

Now that Beeston u3a is growing so much in size, we are encouraging interest groups to move away from operating with just one “group leader”. Instead, it is much fairer for everyone if the responsibility is shared by a facilitating team. Roles within the team will vary, depending on the nature of the group, but suggestions include:

Administrator(s) - to book a venue; collect room rent from members; maintain the membership list and attendance register. Maintain the financial ledger and submit end of year accounts.

Communicator - to contact group members about dates and content of sessions and publicise the group

Programme Planner(s) - to plan the content of future sessions and encourage members to become actively involved in leading/participating in sessions

Principles of the Third Age Trust

The u3a ethos is based on three principles:

The Third Age Principle:

Membership of a u3a is open to all in their third age

Members promote the values of lifelong learning and the positive attributes of belonging to a u3a.

Members should do all they can to ensure that people wanting to join a u3a can do so.

Self-help learning principle:

Members form interest groups covering as wide a range of topics and activities as they desire.

Learning is by the members, for the members.

No qualifications are sought or offered. Learning is for its own sake, with enjoyment being the prime motive, not qualifications or awards.

There is no distinction between the learners and the teachers. They are all u3a members.

The Mutual Aid principle:

Each u3a is a mutual aid organisation, operationally independent but a member of the Third Age Trust, which requires adherence to the u3a movement.

No payments are made to members for services to any u3a.

Each u3a is self-funded with membership subscriptions kept as low as possible.

Outside financial assistance should only be sought if it does not imperil the integrity of the u3a.

Running A Group

Administration

Although we believe it is important that administration is kept to a minimum, there are a few essentials that we need to comply with to meet insurance and finance regulations.

All group facilitators are strongly advised to use Beacon (see below) for group administrative functions. Training and support is offered by any of the following:

Beeston u3a's Communications Officer (communications@beestonu3a.org.uk);

Groups Co-ordinators (groups@beestonu3a.org.uk)

Treasurer (treasurer@beestonu3a.org.uk).

The Beacon System

Beeston u3a has committed to using the national Beacon system for u3as for its administration. Although the system can seem a little daunting when you are new to it, once you are familiar with it, it makes life much easier for group facilitators and committee members.

Basically, Beacon is a database of all Beeston u3a members, which is accessed securely via the internet. There is no software to download at all. When you become a group facilitator who needs to contact members of your group, you will be provided with access details by the Beeston u3a Communications Officer, comprising of a username and password. This allows you access to details of your group members.

The system enables you to keep a secure record of your group members, check their contact

details, check that they are up to date members of Beeston u3a, plus maintain group accounts. It complies with General Data Protection Regulations (GDPR) and group facilitators are therefore entrusted to use this membership data strictly for the purpose of administering their interest groups.

Using this system gives you a ready-made contact list and avoids you having to remember to BCC (Blind Carbon Copy) people when you send an email to the group, because Beacon automatically does that. If members' details change, for example, if they move house, or change their email address, changes can be made centrally so that every user is able to access the most accurate record.

Training in using the system can be provided through small group sessions, or even one to one, by request.

We strongly advise and encourage all group facilitators to use Beacon.

Register

An up to date list of group members needs to be maintained. The easiest way to do this is via the Beacon system: members can be added and deleted as necessary, and all details (email address, address phone number, emergency contact details etc) will be available on the system. A spreadsheet can be downloaded from Beacon and be edited accordingly.

A register needs to be completed at each meeting, together with a record of payments collected each time. (*See Appendix 1 for a sample proforma*)

Over-subscription

Some groups have more members wanting to participate than there is room for: e.g. the size of the meeting room. In this case, make sure you keep a waiting list and send it to the Groups Co-ordinators on a regular basis. Beacon has a waiting list feature that can be used for this purpose. It is easy to use and secure.

The Committee has decided on the following rule:- if someone signs up for such a group but does not attend the group for 4 consecutive meetings, without sending reasonable apologies, it can be assumed that they do not wish to continue as members of the group. It is suggested that such members are contacted to check whether they have particular reasons for not attending first. If they do not respond, the place can then be allocated to the next member on the waiting list. It is important that the group facilitator then informs the member that they are no longer on the group list and that their place has been allocated to someone else.

