

Group Leader Handbook
Great Glen Oadby & Wigston u3a

u3a contact details for Group Leaders can be found on the website. u3a Policies are available on the website.

Interpretation and Advice

If you have queries on u3a policies or practices please contact the Chair.

Contents

Contents.....	1
Relevant Instructions for those not meeting in rented/free rooms.....	1
1. Room Bookings, Cancellations and Keys.....	3
2. Hire of facilities.....	4
3. Communications: internal and with third parties, & our website.....	4
4. Equipment, Projector, Tables, Cleaning.....	4
5. Beacon Membership System.....	5
6. Meeting Registers, Monies and Banking.....	6
7. Membership Changes.....	8
8. Expenses.....	8
9. Refreshments.....	8
10. Accessibility, Complaints & Support.....	9
11. Outings.....	9
12. Collecting for Charities.....	10
13. Licences and Insurance.....	10
14. Safeguarding.....	10
15. Health & Safety & Risk Assessments.....	10
16. Incidents and Accident reporting.....	11
17. Emergency Evacuation.....	11
Appendix A: Use Beacon Membership System.....	12
Appendix B: Guidance notes for the hiring in use of Great Glen Methodist Church Dec 2014.....	13
Appendix C: Burton Overy Village Hall.....	14
Appendix D: Changes to the Group Leader Handbook.....	17
Appendix E Great Glen Church Plan.....	20

Relevant Instructions for those not meeting in rented/free rooms

Section	Title	Section	Title
3	Communications	7	Membership changes of details
5	Beacon Membership System	8.3	Sharing travel expenses
6.1 6.9	Meeting Registers: Annual register Registers – submission	10	Accessibility & Support
6.3	Checking all attendees are members in May	14 15	Safeguarding Health & Safety Policy
6.4	Insurance	16	Accidents & Incidents

1. Room Bookings, Cancellations and Keys

1.1 For new bookings, please check likely availability via <https://ggowu3a.co.uk> on the Groups page.

1.2 If you are not meeting and the cancelled dates are not shown in the Newsletter, email the Treasurer (treasurer@ggowu3a.co.uk) so no rent is paid.

1.3 There is a 2024 contract/licence with the Church for the hire of rooms. The contract includes guidance notes issued by the Church for 'hiring and use of premises' which you should follow. See Appendix B. A plan is presented at Appendix E showing entrances and exits.

1.4 Our hired rooms are typically £25-35 per session, which is normally for three hours at the Methodist Church, with extra costs for extra hours or part hours; two hours at Burton Overy Village Hall.

Location	Contact bookings/ cancellations	Rent paid by Treasurer	Keys
Methodist Church	email Jenny Ritchie jenjritchie@outlook.com cc: Groups Co-ordinator & Treasurer Two weeks' notice is required by Jenny Ritchie (Property Secretary).	Monthly in arrears, after end of first week	All Group Leaders \$ are provided with a door key on completion of the Church safeguarding form. (The Treasurer pays for each new key.) Stella Orbell (259 2095) and Toni Smith (259 3886) both hold keys which may be borrowed. Two keys attached for opening the two cupboards.
Burton Overy	burtonoveryvillagehall@gmail.com	Quarterly in arrears	Held by Group Leaders (u3a pays a refundable deposit)
University, Sports Centre		Group Leader to pay and claim expenses, monthly/6 weekly.	
Peace Park Pavilion		Treasurer pays monthly in arrears	
Menphys Hub,		Normally free	

Liberal Club		Treasurer pays monthly in arrears	
--------------	--	-----------------------------------	--

\$ Group Leaders should find a deputy who is willing to open up and they should also complete a safeguarding form. Keys should only be lent to those approved by the Methodist Church.

Location	Room booking	Refreshments	Bankings
The Fox Pond, Glen Rise	Make booking direct 0116 259 2229	Pay for the refreshments out of income collected.	Bank net amount and send in register after 6 sessions

2. Hire of facilities

All u3a contracts with external bodies for the hire of facilities, eg rental agreements, must be signed by one of the officers.. Group Leaders should familiarise themselves with the terms and conditions of lettings relevant to their group(s) and ensure full compliance with them. Appendix B & Appendix C hold details for the Great Glen Church and Burton Overy respectively.

3. Communications: internal and with third parties, & our website

3.1 Group Leaders should be familiar with the Data Protection Policy and the Privacy Policy. These policies, which are subject to annual review, are to be found at: <https://ggowu3a.co.uk> on the right hand side of the 'Join' page.

