

**1. GROUP CO-ORDINATOR**

Currently this post is being covered by the Group Co-ordinator, under the guidance of the Executive Committee. The contact details are:

Email: [groupenquiries@newburyu3a.com](mailto:groupenquiries@newburyu3a.com)  
Tel: 01635 226794  
Mob: 07950 028627

**2. OFFICE DETAILS**

Address: Broadway House, 4-8 The Broadway, Northbrook Street, Newbury RG14 1BA  
Opening: Monday, Wednesday and Friday 10.00am – Noon  
Tel: 01635 760346  
Email: [office@newburyu3a.com](mailto:office@newburyu3a.com)  
Website: <https://www.u3asites.org.uk/newbury>

**3. PROCEDURE FOR STARTING A NEW GROUP**

Discuss the idea for the new group with the Group Co-ordinator. *(See contact details in 1):*

- a. A notice will be prepared inviting members to sign up – to be displayed at the next New Members Coffee Morning for new members, published in the next Newsletter and sent out in the Friday update via Beacon.
- b. A date and time of meeting with the Group Co-ordinator will be arranged for discussion of how the group will operate along with proposed meeting times and dates which do not clash with other popular group meetings.
- c. If you do not wish to totally lead the group, there are various ways of involving those interested in taking responsibility for particular areas and this has been very effective and productive, especially if anyone has IT skills.
- d. If an outside venue is required, other than Broadway House, discuss this in the first instance with the Group Co-ordinator. A list of venues currently used is available.
- e. Arrange details to be published in the Newsletter, on the Newbury u3a website, on Beacon and via Friday email update.
- f. Consider the fact that basic IT skills are required as group details/members/venue times etc should now be dealt with via Beacon along with all emails to members as this facility is GDPR compliant.

**4. SUPPORT OFFERED FOR GROUP LEADERS**

- a. Relevant news will be advertised in the Newbury u3a Newsletters/on the website/regular Beacon updates as appropriate.
- b. The Group Leader should be encouraged to submit regular brief reports for publication in the Newbury u3a Newsletter and to review the information on Beacon and the website as this will interest new members.
- c. IT support for use of Beacon, including passwords for access and general facilities, is available.

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- d. The Group will be added to the Newbury u3a website and the Beacon facility. Group Leaders will be expected to keep details of members and group details up to date on the Beacon site (see 5.) and to check that new enquiries to join a group are from u3a members.
  - e. Equipment available at Broadway House, to borrow from the Office:
    - Projector – for use outside Broadway House
    - Office Projector –for use only in Broadway House
    - Blue display board
- Any equipment borrowed from the Office must be booked in advance to avoid clashing.**
- f. Outings/Events: A copy of the u3a Liability Insurance is on the Office notice board.
  - g. Any dates planned for outings must be checked with the Office calendar before any arrangements or announcements are put in place.

## **5. GROUP INFORMATION**

- Each group should have a register of members
- Membership must be checked annually asap after 1<sup>st</sup> January

## **6. PRIVACY AND DATA SECURITY**

The Beacon facility should be used to email your members. It is defaulted to be compliant with GDPR and Data Protection.

Email: If emailing your members from your own personal email address you **must** use **Bcc**, i.e.,  
To: yourself  
Bcc: your members

## **7. PROCEDURE FOR UPDATING THE WEBSITE**

Material for the website (both Newbury u3a and Beacon) should be forwarded to the Group Co-ordinator who will pass this to the web committees who maintain the sites.

## **8. INSURANCE**

Insurance cover is provided by the Third Age Trust. Cover notes are displayed on the notice board in the u3a Office and they can be viewed on the website of the Third Age Trust <https://www.u3a.org.uk>. (To view these you will need to login to the site)

It is important that any accidents are reported on an Accident Report Form which can be downloaded from the website or obtained from the Office. Completed forms should be returned to the u3a Office at the earliest opportunity.

Car-sharing arrangements, including petrol expenses, are a personal matter between the car driver and passengers.

