

PORTSDOWN U3A
HANDBOOK FOR GROUP LEADERS
FEBRUARY 2018
(Changes since March 2017 are highlighted)

INTRODUCTION

Interest groups are a core part of the activities of Portsdown U3A and our aim is to ensure that we have a wide range of successful groups for members to join.

The success of our groups is the direct result of the commitment of our Group Leaders.

Therefore, we have prepared this handbook to help Group Leaders to set up new groups and to run established ones. The emphasis is on practical matters and sources of support, within Portsdown U3A and beyond. You will find a list of useful contacts at the end of the handbook.

We hope that you enjoy being a Group Leader with Portsdown U3A and find it rewarding!

GETTING STARTED

Once you have decided on the subject, level and range of activities for your group, you will want to address the practical issues:

- **Frequency, timing and duration of meetings** – most Portsdown U3A groups meet once a month for a couple of hours, but there are no set rules: it is a group decision.
- **Choosing a venue** – many Portsdown U3A groups meet in the Group Leader's house or the homes of other members of the group. However, this may not suit larger groups or those that need more space for their activities. Other options are explained below.
- **Starting an additional group in an existing subject** – this may be appropriate to avoid long waiting lists for popular subjects.

RUNNING YOUR GROUP

A few practical things will help you to run your group smoothly and will help to ensure that our U3A as a whole is run efficiently:

- Keep a list of the members of your group and of anyone interested in joining but to whom you cannot yet offer a place. Waiting lists can be publicized by the Group Co-ordinator(s). It may be possible to start another group that runs parallel with yours.
- Keep a simple record of what your group does and is planning to do. This can be used to brief the wider membership through our Newsletters and website. Contact **Peter Smith** about the Newsletter. For information about our website – www.portsdownu3a.org.uk – see the Website Policy at the end of this Handbook
- At our monthly Wednesday afternoon meetings and Open Afternoon, wear a badge showing your name and that of the group you lead. This will be helpful for new members and visitors. Badges may be obtained from the Business Secretary.
- Keep a note of your expenses (eg purchase of a DVD) and ask your group members to share these. Portsdown U3A groups should be self-financing but you should not be out of pocket.
- Be aware of communications from the Business Secretary/Group Co-ordinator(s) about special events like the Open Afternoon and afternoon for new members. These will be by email or post as appropriate.
- Be aware that all groups take a turn on the Tea Rota! This is provided each January by the Business Secretary.

USING HIRED ACCOMMODATION/PAYING BILLS

If you have decided that your group is, or has become, too big to fit in a private house, or you need more space for your activities, you will need to hire accommodation best suited to your needs. Any suitable venue may be used, and the costs of some are provided at the end of this booklet (**Appendices 1 and 2**), but the need to recover a large proportion of the cost (at least 75%) should be borne in mind. It is important that you follow the procedure outlined here. You make the arrangement and seek approval from the Group Co-ordinator(s) and ask the appropriate venue administrator to send the invoice to our Treasurer who will expect approval of the invoice relating to your hire in some written form before the bill can be paid on behalf of the U3A. The Group Co-ordinator(s) will seek guidance from the Committee in any dispute. All attendees contribute an appropriate sum at each meeting, which you need to collect and give to the Treasurer. This system removes any potential insurance problems, limits the cost to each member and ensures that all financial

transactions are made in the name of Portsdown U3A, through the Treasurer. Follow the same procedure of collecting money, giving it to the Treasurer and asking for an invoice to be sent to him/her if you arrange a visit or other activity that incurs a charge. The exception would be if members are simply paying an entrance fee on the day, which the Treasurer does not need to know about. If in doubt, consult the Treasurer and/or the Group Co-ordinator(s).