3.2 Wherever possible email contact with group members should be via Beacon (see Appendix A). Where this is impractical Group Leaders should ensure that emails are sent 'bcc'.

3.3 Any other arrangement needed to facilitate group activity, such as members sharing information via email directly with each other, requires the written consent of each member to the sharing of their contact details. Group Leaders should retain a written record of such consents. Group Leaders are to ensure that the contact details of members who later withdraw their consent or leave are deleted by all those with whom these details have been shared. Group Leaders should also check that leavers delete the contact details of group members.

3.4 When communicating with third parties, such as when engaging a speaker, make clear you are writing on behalf of Registered Charity no. 1099411.

3.5 **Website**, we use Sitebuilder and Group Leaders may wish to become editors for their group page and add events. This is most likely to appeal to those making postings every month. If interested contact the webmaster. Group Leaders should make sure their Group page(s) is reviewed and updated every year and ideally new photographs added. Also check that the Group timetable has the correct contact details.

4. Equipment, Projector, Tables, Cleaning

Methodist Church, Great Glen

4.1 Storage of equipment has to be agreed with the Church. If you would like to store additional items, contact the Groups Coordinator, who will liaise with the Church.

4.2 Square tables are in the small Bridge cupboard. Please put away after use. Bridge tables need to be stored vertically with the tops facing together. This cupboard is locked

and the key is attached to the door keys. A spare key is held by the Treasurer (treasurer@ggowu3a.co.uk).

Croquet equipment, playing cards and board games are stored in the large cupboard. Keys are attached to the loan door keys.

For Church Layout Plan see Appendix E

4.3 Large & small trestle tables are in the Church store cupboard. There is a trestle table **folding** gadget available hanging on the wall behind the door. Use by putting the end under the blue bar to act as a lever.



4.4 A Wi-Fi & Broadband connection is available in the Great Glen Methodist Church and may be used by any group or church user. The password can be obtained from the front of the router/hub in the cupboard.

Great Glen Village Hall

4.5 We store the unused Carpet bowls equipment in the Village Hall, there is a key to the storage. This will be stored in an offsite location if the Hall(s) are rebuilt.

4.6 Use of u3a equipment is encouraged. Ensure that, before borrowing equipment, you are familiar with its use, and return promptly afterwards.

4.7 Computers & Projection Equipment (in Great Glen Methodist Church)

Old laptops may be borrowed from Peter Russell, web master. The projector, one 2023 laptop, with speakers and some connecting cables are stored in the large cupboard. (Key is required to access.) The 2023 computer is password protected. The two **safety mats** to cover cables are stored in the u3a cupboard kitchen. A spare projector bulb and a screw driver to undo the projector are stored in the cupboard.

4.8 Electrical testing at all venues

Your own extension cables and portable equipment used should be Portable Appliance Test (PAT) tested. Personal equipment used at any venue should be included in the Church testing, if it is not double insulated. The Chairman will email Group Leaders when the testing is scheduled so that you can deliver items to the test centre. Mark the equipment with the serial number (highlighted) or short unique reference number so that the testing schedule can be matched to the equipment.

4.9 Great Glen Church Housekeeping

Bring a tea towel(s) for drying crockery in the Church. (There may be an emergency one which can be borrowed in the cupboard.) Before leaving the room, ensure all taps are turned off in the kitchen and toilets. Chairs are stacked away from any radiators.

5. Beacon Membership System

Group leaders may use Beacon, our on-line finance and membership system. The system works on a PC, tablet or smart phone, but details can be hard to read on a phone. Group Leaders may create a group list, adding or removing members as required. The list may be used to email all the group or to download a list to create a group register. This enables leaders to easily meet GDPR and to email your members without copying their address into your email address book.

See Appendix A for setting up access via the Systems Administrator and brief notes on how to use the facilities.

6. Meeting Registers, Monies and Banking

6.1 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. Groups meeting solely at a social venue / at home or outside venue may send an annual return to the Treasurer.

6.2 New register sheets are on the u3a notice board in the Great Glen Methodist Church or on the web site (See Admin- Internal forms on the home page). Registers on a spreadsheet can be sent direct to the Treasurer Spreadsheets are the preferred format as it makes the gift aid claim much easier to produce. Neither Beacon nor the web site allow you to **attach** your register, so set up the Treasurer and Gift Aid Secretary email addresses in your email address book.

