



Help & Support

1. About the Group Leader's role: please contact the Interest Groups Coordinator.
2. About monies received, banking or expenses: please contact the Treasurer.
3. About venue hire or changes: please contact the Venue Hire Coordinator.
4. You can speak to any Committee Member at any time with questions or feedback.

Group Start Up Grants

1. A grant of up to £100 may be available to assist with starting up or buying equipment.
2. A further grant of up to £100 may be available towards venue hire for special events open to all members. The Interest Groups Coordinator can provide further information and help.

u3a Membership

1. Membership of PP u3a obliges you, as a member (and Group Leader), to abide by its Constitution and the Guidelines for Members which are both on our website.
2. PP u3a Interest Groups are for PP u3a Members only. Non-members are not allowed to join or sign up to a group until their membership has been processed.

Membership of Your Group

1. At the beginning of each year please inspect your Group's membership cards. To check if members have renewed their membership, please look at your Group's records on the Beacon Computer System.
2. You may allow members one free "taster" session before they join your Group.
3. If a member asks to join your Group and it is full, please add their name to the waiting list for your Group on Beacon. For Further information, please see Beacon Computer System below, it must be offered to the first name on the official waiting list.
4. If a member misses two consecutive meetings without good reason or offering an apology, you should contact them to check their wellbeing but may, after giving a warning, decide they have left your group. Please also promptly notify the Interest Groups Coordinator or any Committee Member.

Additional Groups

1. If you are aware there are several members wanting to join your Group, please talk to the Interest Groups Coordinator as it may be possible to start a new Interest Group.

Minor Expenses

1. Members are asked to pay the fee shown on the Groups page of our website when they meet in a home to cover minor costs such as tea or coffee and biscuits. You do not need to declare these sums to the Treasurer.
2. The cost of miscellaneous expenses, such as photocopying or equipment hire should be shared between the interest Group's members and you may need to charge extra for this.

Venue Hire

1. Your Group may need to hire a venue either regularly or occasionally. Please note only the Venue Hire Coordinator is authorised to set up the hire of a venue for the first time.
2. Please note any invoices for venue hire should be sent to you for checking and approval. Please send them promptly with any comments to the Treasurer for payment.
3. You may alter a booking once it has been set up, however you must notify the Venue Hire Coordinator & Treasurer so that the correct amount is subsequently paid.

Publicity, Equal Opportunity, Diversity & Inclusion

1. Any event which is open to all members must be first publicised on PP u3a's website.
2. Our aim is to have a diverse membership representative of the local community and to include everyone who wishes to join and meets our membership criteria.

Paid Tutors

1. A paid Tutor should only be used if an u3a member cannot be found to tutor the Group.
2. Before a paid Tutor starts, they must have returned a completed PP u3a Paid Tutor Form (on our website) with tax, insurance and professional qualifications information.
3. Please speak to the Interest Groups Coordinator if you have any queries.

Booking Courses & Visits

1. There are standard booking conditions on our website and these will apply unless a Group has its own conditions approved by the Committee.
2. You can insist on receiving a booking form and payment before accepting a booking and announce a date by when a booking must be made and/or payment received.

Payments for Courses & Visits

1. Where possible payments should be made by bank transfer using
 - Sort Code - 20-12-75
 - Account Number - 60860212
 - Account Name - PRESTON PK U3A NO2
 - Use a reference which will enable the treasurer to identify *what the payment is for, e.g. Pilates or Yoga.*

2. Cheques should be payable to "Preston Park u3a no. 2 Account" with the names of the event and member(s) on the reverse and sent in one batch to the Treasurer with a completed Interest Group Receipt Form (on our website).
3. You must not accept cash or use your own bank account for PP u3a matters.

Expenses/Costs.

1. If your Group incurs an authorised expense, any claim for appropriate expenses from the treasurer will need to be accompanied by a completed expenses claim form (on our website).

Accidents, Incidents or Complaints.

1. Please report promptly to the Committee all accidents, incidents, complaints or serious issues that you cannot resolve informally. Please use an accident form (on our website), if appropriate.

Membership Information & Security (Data Protection)

1. If any members change their details including address, phone or mobile number, email address or emergency contact details please notify the Membership Secretary as soon as possible.
2. When emailing your Group, please use Beacon. Other emails sent to members should be sent BCC (or "blind copy") so that recipients do not see other member's email addresses unless every member of the group has agreed otherwise.
3. If you keep a list of members, you must make sure this information remains confidential and is kept securely. You should comply with PP u3a's Data Protection Policy and Privacy Policy (on our website). Member's contact information should not be circulated except with the prior consent of the committee and the members involved.
4. If you hold members data on a digital device (PC, Laptop, Tablet etc.), it must be protected by a strong password and that password should not be shared with others. The Beacon system is already protected by a password.
5. All members personal data must be deleted when it is no longer required for u3a purposes. For digital information this should be using secure erasure and for hardcopy document by burning or shredding.
6. Any data breaches should be reported to any member of the committee within 48 hours of discovery. A data breach can include, but is not limited to:
 - loss of member's personal data or device or hardcopy containing the data
 - any phishing or spamming originating from your email address using members personal data
 - unauthorised access to member's personal data

Beacon Computer System

1. The Beacon computer system now keeps all Group (and most u3a) records and Group Leaders have access to your own Group's information.
2. Beacon should be used for group membership admin and sending emails where possible. Assistance and Training in Beacon is available if needed, please contact the Interest Group Coordinator.
3. The official waiting list should now be held on the Beacon system.
4. To create a waiting list for your Group, open Beacon, go to Groups and click on yours. Tick the 'Enable waiting list' box and add a number in the 'Max members' box. Once your Group has reached its maximum number, additional Members when added will go on the waiting list automatically together with the date they were added.
5. When a vacancy arises, it must be offered to the first name on the official waiting list.

Officers, Committee Members & Other Contacts

1. Please look at our website to find a listing of all Trustees (Officers & Committee Members) and other relevant contacts. PP u3a is a registered charity no. 1162594.