Please note that Groups using hired accommodation must abide by any Conditions of Use that are set by the venue. These should be available from the venue itself. **If you find that you do not require a venue that has been booked, it is very important that, to avoid charges, you give the notice of cancellation required by the venue. This can be done by telephone.**

SUPPORT WITHIN PORTSDOWN U3A

- **Group Co-ordinator(s) and Committee** - the Committee will appoint Group Co-ordinator(s) to provide Group Leaders with help and support. The Group Co-ordinator(s) should be the first people to turn to for help. If you need to consult members of the Committee, please see the list at the end of this handbook.
- **Raising matters with the Committee** – you, or any member of your group, may request the Committee to discuss issues of concern. Consult the Group Co-ordinator(s) in the first instance and, if necessary, write to the Business Secretary to get the matter on the next Committee Agenda. The Committee meets every two months, starting in January.
- **In September of each year, Group Leaders are invited to a meeting with members of the Committee, followed by an Appreciation Lunch.** This is an opportunity for Group Leaders to raise any topics that they wish to discuss.
- **Available equipment** – Portsdown U3A has a laptop computer, which may be borrowed. Our printer is kept by **Peter Smith**.

SUPPORT FROM THE U3A MOVEMENT

- **A Summer School** held in Chichester is provided by the U3A South East Region. The Business Secretary will announce details from about December onwards.
- **The Third Age Trust Resource Centre** is at the National Office in Bromley. It has a collection of materials (other than books) available for

all U3As to borrow free of charge except for the cost of return postage. There are slides, videos, audio cassettes, CDs and DVDs available in many subject areas. Lists are free and are available on request. You can also see the whole catalogue on the Trust website www.u3a.org.uk Gain full access to this by creating a user name and password.

You will be issued with a user number that will allow you to search the catalogue.

Loans are for a period of three weeks and may be renewed on request if not needed elsewhere.

You may register with the Resource Centre either by telephoning 020 8315 0199 between 9.30am and 4.00pm on Monday to Thursday or online at the website as above.

- **The magazines *Third Age Matters* and *Sources* may be received by all members, on payment of postage.** The first is issued five times a year and may contain articles of interest to Group Leaders. *Sources* is delivered three times a year with the other magazine and has a subject focus.
- **National Subject Advisers** are available in many subjects and you can contact them directly. See the details on the Trust website.
- **Online Courses** are also listed on this website. They are low cost, especially if they are untutored, with the tutored ones costing slightly more. Although they may be followed individually, the material may also be used for groups. Untutored courses can be downloaded and printed for group study.
- **Information Leaflets, Advice Sheets and Discussion Papers** have been produced by the Third Age Trust on many aspects of U3A procedure and learning. Check what is available on the website but also consult the Business Secretary for hard copies that can be borrowed.
- In 2014, the Third Age Trust published *More Time to Learn: Non-Formal Learning in the U3As*. Copies may be borrowed from the Business Secretary.
- **Shared Learning Projects** involve U3A members working with a local institution, such as a gallery or museum, on a project of mutual benefit. The Third Age Trust website describes what shared learning projects are and how to start one. There are also regular reports of them in *Sources*.

WHO CAN JOIN YOUR GROUP?

Membership of a Portsdown U3A Interest Group is restricted to current members of Portsdown U3A and the small number of dual members of neighbouring U3As. Potential members/visitors may pay a one-off fee, currently £2, for attending a General Meeting. Attending an Interest Group meeting before becoming a member (a taster session) will be allowed without charge for a maximum of two occasions. Such attendance is covered by our insurance.

BEACON MANAGEMENT SYSTEM

All Group Leaders are supported in their use of the system by the Beacon Subcommittee.

SUBSCRIPTIONS

Subscriptions are currently £16 per annum and are renewable in April each year.

Methods of Payment:

1. At General monthly meetings, either by cash or by cheque made payable to Portsdown U3A.
2. By cheque made payable to Portsdown U3A and sent through the post to the Membership Secretary, including a SAE.
3. By cheque made payable to Portsdown U3A through a Group Leader, with a SAE.

For the Membership Secretary's details, see the PowerPoint displayed at General Meetings or the back of this booklet.

PORTSDOWN U3A WEBSITE POLICY

1. Information for inclusion on the website should be emailed to the web editor web-editor@portsdownu3a.org.uk

or to the webmaster, admin@portsdownu3a.org.uk

or your Group Leader.

2. There is no restriction on the content other than it should be relevant to Portsdown U3A or one of its groups. It must not be commercial or contentious.