6.3 Check shortly after the beginning of each financial year (say on 1st May), that all members of your group have renewed their subscription, and that new members have joined. The Beacon membership system provides an easy way to check.

6.4 u3a insurance cover applies to members, and to visitors for a concession of one main meeting and one group meeting BUT not outings. After this the visitor should join or be excluded. The name and address of the visitor should be recorded on the register, so they can be contacted in the event of an insurance claim.

6.5 Groups meeting at a hired venue (where rent is paid), including The Fox Pond. Group leaders should collect a meeting fee of £2 at each meeting. If pastries are supplied at the Fox Pond they are an extra £1.50, so collect £3. Groups may collect fees **above** this sum 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 so high as to deter member attendance. Some groups with low attendance in a big room are expected to use a higher meeting fee. The Committee will advise Group leaders of these groups if a higher fee is required. Meeting fees apply to visitors/prospective members. The Group leader is not required to contribute at his/her own group meetings but may choose to do so.

6.6 If small extra sums are collected, e.g. 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 but there is a £250 excess. Groups should anticipate future consumable expenses and collect this from group members. If the sums held are material they need to be included in the u3a accounts. Balances over £200 should be reported to the Treasurer. If the group closes, the balances held should be paid in to the u3a.

6.7 Groups meeting at The Fox Pond, Glen Rise should pay for the supply of beverages (and pastries if ordered) out of the money collected and bank the surplus (if any) as required for groups meeting in hired rooms.

6.8 Groups meeting outdoors or for meals do not need to collect a meeting fee, but will need to pay for meals/ refreshments and may need to make a donation to/pay for venues visited. Groups meeting at home, the host may collect a small sum to cover their hosting costs.

6.9 ZOOM meetings

Usage of the Zoom licence should be agreed with the Webmaster.

Fees for sessions run using our zoom licence will be £1 a session per person or c£10 for the full year for meetings held monthly. If less than 10 meetings are scheduled the charge can be reduced by a £1 a meeting. The full year charge should be prorated if less than a full year. To minimise administration time, a fee for a whole year will be charged probably in January. New members may try a zoom session as a taster and will be invoiced after their second meeting for the remainder of the year. No refunds will be paid. However members who are unable to attend a high proportion of meetings eg through ill health may be given a free year. Fees for subsequent years will be invoiced annually probably in January. Payment will be made by bank transfer to the current account or by cheque to the Treasurer. If the fee is unpaid there will be a period of grace before the member is not enrolled on further sessions. The Treasurer will advise the Group Leader of all those paying.

For casual usage, the Group Leader will collect the zoom fee at the next face to face meeting and record this on the register.

6.10 **Banking** Monies should be paid in by **bank transfer from the Leaders personal bank account** (preferred method) (Email: treasurer@ggowu3a.co.uk for the u3a bank details- we have a current account and do not use the Subscription account for meetings.) **or** hand in to to Roger Edwards Treasurer – treasurer@ggowu3a.co.uk), either in cash or cheque. Cheques are the least preferred method. We pay bank charges of 60p per cheque when there are more than 20 cheques per month from all sources. When transferring money please send an email to the Treasurer giving details of the transferred money (group title, date(s) of meetings and amount) or attach the register.

Paying in a local post office: Group Leaders who wish to pay cheque(s) in at the Post Office will be provided with paying-in book and envelopes by the Treasurer. For cash just take the paying in book to the Post Office counter..

Chose a method which suits you best.

6.11 **Completed registers** should either be handed or emailed to the Treasurer or Groups Co-ordinator. (All officials file the registers in a shared folder, which is also shared with the Membership Secretary). Registers should not be held for more than 6 group sessions. If you meet monthly, pay in the money and hand over the register sheets, say **quarterly**. If you meet more frequently either pay in the money after each meeting/set of meetings or pay in the total for one register sheet. Please DO NOT pay in money from a meeting on one register sheet with donations from a meeting on another register sheet as one payment .

6.12 If you pay by bank transfer or if your group does not collect money, the register sheet may be emailed directly to the Treasurer. (treasurer@ggowu3a.co.uk). An annual register for groups not collecting money is needed.

6.13 **Waiting Lists** inform the Groups Co-ordinator if you have a waiting list. She will arrange for this to be recorded on our web site and discuss with you how we can respond to the requests for places.