Of course, an additional group can be formed if the number of interested people warrants it. This is not your responsibility as facilitator of an existing group. However, it is always really helpful if you or a few of your current group are able to assist the Groups Coordinators in setting up a second (or subsequent) group.

Beeston u3a's policy is that, for oversubscribed groups, members should only attend one group of the same type (e.g. table tennis; books; wine appreciation), unless they are part of a leadership team which is setting up an additional group of the same type.

Contact with the group

It is often necessary to contact members of the group. Usually the best way to do this is via email. If emails are sent via the Beacon system, this is a secure system and no personal details can be seen by recipients of the emails. If not using Beacon, it is essential that BCC (Blind Carbon Copy) is used, so that email addresses of other members cannot be seen by each recipient. If BCC is not utilized, we are breaking the law according to recent GDPR regulations.

Complying with GDPR

Using Beacon gives you access to confidential data about members. It is essential that you keep this data confidential.

In practical terms, this means that you must not share email addresses, phone numbers or addresses with other people, even members of the same group.

Group members may exchange information between themselves. However, if you are asked for contact details, you must refuse and contact the member yourself to get permission.

As an example: Mr. A wants the phone number of Mr. B. You can phone/email/speak to Mr. B to tell him Mr. A is trying to get in contact. A mutual friend could pass on the number, but you have obtained the information as a u3a volunteer, not as a friend, so you should not do so.

Finance

Beeston u3a is a registered charity, and has to report regularly to The Charities Commission about its finances. We therefore need to ensure that we meet with current regulations regarding finance and are seen to be completely transparent.

Keeping records: A basic record of all cash transactions needs to be kept and recorded in the Beacon ledger system following each group meeting. A reliable member of the group can be asked to volunteer to handle the money and keep these records.

The record needs to include money paid in by members for room hire, money actually paid out for room hire, as well as any other outgoings for expenses (printing costs, small items of equipment etc.). Receipts must be obtained for all money paid out.

Annual report: We have to include the total of monies received and paid out by groups to the Charity Commissioners and so these amounts have to be included in the annual report that the Treasurer makes to members. Now that Beeston u3a has more than 100 groups, it makes it so much easier for the Treasurer if group accounts are submitted via the Ledger facility on Beacon. Training and support are available for learning how to use this facility.

Setting group attendance fees: The attendance fee needs to cover the cost of room hire. It is sensible to set this to anticipate fluctuating numbers (in some groups, attendance falls off during the summer months). It can be confusing to group members if the attendance fee keeps being adjusted.

However, if numbers in the group either rise or fall significantly, it may be necessary to change the attendance fee during the year. It is reasonable for a new group to review the level of the fee after six months (or earlier if insufficient funds are being collected).

For insurance reasons, try not to accumulate cash surpluses of more than £100. However, if this does happen, this money can be put in the safekeeping of the Beeston u3a Social Fund Treasurer, who will issue you with a credit receipt for it, so that you can reclaim it later.

At this point, it is also sensible to chat with either the Groups Co-ordinators or Beeston u3a's Treasurer about your plans for the surplus.

It is not recommended practice to use a surplus to fund occasional "free" sessions where members do not pay towards the room hire, as this can seem unfair to members who did not attend that particular session.

Likewise, if your group runs into financial difficulty, advice can be sought from the Groups Co-ordinators or the Treasurer, as each group needs to be self-funding.

Expenses: You are likely to have expenses e.g. paper, postage. You should not be out of pocket for legitimately incurred expenditure. Receipts should be obtained if at all possible. If not, please estimate the cost and ask a member of your group to authorise and sign any reimbursement to you.

Items involving substantial expenditure:

Group activities involving substantial expenditure, such as coach hire, theatre bookings etc. must be referred to the committee via the Treasurer, Social Treasurer or Groups Coordinators. It is very important that the treasurer is consulted before making any large financial commitment, or signing any kind of contract involving finance (including a long term room booking). The u3a has very strict rules with regard to such matters. The treasurer or treasurer of the Social Fund will issue payments for large amounts. Members must be informed that if they have to cancel a place on a booked event, a refund is only possible if the place can be filled by another member.

It is important that you do not set up a separate personal bank account to deal with your group's funds. The Beeston u3a Treasurer and treasurer of the Social Fund are the authorised officers to hold monies in the u3a bank accounts and to issue payments as required. Neither should any u3a money be paid into your own bank account.