3. The webmaster or others may refer anything sent for inclusion on the web site to the Chairman for approval. The sender will be informed if this happens.
4. It will be assumed that permission has been obtained for any photographs or personal data that are included in any request and that it is not copyright protected. Inclusion of names, telephone numbers etc will not be encouraged.
5. It is the responsibility of the sender to ensure that any photographs, graphics, logos, symbols or anything of a similar nature are free from Copyright or have a published Copyright licence that provides free, unlimited commercial use. In such cases the sender should provide details of the source.
6. Information that is no longer relevant may be removed after that date or archived.
7. Formats, layout, colour schemes and size of any submission are at the discretion of the webmaster and the web editor. If you have a specific requirement for style etc, consult the web editor first.
8. The website is copyright to Portsdown U3A. Any submissions, not copyright protected entered onto the web site become the property of Portsdown U3A and may not be copied or reproduced without permission. Any media that is Copyright protected must either have the written permission of the author, or have a published licence, that provides free, unlimited commercial use on the Portsdown U3A website.
9. The website may contain links to other websites over which we have no control and therefore Portsdown U3A is not responsible for their content.
10. This Policy is posted for information only and may be altered or amended at any time.

Appendix A Rules for Editors

1. Group Leaders who are Editors may only amend or add to, their own pages.
2. Any difficulties in uploading should be reported to admin@portsdownu3a.org.uk
3. Any mistakes that you can't rectify should be reported IMMEDIATELY to the webmaster, the web editor, the Chairman or the Business Secretary.

PORTSDOWN U3A EXPENSES POLICY

Introduction

The Portsdown U3A is a Charity and is mindful of the need to use the members' funds wisely. However it is run by volunteers who give their time and expertise freely and this policy is to ensure that these worthy people are not out of pocket.

Expenses

Expenses incurred by individuals in the furtherance of the running of Portsdown U3A shall be refundable.

Claims

All claims need to be made on the appropriate form (copies available from the Treasurer) giving sufficient detail as to the nature of the expense. Where possible, receipts should be attached.

Travel

If travelling by train, the best price may only be available if booked in advance and it is hoped that use will be made of this facility. If you have a railcard or a bus pass it is expected that these will be used where appropriate.

Travel by car will be reimbursed at the current HMRC approved rate. Car parking and congestion charges can be reclaimed but parking or other fines will not normally be allowed.

Accommodation

Overnight accommodation will only be allowed in exceptional circumstances and will need the prior agreement of the Committee.

Advances

If there is a need for any reason, advances can be obtained from the Treasurer.

DATA PROTECTION

The Data Protection Act requires us to store personal data securely so as to avoid unauthorised or illegal use and to restrict access to it to those who need it for the purpose for which it was collected. In our case, this is contacting or

communicating with members. It covers all personal data, whether stored on paper or in electronic form.

Therefore:

A Group Leader may hold contact details of the members of the group but should not pass these to others without the prior approval of those concerned.

Group leaders are required to give their approval to their own contact details being circulated to all Portsdown U3A members. Visitors are not given such details until they actually join us.

INSURANCE

In your group activities, you are covered by Public and Products Liability Insurance. This covers U3A members for loss due to accidental injury to a person or accidental loss or damage to property not belonging to them, as long as it arises from or in connection with a U3A activity. Should such a situation ever arise, please contact the Business Secretary for an Accident Report Form. Details of the insurance policy, the Accident Report Form and Risk Assessment Checklists can also be seen on the Third Age Trust website www.u3a.org.uk Do note the following National Office proviso as regards Public and Products Liability cover:

What is the situation when groups are held in members' houses?

The house owner/occupier has a duty of care to people who visit their property and householder insurance policies include occupier's liability cover for accidents which occur because of defective premises for which he/she might be legally liable.

If you look on the Third Age Trust website, you will also find details of other insurance policies provided by the Third Age Trust for U3As:

Money Cover, All Risks Equipment Insurance, Home Contents Cover, Charity Indemnity Insurance and Tour Operators' Liability.

COPYRIGHT

You may copy material for use by your group. Portsdown U3A has a licence from the Copyright Licensing Agency which allows multiple photo/digital copying for educational purposes. Restrictions apply to the AMOUNT of

published works that may be copied. Extracts can be up to 5%, one chapter or one article, whichever is the greater. Please note that the licence does not cover printed music, including the words, newspapers or maps and charts.

We are also licensed for the use of recorded music and DVDs/videos, as well as for performances.