7. Membership Changes

7.1 If you are aware a member is recently deceased, resigned or has changed address, please pass details onto the Membership Secretary. (/membership@ggowu3a.co.uk)

7.2 The Membership Secretary passes details to the Third Age Trust to stop the magazine (if required). The Membership Secretary notifies the Gift Aid Secretary who will also ask for a new gift aid declaration form, if appropriate.

8. Expenses

8.1 Expenses can be reclaimed by submitting the form available at the website <https://ggowu3a.co.uk> on the Group Leader page (duly completed and with receipts attached wherever possible) to the Treasurer for the following:

- Equipment (providing prior permission for purchase has been obtained from the Committee)
- Travel, when on official business for Great Glen u3a. For using you own car the rate is 33p per mile + 2p per mile for each passenger. (Car share whenever possible.)
- Any other expenses, providing they have been approved by the Committee.

If you give bank details, your expenses will be refunded directly into your bank account.

8.2 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. (Such permission is only likely to be given for the set-up of new groups.)

8.3 Groups meeting away from the main base of Great Glen should operate car sharing and our suggested contributions to driver expenses are included below.

When travelling for u3a group activities we 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 33p per mile, add any parking charges, divide total by number of occupants of the car (including driver). Pay the driver.*

9. Refreshments

9.1 Sugar, tea and coffee (including decaffeinated) are available in the venue kitchen, and these are clearly labelled for u3a use. At the Great Glen Methodist Church, please make sure your group uses opened milk bottles before starting a new one. To minimise waste use the smell test to confirm milk is drinkable if its beyond its use by date. If there are shortages notify the venue volunteer. If you buy items on the day you can be reimbursed using the expenses form.

Groups meeting in Burton Overy are asked to bring their own milk.

Location	Volunteer
Methodist Church	Peter Buxton Terry Evans
Burton Overy	tba
Liberal Club	Fay Williams

9.2 There are some housekeeping rules at section 4.9 which need to be followed.

9.3 Groups meeting in a members' home: the host/organiser may claim for refreshments and expenses as if the meeting was in a rented room.

9.4 Speaker fees for individual groups should be paid by the group. However, there are ways this may be done to help pay the for the speaker:

- a. Collect additional fees above the meeting fee from attendees, but make this clear in any invitation.
- b. Raffles - as long as in the Great Glen Methodist Church prizes must be no more than £10 in cash and non-alcoholic.
- c. Open the session to other groups, so as to get more attendees.
- d. Suggest the speaker to the Committee Speaker Secretary so speaker can be booked for the main monthly meeting, if suitable.

10. Accessibility, Complaints & Support

10.1 We are inclusive and no-one should be excluded. However, if a member is making it difficult for other members to enjoy the group activity, please speak with the Chair.

10.2 If you receive formal complaints about the behaviour of any member please speak with the Chair. The Great Glen Oadby & Wigston complaints procedure will be followed.

10.3 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 Accessibility & Welfare Officer (Email: welfare@ggowu3a.co.uk) or the Committee.**

10.4 Disabled members may be accompanied by a carer. Carers are not required to be members or to pay meeting fees. The costs of carers accompanying members on outings must however be met by the member or the carer.

11. Outings

11.1 Groups are encouraged to organise educational visits. The full cost including postage, tips, and bank charges for cheques (we pay 60p per cheque if banking more than 20 in one month), should be met by the participants.

11.2 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/credit card to pay expenses is acceptable. Trip income may be accepted in cash, cheque or by bank transfer into the u3a current account.

Timing	Trip Fee	Comments
All income collected and then venue/ coach booked	Share the full costs.	
Venue and coach booked before all income collected	Use, say, 95% coach occupancy to set the fee.	Offer unfilled places to the local u3as with reciprocal arrangements. Make refunds on the coach of excess income.

11.3 Group Leaders should consider the venue accessibility and safety before advertising the trip. Use of a venue risk assessment is required. A suitable form may be downloaded from the website <https://ggowu3a.co.uk> on the **Group Leader** page.

11.4 Visitors, except carers, are not permitted as they are not covered by u3a insurance. Any extra seats may only go to u3a Members.

12. Collecting for Charities

If the group wishes to collect money for a charity, seek advice from the Chairman. There are limitations on what Great Glen Oadby and Wigston u3a can do within its charitable status and how it must account for the money collected. e.g. Money cannot be banked by Great Glen u3a Interests Group. It is easiest to organise the whole activity without any use of u3a resources, including no publicity in the newsletter.