Funds held by an interest group are deemed to belong to Beeston u3a, not the individual group.

Purchase of Large Items of Equipment:

Occasionally, a group may feel that the purchase of a larger item of equipment may substantially benefit their group. If this is the case, please submit a request to the committee on the form designed for this. (See Appendix 2)

u3a Equipment

Beeston u3a owns many items of equipment, including IT/ AV equipment to support you in your group.

A list of current equipment is available in **Appendix 4** of this handbook. Help with using this equipment is also available via the Groups Co-ordinators.

Most of this equipment is stored at Beeston Methodist Church.

This equipment is regularly PAT tested for safety, when needed, which means it is also covered for insurance purposes.

If you would like to book any of this equipment for your group meeting, contact the Groups Coordinators. (groups@beestonu3a.org.uk)

u3a equipment should not be utilised for personal use, as this invalidates the Trust's insurance.

Insurance

All u3as that are fully paid up members of the Third Age Trust (as Beeston u3a is) have the benefit of nationally provided Public and Products Liability Insurance Cover, as well as other policies detailed on the national u3a website.

The policy is set up to protect all u3a members and includes "member to member" cover; so that if somebody is injured undertaking a u3a activity and legal liability could be proved against another u3a member, the insurers would deal with it. This means that group leaders are completely protected, should there be a claim for damages following an incident in their group.

Beeston Methodist Church has a copy of this insurance policy in the office. However, if you are hiring a room elsewhere, they may well ask you for a copy of the policy. This is available on the national u3a website, or from Beeston u3a's Business Secretary.

Insurance cover only applies to u3a members- i.e. those who have paid for current membership of the u3a. To comply with this cover, we need to keep a proper record of those present at each group meeting.

With the exception of individuals who are genuinely considering joining the u3a, people who want to enjoy u3a activities need to be a member.

Where a member needs to bring a carer with them to enable them to access a u3a activity, a non-professional carer is covered by insurance, as long as they are not attending any u3a activities as an individual. A professional carer will need their own professional insurance cover. Children are not allowed to attend any u3a activities as they are not covered by insurance.

Social Activities

The above information has implications for planning u3a social activities such as day events open to all u3a members; holidays open to all members and groups where the activity is solely social.

The committee, as trustees, must be informed when trips or holidays are being planned. Please let the Groups Co-ordinators know about these plans, so that they can pass on the

information at committee meetings and advise groups about policies to follow.

Please note that this requirement does not include groups which regularly go off-site as part of their normal activity e.g. lunch clubs, photography group and walking groups.

Equipment

Equipment owned by the u3a is also covered by insurance.

More details about the various insurance policies in place are available on the national u3a website, in the Advice section. If group facilitators have further queries about insurance, please contact Beeston u3a's Business Secretary.

Licences

You may need to make copies of material etc. for group meetings. Most of such matters are covered by u3a agreements:

Photocopying- Copyright Licensing Agency [CLA]

The CLA licence provided by the Third Age Trust to all u3as allows them to take multiple photocopies from books, journals or magazines. Extracts can be up to 5%, one chapter or one article, whichever is the greater.

The licence does not allow multiple copies of maps, charts, newspapers or printed sheet music.

Recorded Music- Phonographic Performance

The PPL licence supplied by The Trust gives u3as permission to play recorded music in public

Performance – PRS for Music (formerly Performance Right Society)

This covers the use of the actual lyrics and composed music in any public performance of music. It is the sole responsibility of the proprietor/manager of the premises you are using to have a licence in place

DVDs/Videos

The Third Age Trust now has a MPLC (Motion Picture Licensing Company) Umbrella Licence. This ensures copyright compliance for the legal use of pre-recorded DVD/Blu-Ray media or downloads. A list of film production companies covered can be found at www.themplc.co.uk

Further information about licences is available on the website of the national Third Age Trust: www.u3a.org.uk/advice/committee-responsibilities/207-licences

Accidents and Incidents

Any accident occurring during a u3a organised activity must be reported to the venue where the accident occurred and recorded in the venue's accident book. The activity organiser should also inform Beeston u3a's Chair by email of any accident or injury (other than minor) occurring on an activity organised by the u3a.