Contact the Business Secretary if you have any queries or want a copy of the Trust's relevant Advice Sheet Number 10, which is also available on their website, as above.

USEFUL CONTACTS:

Group Co-ordinator:

Joyce Wilkinson 023 9236 3246

joycewilkin@yahoo.co.uk

COMMITTEE:

Business Secretary: Carole Chapman 023 9269 7009

carolecpc99999@googlemail.com

Flat 4 Josaphine Mews 173-175 New Road Portsmouth PO2 7QS

Membership Secretary: Julie Bloomfield 023 9238 9033

jnbloomfield@yahoo.co.uk

77 Totland Road Cosham Portsmouth PO6 3HS

NEWSLETTER:

Speakers Secretary: Peter Smith 023 9307 6235

plunky@tiscali.co.uk

U3A NATIONAL OFFICE:

020 8466 6139

national.office@u3a.org.uk

PORTSDOWN U3A

APPENDIX 1, HANDBOOK FOR GROUP LEADERS

SUMMARY OF DETAILS, POSSIBLE VENUES TO HIRE FOR GROUP ACTIVITIES

VENUE	COSHAM BAPTIST CHURCH	CHURCH OF THE RESURRECTION	ST ANDREW'S CHURCH HALL	DRAYTON UNITED CHURCH HALLS	COSHAM COMMUNITY CENTRE	DRAYTON CENTRE
WHERE?	48 Havant Road Portsmouth PO6 2QZ	Penrhyn Avenue Portsmouth PO6 2AP	Havant Road Farlington PO6 1AA	282 Havant Road Drayton Portsmouth PO6 1PA	Wootton Street Portsmouth PO6 3AP	238 Havant Road Drayton Portsmouth PO6 1PA
BOOK VIA:	Sue Ayling, Church Administrator 023 9232 4688 office@cosham baptist.org	Maretta Nelson, Hall Bookings Secretary 023 9237 2698/ 023 9242 1849 bookings@ farlingtonparish. co.uk		Jill, Booking Steward 023 9237 8799	Cathy Rackstraw Centre Manager 023 9238 4712 ccamanager2013 @gmail.com	Mrs JM Jackson, Manager 023 9232 7842 info@the draytoncentre portsmouth.com
NO. OF ROOMS	11 See Appendix 2	Small Hall Large Hall	One-Main Hall	Large Hall New Hall Old Hall Committee Room Church	Small Rm Garden Rm Main Hall	Augustus Hill Room David Higgs Rm Meeting/ Conf Rm
EACH ROOM HOLDS:	Between 4 and 200, depending on room, layout	Small Hall holds 30 Boardroom style	Lecture style 60 Boardroom 24		Small: 10 Garden: 50 Hall: 150	AH: 100 DH: c60 M/C: 30
WI-FI? COST?	Yes. No charge	Yes. No charge	Not available		Yes. No charge	Conf Rm Free

SCREEN/ PROJECTOR?	In some rooms	Not available	Not available		Screen No projector	
PIANO FOR USE?	Chapel and the Link	No	Yes		Yes	No
CATERING FACILITIES?	Yes	Kitchen	Yes – Fully equipped kitchen	Yes – Fully equipped kitchen	Yes – Self-catering	Yes – for each room
COST OF HIRE PER HOUR/ SESSION	See Appendix 2	For regular users, per hour: Small Hall £6.10 Large Hall £7.60	Per hour: £7.60	Per hour: Large £12.50 New £10 Old £9.50 Com Rm £6.50 Church £12.50 Kitchen per session: Full use £15 Snacks £5	Per 4 hour Session: Small £20 Garden £25 for 1 session, £45 for 2 sessions, £65 for 3 sessions Hall £70 for 1 session, £100 for 2 sessions, £130 for 3 sessions – these include Bar and 2 Staff	Per hour, Weekdays: AH £12.50 DH £10 M/C £12.50 Per hour, Weekends: AH £16.50 DH £12.50 M/C £14.50
WRITTEN CONDITIONS OF USE?	Yes	Yes See Carole	Yes See Carole	Yes See Carole		Yes But not sent
ANY PROHIB- ITED ACTIVITIES?	Raffles, Bingo, Halloween parties, Yoga Party political meetings Alcoholic drinks, smoking on site Sales need prior approval from Church	Bouncy Castles Discos Loud amplification Selling of alcohol	Use of Bouncy Castles etc	Bringing/ consuming alcohol Smoking anywhere on site Gambling Use of Bouncy Castles etc	Bouncy Castles Barbecues	Alcohol cannot be sold on the premises