13. Licences and Insurance

13.1 Third Age Trust provides cover for all u3as regarding the PPL licence (Phonographic Performance Licence) and this covers playing recorded music at u3a meetings.

13.2 Performing Rights Licences must be purchased if required.

13.3 We buy an annual copyright licence to cover copyright issues especially when producing on-line presentations.

13.4 Third Age Trust provides insurance against loss of movable equipment, providing the goods are under lock and key when left on premises other than in the home of a member.

13.5 Loss or damage to a member's home whilst being used to host an u3a event.

13.6 We have cover for Public Liability and Tour Operator's Liability.

13.7 We are **not** covered for paid tutors and need to rely on their insurances.

13.8 There are excesses of no more than £250 on these insurances. (Equipment and cash).

13.9 Cyber insurance cover (to help us sort out a cyber-attack) with an excess of £1,000.

13.10 There is **no** cover for personal accident for members. (It is important to ensure members know this)

If you need more details of the insurance cover ask the Treasurer.

13.11 We pay for a Copyright Licensing Agency (CLA) licence this allows display of some material within limits for education use within groups.

14. Safeguarding

We adopted a policy in 2020, which sets out how you and the Committee are to act appropriately in general and where instances, or allegations of, abuse or neglect come to your/their attention. Full details at: <https://ggowu3a.co.uk> on the **Group Leader** page.

15. Health & Safety & Risk Assessments

15.1 We have adopted a health and safety policy in September 2023; for those undertaking outside walks and visits a risk assessment should be undertaken and retained for 12 months. For those using rented rooms we will mainly rely on the landlord for carrying out safety assessments, but do think about your Group's usage of the premises and whether anything special is needed for your group. Eg evacuation for those with mobility issues.

16. Incidents and Accident reporting

16.1 Accidents and incidents should be reported to the landlord and the Chairman. For incidents such as damage to property report to the landlord. For injuries complete an accident form. Forms can be found on the u3a notice board in the Great Glen Methodist Church (see Church Plan at Appendix C). For insurance purposes also complete the accident book for the venue, this should be in the first aid box at the venue.



In the event of needing an ambulance you will need to use a mobile phone to make a call. Reception is poor in central Great Glen. Vodaphone reception is good.

Methodist Church	1 Oaks Road, Great Glen, LE8 9EF
Burton Overy Village Hall	Old Rectory, Burton Overy, LE8 9EW
Menphys Hub	Bassett Street, South Wigston, LE18 4PE
Liberal Club	82 Bull Head Street, Wigston, LE18 1PA
Great Glen Village Hall	

17. Emergency Evacuation

Familiarise yourself with the procedures for your venue:

- Methodist Church
- Burton Overy Village Hall
- Menphys Hub
- Liberal Club
- Great Glen Village Hall

Methodist Church

The principal emergency exits are clearly labelled

From the School room

Exit is through the double doors at the rear of the School Room i.e. the Oaks Road end. Note that both sets of doors open INWARDS.

From the Ruth Warner room

Exit is through the Vestry and out of the side door onto the path at the side of the church. There are two small steps down from this door.

From the kitchen

Use the emergency kitchen door, but if this can't be opened, use door through the School room or through the Ruth Warner Room and the Vestry as above.

Date: 13 September 2023

Appendix A: Use Beacon Membership System

To Join

To join, apply to the Beacon Systems Administrator, Peter Russell /webmaster@ggowu3a.co.uk. He will send you your user name and a one-time password and help you to sign on.

Access Beacon

Access the Beacon system in your web browser. You may want to bookmark it. Find the Beacon home page www.Beacon.u3a.org
At the bottom of the home page use the Quick links: Log in to Beacon
Fill in the three sign on boxes.

Create your Group List

Click on Groups and find your group on the full list. Click on your group name and on the new screen select **Members**.
To add or remove members, see details at the foot of the screen.

(Instructions with specimen screens can be found at Beacon Training
<https://beacon.u3a.org.uk/beacon-training/>)

Sending Emails

Select the members you want to email and write your message.
Use data from the Beacon membership list by making use of the tokens in the Beacon system. Use #FAM to personalise your message and reduce undelivered emails.

If you want to see if your messages have been delivered on the first page use the "Email Delivery" option.

Meeting Registers

These can be created by downloading your membership list into a spreadsheet. You will need to create all the headings, etc.

Appendix B: 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 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 there is weak and will not stand repeated parking of heavy vehicles. An exception is made for vehicles intended for 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. **The bolts on the main and central doors should be secured before leaving.**

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.