If the accident occurs away from a venue (e.g. on a walk organised by one of the u3a's Walking Groups), the following policy applies:

Group Facilitators should maintain a notebook in which brief details are recorded of any accident or incident that occurs to a group member whilst on a u3a walk, or similar off-site activity.

This should record:

- Date and location of the accident/incident
- The person's name
- Details of any injury/damage sustained
- Immediate action taken/ treatment given
- Any ongoing medical treatment reported later

This record should be kept by the group facilitators for a period of 3 years, in case of a claim against u3a insurance, even if a claim appears unlikely, and passed on when there is a change of facilitators.

Accessibility

Beeston u3a wants all its members to be able to take part in, and enjoy, the events and groups which are made available. We have agreed that we will make reasonable adjustments / arrangements where we can to support members with disabilities.

If you are made aware of an issue with a member of your group that you don't feel confident about being able to accommodate and support, please do ask for advice.

Beeston u3a has a Welfare Officer, whose role is to help with such matters.

National u3a has also developed "u3a+", which exists specifically to advise on how to include members with a range of disabilities.

It covers advice on supporting members with:

- Vision Impairment;
- Mobility Problems;
- Dementia
- Hearing Impairment.

A leaflet is included with this Group Facilitators' pack. Additional leaflets can be obtained from the Welfare Officer, or National u3a.

Beeston u3a has developed a range of policies linked to Accessibility and Inclusion, which can be found on the website. These are:

- Carers and Companions
- Equal Opportunities
- Grant application form for members with disabilities
- Safeguarding
- Visits Checklist
- Vulnerable Adults

The key thing to remember is that you are not expected to deal with issues on your own- do ask for help whenever needed!

Safeguarding

The protection of vulnerable adults is a key aspect of safeguarding. It holds as equal importance as the safeguarding of children and young people. Safeguarding is everyone's responsibility. A group facilitator should make themselves aware of our safeguarding policy which can be found on the Beeston u3a website. They should be aware of the different forms of abuse that can occur, the potential indicators of abuse or neglect, and what they should do if they become aware that any of those forms of abuse or neglect may be occurring to someone who attends a group that they facilitate.

Do contact the Beeston u3a Chair (chair@beestonu3a.org.uk), or Welfare Officer as a matter of urgency if any concerns are brought to your attention.

Publicity

There are several ways that you can attract new members to your group, or let the rest of Beeston u3a know what is happening in your group:

Group Flyers

Each interest group is asked to design a flyer which gives u3a members details about their group. These are made available at the monthly New Members' Coffee Mornings, as well as monthly open meetings. The Groups Co-ordinators keep a file of all these flyers and are able to update them on request.

Please check regularly that they are still up to date - the Groups Co-ordinators are able to email you the latest version on request (groups@beestonu3a.org.uk).

Newsletter

Beeston u3a publishes a Newsletter every quarter: The Editor is Beeston u3a's Communications Officer (Email communications@beestonu3a.org.uk) Groups can produce a short article for each issue about their activities. In addition, it is important to check that the timetable and other information about the group in the back pages of the newsletter are correct.

Open Meetings

You can request that a table is reserved for you at any open meeting, so that you can be available to prospective group members to talk about what your group does and answer any queries. If you wish to do this, please email the Groups Co-ordinators (groups@beestonu3a.org.uk) a few days before the open meeting you wish to attend.

Rolling Notices

Each month, a couple of days before the monthly open meeting, the "Rolling Notices" are emailed to all members. These notices are also displayed on the screen at the open meeting. They may contain information about new and proposed groups; specific events and activities taking place in the next month or so, plus information from groups trying to attract new members.

Group Facilitators receive a reminder from Beeston u3a's Publicity Officer to email these notices through shortly before each open meeting.

Website

Beeston u3a has its own website: <http://www.beestonu3a.org.uk>. As well as general information about the u3a, it has a link to Beacon that displays up-to-date information about every group. There is also a grid document that shows the times when all groups meet. If Group Facilitators find incorrect or outdated information on the website, please contact the Groups Coordinators.

Facebook

Beeston u3a has two Facebook activities. One is a GROUP, which is only open to existing members who request access. In this GROUP, members can share information with each other privately within the Beeston u3a community. The other is a PAGE, which is open to the public. We use this PAGE primarily to promote our activities to the outside world and encourage new membership.