PARKING?	Yes	No. In street	Yes. And in street	Yes	Yes. And in street	Yes
NEAREST BUS STOP?	100-200 yards	300 yards	Approx 50m		Few mins away, Northern Road	Outside front of building
DISABLED ACCESS?	Yes	Yes	Yes	Yes	Yes	Yes, except for M/C Room
OTHER USEFUL INFO.		Prices for non-regular bookings: Parties for 3 hours £60 Small Hall £12 per hour Large Hall £15 per hour	Check availability of hall via Parish Website: www.farlingtonparish.co.uk/	Refundable Deposit of £200 for One Off Bookings, in addition to charge. Separate cheque for £200 Prices likely to rise May 2017		Office is open 9.30-1.00pm weekdays. Visits can be arranged 10% discount for charity events – show certificate, see Carole

APPENDIX 2, HANDBOOK FOR GROUP LEADERS
DETAILS OF CHARGES, COSHAM BAPTIST CHURCH
PLEASE SEE NEXT PAGE

Cosham Baptist Church Hire Charges

(All prices include the use of the large foyer area with some seating)

	<i>Per hour</i>	<i>Half day/ evening (up to 4 hours)</i>	<i>Full day (up to 8 hours)</i>
<i>Conference rooms (L1 & L2) includes use of a flip chart and screens for use with laptops</i>	£15.00	£35.00	£60.00
<i>Small meeting Rooms (L3, Quiet Room, Clinic Room)</i>	£5.00	£15.00	£25.00
<i>Crèche room (this does not include the use of the toys in the room)</i>	£10.00	£25.00	£40.00
<i>Link or chapel</i>	£20.00	£45.00	£80.00
<i>Front Hall</i>	£15.00	£35.00	£60.00

} *Use of IT/AV in these rooms will incur an additional charge and is dependent on someone being available to assist by prior arrangement.*

Conditions of booking in addition to the standard Conditions of Use of Cosham Baptist Church:

1. Rooms cannot be hired for use on a Sunday.
2. Payment on invoice for certain bookings may be available by agreement with the church.
3. A refundable deposit of £50.00 - £100.00 is taken for one-off bookings (dependant on number of rooms hired and nature of event etc.).
4. An additional surcharge may be made at the discretion of the church for events that involve large numbers of people, significant moving of furniture, additional support from the church or evenings and weekends. This will be discussed at the time of booking.
5. Tea, coffee and biscuits may be provided by arrangement with the Office Manager.
6. Use of the main kitchen is charged at £10.00 - £30.00 if preparing more than teas and coffees.
7. Additional hours beyond a full day (8 hours) are charged at the hourly rate.

The above are in addition to the standard 'Conditions of Use of Cosham Baptist Church Premises'

Hire Charges and Additional Conditions of Booking for Parties/Private Functions

Rates: Front Hall £50.00 Link £60.00 plus an additional refundable deposit of £50.00

Use of the main kitchen is charged at £10.00 - £30.00 if preparing more than light refreshments/teas and coffees.

- Refundable deposits are returned within 7 days of the event booked unless:
 - there is any damage to furniture, equipment/ fabric of the building
 - if the premises have not been left in a clean and tidy condition
 - if the event runs over the agreed time
- Rooms cannot be hired for use on a Sunday.
- Charges are for up to 4 hours of hire and include the use of the kitchen to prepare light refreshments (including sandwiches, pizza, oven chips or similar).
- Payment for all parties and functions must be made in advance and no booking can be confirmed until a booking form and full payment of the hire charge and refundable deposit have been received by the Office Manager.
- Parties for teenagers and those including discos are only taken at the discretion of the Office Manager.

The above are in addition to the standard 'Conditions of Use of Cosham Baptist Church Premises'

For more details contact: Cosham Baptist Church, 48 Havant Road, Cosham, Portsmouth, Hants, PO6 2QZ

Tel: 023 9232 4688

e-mail: office@coshambaptist.org