Appendix C: Burton Overy Village Hall

Terms and Conditions of Hire

1. For the purpose of this agreement and the conditions of hire, the term "Hirer" shall mean an individual hirer or where the hirer is an organisation, that organisation. "Premises" means the Village Hall.
2. "Booking" means the contract between the Hirer and Burton Overy Village Hall.
3. In consideration of the hire fee detailed in the booking confirmation, Burton Overy Village Hall agrees to permit the Hirer to use the Premises for the duration specified in that document. All details included in the booking documents are part of this agreement.
4. By paying for the hire of the Village Hall the Hirer agrees to these terms and conditions.
5. Payment must be received at the latest by the date due shown on the invoice.

6. The Hirer must be aged 18 years or over and accept responsibility for being in charge of the Premises at all times during the period of the booking when the public are present and for ensuring that all conditions of this agreement relating to the supervision of the Premises are met.

Sub-hire of the Premises is prohibited.

7. The maximum number of people licensed to use the hall at any one time is currently 80. It is the Hirer who must ensure that this number is never exceeded.
8. There is limited parking outside the Village Hall and users are requested to be considerate to local residents by following the parking guidance attached and advising their guests to do likewise. These parking guidelines are necessary to guarantee emergency access to the Hall and surrounding properties.
9. Burton Overy is justifiably proud of the Village Hall and it is kept in good condition. The Hirer and guests should not deface any walls, other surfaces or equipment.
10. The Hirer is responsible for the conduct of persons using the hall and any damage and/or breakages that may occur during the period of hire and shall pay for all damage (including accidental damage) to the Premises, fixtures, fittings or contents and for the loss of contents.
11. The Hirer shall not allow the Premises to be used for any unlawful purpose or activity.
12. The Village Hall Management Committee retains a right of entry at any time during a booking if necessary and reserves the unconditional right to refuse any request for hire.
13. Should there be any requirement to call the Emergency Services the Village Hall Committee should be made aware of the circumstances at the earliest opportunity.
14. The Hirer shall inform the Village Hall Committee of any injury to any person whilst attending the event at the earliest opportunity and full details should be lodged in the accident book which is located in the kitchen.
15. The Hirer shall familiarise themselves with the location of emergency equipment and the fire exits.

The Hirer is required to make all guests familiar with the escape routes in case of emergency.

All fire doors, entrances and exits must be kept clear at all times.

16. The Hirer shall ensure that no animals are brought into the premises with the exception of guide dogs.
17. The Village Hall Committee reserves the right to cancel and fully refund any event which:
 - a. clashes with a requirement for the Premises to be used as a Polling Station for parliamentary or Local Government election.
 - b) the Premises being required as a shelter for any victims or those at risk of flooding, snowstorm, fire, explosion or similar circumstances.
18. The Village Hall Management Committee shall not be responsible for any loss or damage to any property arising out of the hiring, nor for any loss damage or injury which may be incurred by or be done or happen to any person or persons present in the Hall during the hiring arising from any cause whatsoever or for any loss due to failure of supply of electricity, breakdown of equipment, leakage of water, fire or other act or matter, which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify the Village Hall Management Committee against any claim which may arise out of the hiring or which may be made by any person present during the hiring in respect of any such loss, damage or injury.
19. There are specific insurance requirements should the Hirer decide to have an inflatable device such as a bouncy castle or soft play area at the event.

There are two elements of insurance cover which need to be in place to ensure full protection:

The first is for the bouncy castle/inflatable device itself; this should be supplied by the owner/hiring company and is in place in case there is a fault with the bouncy castle/other device which causes injury or property damage.

The second element is cover for the supervisors of the bouncy castle/inflatable device. The party who is responsible for supervising the device is also responsible for insuring it.

If the Hirer is supervising the inflatable they must have their own public liability insurance to cover its use. This may be covered under the Hirer's household policy. In this event, the Hirer just needs to check with their insurer and get this confirmed in writing. If the Hirer's household insurer does not cover the liability for this supervision, the Hirer must take out a one-off policy in respect of this. This can be obtained online.

The insured Hirer must be present at all times.

If hiring from a company and someone from that company is staying to supervise it, then the company should have their own public liability insurance but the Hirer must check that this is the case.

In whatever way the public liability is covered the Hirer must confirm to the Village Hall Bookings contact by email that the relevant cover is in place.