Group Publicity

Group Publicity: Have you got anything special to share about your activities? We would like to post regular news, photos (and even videos) on our website, social media pages and share with the National organisation. It would be great if each Group could set about nominating one member (it needn't be the Group Facilitator) who could send regular updates to publicity@beestonu3a.org.uk

Problem Solving

Sometimes issues can arise within a group that disrupt the smooth running and spoil the enjoyment for everyone. Don't leave a problem too long before trying to resolve it. Talk to your Groups Coordinator or Committee if you are unsure how to resolve the problem or just want someone to explore options with.

Issues between group members

Where there is potential for friction it is advisable to begin by bringing it into the open. Either you or another person could try to facilitate a discussion either with the members concerned or with the whole group, but it is important that the facilitator remains neutral and non-judgemental. If you cannot reach a resolution informally speak to your Groups Coordinator or a member of the Committee. Beeston u3a has agreed a Complaints policy to follow when needed. If a situation does not resolve and becomes acrimonious your Committee can consult the advice on the disciplinary procedure provided by the Trust. There are also Trust volunteers trained to support with resolving disputes.

Support for Group Facilitators - Local

Although there may be a lot of things to take on board when you become part of a group organising team, there is plenty of support available.

On the back pages in Beeston u3a's newsletter, you will find the up to date names and contact email addresses for our committee members, who can help with a wide range of matters relating to the organisation of interest groups. These can also be found on our website.

If there are any issues that you would like the committee as a whole to consider, please let Beeston u3a's Chair or Groups Co-ordinators know and they will arrange for them to be added to the next agenda.

Committee Roles:

Groups Co-ordinators (groups@beestonu3a.org.uk)

The Groups Co-ordinators can help with:

- Setting up new groups
- Giving information about Beeston u3a's policies re interest groups
- Advising with issues arising within groups
- Supporting the group when there needs to be a change in the leadership team or venue
- A point of contact for you to inform about your group's waiting list; venue change; meeting time changes etc.
- Any training needed by group facilitators

Communications Officer (communications@beestonu3a.org.uk)

You send reports about your group for inclusion in the newsletter to the Communications Officer.

They are also the person to contact with any queries about using the Beacon system, including allocating you a username and password to access Beacon.

Treasurer (treasurer@beestonu3a.org.uk)

Contact the treasurer if you have questions about:

- How much to charge your members
- Have issues with keeping your group's finances in credit
- How to keep group accounts
- You will also need to send the treasurer your end of year accounts via Beacon

Publicity Officer (publicity@beestonu3a.org.uk)

The publicity officer maintains Beeston u3a's website. Do contact them if you spot any inaccuracies about your group on the website.

You also send any information for the monthly rolling notices to them.

Chair (chair@beestonu3a.org.uk)

Contact the Chair if you are concerned about any more serious issues occurring in your group, or have received any complaints other than minor.

The Chair must also be contacted if any Safeguarding matters have been brought to your attention, or any accidents other than minor have occurred.

Membership Secretary (membership@beestonu3a.org.uk)

Contact the Membership Secretary if you need to query whether someone is a current member of Beeston u3a (although checking on Beacon will usually confirm this for you).

They can also help with issues such as interest from Cluster members (i.e. members of Long Eaton, Ilkeston and Stapleford u3as).

If you spot any errors on Beacon with members' personal details, the Membership Secretary can correct these (as can the Communications Officer).

Business Secretary (bussec@beestonu3a.org.uk)

The Business Secretary can advise on matters such as insurance and licences, as well as current Beeston or national u3a policies.

Welfare Officer

The Welfare Officer can advise and support with issues with an individual group member's additional needs.

Support for Group Facilitators - Regional

Nottinghamshire Network

The u3a Notts Network has a variety of peer support groups available to group facilitators. More information can be obtained from Beeston u3a's Chair (chair@beestonu3a.org.uk).

Support for Group Facilitators - National

The national u3a website (www.u3a.org.uk) has a wealth of useful information available to support group facilitators. Some of this is kept in password protected areas on the website. It is easy and well worthwhile setting up your own free account to access this information. It is also worth signing up to receive the regular online newsletter from national u3a.