## **9. HANDLING MONEY AND PAYMENTS**

### **a. Treasurer**

Group Leaders should address queries on venue financial matters to the Halls Administrator (halls@newburyu3a.com) and copied to the Group Co-ordinator.

**b. Group Activities**

- General

Newbury u3a will contribute monthly towards the hire of venues but the subsidy has to be requested. The amount will be reviewed annually.

A contribution towards initial group start-up costs and annual running costs is available.

Payments are made directly by the Halls Administrator to the Treasurer of the organization administering the venue.

In all other respects group meetings and activities should be self-financing. If groups decide to hire guest speakers or lecturers then funding for these should be paid for by the group members.

- Accounts for expenses

if you collect more than coffee/biscuits money, simple account records of money received should be kept.

- Annual Running Costs

Currently a reviewable amount is available from the Newbury u3a Treasurer to Group Leaders of established groups as an annual contribution to help out with administration costs of postage, telephone and stationery. This must be requested annually and is assessed each year by the EC.

- Venue/Hall hire

It is the responsibility of the Group Leader to find a suitable venue to host the group. The Halls Administrator may be able to provide the names of contacts in venues that are currently in use by groups.

Where the total cost of a venue exceeds the agreed monthly rate then the group is expected to make up the difference.

- Broadway House

Some groups meet in the conference rooms in Broadway House where room hire is subject to a contribution by attendees and Group Leaders should bear the following in mind:

- The conference rooms are a facility which is shared with the other tenants of Broadway House so there is a practical limit to the number of groups that can be accommodated and enquiries would have to be made to check availability
- Facilities for making tea and coffee may be available subject to a small charge

- Members' Houses

Some groups meet in members' houses and a nominal charge can be made to cover refreshments.

- Guest Speakers and Tutors

If you propose using a paid tutor, please liaise with the Group Co-ordinator in the first instance

**c. Status of Groups holding Bank Accounts**

These groups are considered as sub committees of the main u3a Executive Committee and as such they should report the following details to each meeting of the Executive Committee:

- financial position, and
- a report on the events planned and other major decisions made at meetings of the group.

**10. GROUP LEADERS RESPONSIBILITIES**

- Once the process of starting a new group has begun it should be accepted that the Group Co-ordinator will communicate with him/her about any matters that need to be passed to group members
- It is the Group Leader's responsibility to keep the Group Members list up to date and accurate. Group Leaders or their deputies will be expected to have basic IT skills and make use of Beacon.
- It is the Group Leader's responsibility to inform the Welfare Officer of ill health amongst group members so that the Welfare Officer or Chair can send best wishes/condolences etc.
- It is Group Leader's responsibility to inform the Group Co-ordinator of any major changes in the activities/venues/times etc so these can be amended on the Newbury u3a website
- For large groups it will be a requirement to send a brief report to the Executive Committee for their meetings, quarterly or as necessary, recording activities and bank balance etc.
- Group Leaders who organize trips and/or meetings must ensure that members have an ICE number available to join a group and in particular to go on a trip, otherwise they will not be able to participate.
- Acceptance of members on day trips and their carers (if required) is at the discretion of the Trip Leader. Both must purchase a ticket and follow Executive Committee guidelines.
- Discounts are available at the following outlets
  - Shoemakers in the Arcade
  - Angelica's in Camp Hopson
  - The Tea Shop by the Canal
  - The King's Coffee House (next to Broadway House, where the u3a Office is located)
  - The Ugly Duckling, Bartholomew Street, will give a very generous discount of 25% when participating in Pottery Painting.
- Acceptance of membership to the group is at the discretion of the Group Leader

**11. SAFEGUARDING MEMBERS**

Safeguarding is everyone's responsibility, and Group Leaders should report any safeguarding concerns they have to the Group Co-ordinator, who will pass it to the Executive Committee and Safeguarding Officer for appropriate action.

**We hope that this information has been of assistance.**

**Newbury U3A Group Co-ordinator**