20. The Village Hall is not licensed for the sale of alcohol; if the Hirer wishes to do so they must apply for a licence. It is acceptable to hire a licensed bar for the event but the licensee must be present throughout.

21. If professional caterers are to be used it is the Hirer's responsibility to ensure that they have public liability insurance which covers them for any issues arising. Please confirm to the Bookings contact by email that this is in place.

If the Hirer or guests at the event are providing the catering they are covered for public liability under the Village Hall's insurance policy.

22. The Village Hall insurance policy does not cover any professional entity present at the event for public liability.
23. The Village Hall has a strict NO SMOKING POLICY
24. The Village Hall is not licensed for any use whatsoever after 11.30 pm. The Hirer must ensure that everyone has left the premises by this time and that consideration is given to the occupants of houses close to the Village Hall when leaving events late in the evening.
25. The Village Hall is maintained by volunteers, its Management Committee would be grateful that it is left in the same condition as on arrival. Sweeping brushes, a bucket and mop (if required) can be found in the cleaning cupboard, which is located in the foyer, opposite the disabled toilet. A key for this cupboard can be found on a hook in the storeroom, which is located off the main hall. Failure to leave the Village Hall clean and tidy will result in any remedial costs being invoiced.
26. When the Hirer has finished using the Village Hall, they must ensure that chairs are placed singly around the perimeter (not stacked or left scattered around the Village Hall). Excess chairs should be carefully stacked in the equipment storeroom along with the tables. An illustration of how to stack the chairs can be located in the storeroom and in the red User Manual which can be found in the kitchen.
27. The Hirer is required to take rubbish and recyclable items away for disposal as the Village Hall bins are not big enough to accommodate all of the rubbish generated by users.
28. If the Hirer uses the Village Hall's crockery and cutlery, all items must be returned to the cupboards, cleaned and dried. Hirers are asked to use their own tea towels.

Any breakages must be reported to the Bookings contact.
29. The Hirer shall ensure that the water heater in the kitchen, the heating and hot water, as well as all the lights (including outside lights) are switched off.
30. If the Hirer is issued a key prior to the event, they are responsible for locking up the premises and for returning the key at the end of the event.
31. The Hirer agrees to read the Red Users Manual (which can be found in the kitchen) and to follow the guidelines contained within it.

Last Updated - March 2022

Appendix D: Changes to the Group Leader Handbook

1.	January 2021 Major rewrite and resequencing of the handbook	Many sections
2.	August 2021 Use of Burton Overy Village Hall	
3.	March 2022 Remove references to Village Hall, Sports Centre and Library (no longer used). Add change to the room cancellation procedures. Add option for Group Leaders to update the Great Glen website Refreshments at Burton Overy	
4.	April 2022 Burton Overy Village Hall Terms and Conditions of Letting	Appendix C
5.	January 2023 Church Keys for any Group Leader, issued if Safeguarding form completed School Room new large cupboard and contents New Church Housekeeping arrangements Variable fees for small groups in large rooms Arrangements for charging for use of Zoom licence Paying in at the Post Office Completed registers may be sent to any three officials who will share Trips only u3a members and carer, day membership not permitted Beacon Email sent and delivery check facility	1.4 4.7 & Appendix E 4.9 6.5 6.7 6.8 6.9 11.4 Appendix A
6.	February 2023 Highlighting sections for those not meeting in rooms.	Page 1
7.	July 2023 1.4 and 6.7 arrangements for fees for groups meeting at the Fox Pond 4.7 storage of spare Projector bulb 6.8 arrangements for fees for Groups meeting outdoors 6.13 Managing Waiting lists 13.11 CLA Licence	

8.	<p>September 2023</p> <p>4.5 Disposal of table tennis tables to third parties</p> <p>4.7 storage of new Window 11 laptop computer and speakers</p> <p>9.1 test milk quality by a smell test before disposing of milk beyond use by date.</p> <p>new 15 Health & Safety policy including use of risk assessments especially for outside activities.</p> <p>Renumber sections 15 and 16 as 16 and 16</p>	
9.	<p>March 2024</p> <p>Extend to cover rooms in Wigston</p> <p>1.4 hire arrangements for new locations</p> <p>Change u3a name to Great Glen Oadby & Wigston</p> <p>change the domain name on all generic email addresses and use new website address.</p> <p>Option to pay cash into Post Offices</p>	

Appendix E Great Glen Church Plan

appendix E Church Plan