The national website covers:

- Advice: Finance; data protection; insurance and national model u3a policies.
- Resources: Subject advice for a wide range of interest groups
- A list of DVDs and CDs available to borrow (3 week loan period) from the national u3a resource centre, plus the booking procedure for these. This is a free service - you just pay the return postage cost.
- Articles written by different interest groups across the country ("Sources")
- u3a+ information and advice
- Regions: news about what is happening in the East Midlands u3a region.
- Contact phone number and email address for the national u3a central office.

Participative Learning and Learning Styles

'Tell me and I forget. Teach me and I remember. Involve me and I learn.' Benjamin Franklin

'Every accomplishment starts with the decision to try'. Anon

The value of the u3a style of learning is that everyone can contribute and by doing so will gain a feeling of self-worth and integration. We all learn in different ways. Variation in content, method and style can make the learning experience more vibrant and appealing. Many of us will have particular skills but most of us will use a combination of the following: -

- Visual: using pictures, diagrams, images and spatial understanding.
- Verbal: using words – both spoken and written.
- Auditory: using sounds, rhythm, music, spoken presentations.
- Physical/kinaesthetic: using hands, body, senses and acting things out.
- Logical/Mathematical: using logic, systems, sequences, data, statistics.
- Social: learning as part of a group, sharing experiences and explaining your understanding to others.
- Solitary: studying on your own.

Consider the following options:

- A visiting speaker: A one-off visiting paid speaker, non-paid tutor or someone from another interest group or u3a.
- Group member presentations: A short presentation by a member of the group or a member leading the meeting on a specific topic.
- Discussion groups: Some activities will lead to discussion e.g. 'What the papers say', 'Which way does water go down the plug hole – and why?'
- Project based: A project chosen by the members. Each person (or pair) allocated an area of research which they bring to the group. This can be a good way to learn new technology.
- Practical work: This might lean towards specific subjects such as science, craft, photography, creative writing, storytelling.
- Drama: Create a short sketch. Provide some entertainment for your monthly meeting.
- Themes: Have an event or presentation linked to a specific topic.
- Liaise with a school or community group: e.g. local history presentation, art exhibition, debate.
- Liaise with other organisations: Museums, Universities, Libraries. Very useful for Shared Learning Projects.
- Shared Learning Projects: These are opportunities to work on short term projects with other u3as or outside organisations. They usually involve research and have a definite outcome.
- Study days and workshops: Plan one for your own members or as part of a local network. e.g. Family History Day, Language day, Storytelling workshop, debate, quiz, music.
- Online learning: MOOCS (Massive Open Online Courses), YouTube 'How to' videos,

Future Learn.

Help and Support:

Educational resources: National Office offers access to a range of educational resources. These can be booked via the national website if you create an account. For DVD loans, the only cost is return postage.

Sources and Sources Online: Sources is the educational publication and online platform where the work of interest groups is showcased. Sources online can be accessed via the national website or via www.sources.u3a.org.uk

Subject Advisers: Trust volunteers with specialist knowledge in a wide range of topics. Contact details are available on the national website and in *Third Age Matters*.

External organisations: Museums, libraries, schools, universities.

u3a publications: Check the national website for the latest publications.

Networks, regions, neighbouring u3as: allow you to draw on experience from within the movement

Regional Trustee: will provide an overview of the region and a link to National Office
National Office: the staff team are available Monday to Friday to offer support

Research Database: contains up to date information regarding research projects. The database is available under the resources tab of the website.

Enquiry-led Learning/ the Research Network : Shared Learning Projects and Research links with universities and within u3as; contacts available from the national website.

National and Regional Summer Schools

Events facilitated by National Office

National, Regional and Network Workshops and study days.

It can also be good to share information about your group to others:

- As a display/presentation at the monthly meeting
- Via Sources or Sources Online
- On social media such as Twitter or Facebook

Appendix 1

Sample Register

Appendix 2

GROUP LEADERS – EQUIPMENT REQUEST

Form to request support to buy equipment/materials/subscriptions etc. for your group. –
Please return your completed form to the monthly meeting or post to the Groups
Coordinators, Beeston u3a, Beeston Methodist Church, Chilwell Road, Beeston, Nottingham
NG9 1EH.

Name of group	
Name of Group Leader and contact details	
Date of request	
Details of request including cost, storage needs etc.	
How will this purchase benefit your group?	
Suggested supplier	
Agreed by committee	Signed Date

Appendix 3

List of venues available for hire locally, with accessibility information where available.

Beeston Library, Foster Avenue, Beeston, NG9 1AE

You can enquire about availability in the library but booking has to be done via Inspire Culture, telephone 0162 367 7200 or on their website inspireculture.org.uk

Wheelchair accessible. Ground floor toilets. 10 disabled parking bays in adjacent council car park. Fixed and portable audio induction loops.

Beeston Methodist Church, Chilwell Road, Beeston, NG9 1EH

Telephone 0115 943 1164

Wheelchair accessible. Ground floor toilets. 2 disabled bays in adjacent council car park. No audio loop.

Beeston Youth and Community Centre, Trevor Road, NG9 1GL

Telephone 0115 925 4575

No access info held

Chilwell Memorial Hall, 129 High Road, Chilwell, NG9 4AT

Telephone 0115 922 5708

No access info held

Christ Church Hall, Lime Grove, Chilwell, NG9 4AR

Telephone 0115 922 2809

Wheelchair accessible. Ground floor toilets. 1 disabled parking bay, 2 disabled bays in adjacent council car park. Audio induction loop in church, not hall.

The Church of the Blessed Assumption, Church Hall, 25 Foster Avenue, Beeston, NG9 1AE

Telephone 0115 922 8145

Wheelchair accessible. Ground floor toilets. 1 disabled parking bay. No audio loop.

The Conservative Club, 146 Station Road, Beeston, NG9 2AY

Telephone 0115 925 4391

No access info held

Depot Corner Scout Hall, 1 Attenborough Lane, Chilwell, NG9 5JP

Telephone 0115 839 0475 Leave an answer phone message

No access info held

Middle Street Resource Centre, 74 Middle Street, Beeston, NG9 2AR

Telephone 0115 925 2516

Email admin@beeston-community-resource.org

Wheelchair accessible. Ground floor toilets. 2 disabled parking bays. Audio induction loop.

The Pearson Centre for Young People, 2 Nuart Road, Beeston, NG9 2HN

Telephone 0115 925 4112

Email enquiries@thepersoncentre.org.uk

Wheelchair accessible. Ground floor toilets. 2 disabled parking bays. Audio induction loop.

The Royal British Legion, 16 Hall Croft, Chilwell, NG9 1EL

Telephone 0115 9255119 for booking telephone 07484291423

Wheelchair accessible. Ground floor toilets. 3 disabled parking bays. No audio loop now, but may install shortly (as of 12/2022).

Toton Tesco Community Room, Swiney Way, Toton

Telephone 03456 799 804

No access info held

The Victory Club, 75 Station Road, Beeston, NG9 2AW

Telephone 0115 916 2003

Wheelchair accessible. Ground floor toilets. No disabled parking. Audio induction loop.

To add or update information about a venue, please contact- groups@beestonu3a.org

List of pubs/coffee shops with no room hire charge.

These venues welcome small groups on the understanding that all members buy some refreshments.

Sometimes you can be accommodated in a separate room and sometimes you will be in the general area.

Please discuss your needs with the staff and warn them when you will be meeting.

The Blue Bell, Nottingham Road, Chilwell NG9 6DN

Telephone 0115 925 0621

The Corn Mill, Swiney Way, Chilwell, NG9 6GX

Telephone 0115 946 2923

The Crown Inn, Church Street, Beeston, NG9 1FY

Telephone 0115 967 8623

The Star Inn, 22 Middle Street, Beeston, NG9 1FX

Telephone 0115 854 5320

There are other venues in and around Beeston who may be able to accommodate groups.

If you start to use a venue not on our list, please advise the Groups Co-ordinators at groups@beestonu3a.org.uk.

Appendix 4

Equipment List

Below is a list of equipment held in Beeston Methodist Church.

Items can be booked by Group Facilitators for interest group use via the Groups Coordinators (groups@beestonu3a.org.uk) The equipment is stored in the church corridor large storage cupboard, either in u3a cabinets marked 1 and 2, within small cupboards or within the main body of the large storage cupboard itself. To obtain access to the u3a cabinets marked 1 and 2, and the small “u3a music” cupboard, you will need keys held by various u3a members. An * below shows that instructions are available. Written instructions are included in the carrying cases of some of the pieces of equipment.

STORAGE	ITEM
Cabinet 1	Acer Laptop* with Windows 10 and Microsoft Office and carrying case
Cabinet 1	Wireless mouse in plastic pot
Cabinet 1	Remote control for Guild Room Ceiling Projector
Cabinet 1	HDMI to VGA converter
Cabinet 1	Laser pointer* for presentations
Cabinet 1	PowerPoint presentation wireless controller + batteries
Cabinet 1	Audio lead for laptop in plastic pot
Cabinet 1	Digital projector NEC V300W* and carrying case
Cabinet 1	HDMI lead in digital projector carrying case
Cabinet 1	2 metre and 5 metre VGA leads
Cabinet 1	5 metre surge protected multiple power socket extension lead
Cabinet 1	15 metre power socket extension lead
Cabinet 1	2 Ethernet cables
Cabinet 1	Spare AA batteries
Cabinet 2	Presonus Audiobox iOne (for ZOOM in open meetings)
Cabinet 2	USB Camera module (for ZOOM in open meetings)
Cabinet 2	Logitech Z130 Power loudspeakers* for laptop computer
Cabinet 2	Spare bag for laptop computer
Small cupboard marked “u3a music”	JC wireless Hifi
Small unmarked cupboard	2 CD players
Black projection screen with stand marked “u3a”	
White projection screen marked “u3a” to hang on screws above notice board on Wesley room wall	
Lectern black with brown top. Marked “u3a”	

u3a equipment held by individuals (updated 3/3/24)

Item	Held By
Laminator	Communications Officer
Epson E-2600 Printer	Groups Coordinator Team
Epson ET 3750 Printer	Communications Officer
2 card readers	Membership Secretary

Appendix 5

Sample Risk Assessment

VENUE-BASED CHECKLIST (for meeting based groups)

Venue name: Beeston Methodist Church	Date:
Name of person completing checklist:	
Interest Group:	
Brief description of activity: A range of meeting based groups and Open Meetings take place in the church complex. Activities involve members of interest groups meeting in the Church, the Hall and various Meeting rooms within the church. Open Meetings are open to all members and visitors.	

This checklist is to help in the planning for a venue-based activity, such as a community hall. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk you should note the actions you will take to reduce it. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

	Risk Assessment Checklist	Yes No N/A	If no, what actions will you take to reduce this risk?
General	Is the area where the u3a activity is taking place suitable for purpose?	Y	
	Are floor surfaces in good condition to prevent slips, trips, and falls?	Y	
	Are all walkways kept clear and free from obstruction?	Y	
	Are there enough seats for all members in attendance?	Y	
	Has a register of members in attendance been taken?	Y	A register is not taken at Open meetings. There are sufficient volunteers present to ensure the building can be safely cleared in an emergency.

	Risk Assessment Checklist	Yes No N/A	If no, what actions will you take to reduce this risk?
Electrical	Have you made sure there are no trailing leads or cables?		
	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?		
	Have all cables been inspected to ensure they are intact and safe for use?		
	If the venue requires PAT testing, has equipment been PAT tested?	Y	All u3a equipment and church equipment is regularly PAT tested.
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	Y	
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?		Members and visitors are informed at the beginning of Open meetings.
	Is there a working smoke alarm?	Y	
	Is there a working carbon monoxide alarm?	Y	
	Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)?	Y	
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?	Y	Committee members and /or Group Facilitators are available to assist. Access within the church complex is level with no steps apart from the church gallery,
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?	Y	
Wellbeing	Are refreshments available to members? (e.g. water, tea)	Y	

	Risk Assessment Checklist	Yes No N/A	If no, what actions will you take to reduce this risk?
	Is there a first aid box that is checked regularly and has been stocked?	Y	First Aid boxes are stored on the shelves under the sink in the Coffee bar, the kitchen and in the short corridor linking the church and church hall.

Other identified risks:	What will you do to reduce these risks?

Church Health and Safety Coordinator: Andy Taylor

The Fire Evacuation gathering point is the far side of the car park opposite the church's Coffee Bar. It is marked with signage.

