

u3a

**Learn
Laugh
Live**

Pocklington & District

POCKLINGTON & DISTRICT u3a

GROUP LEADER HANDBOOK

Registered Charity No:1113048

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PREAMBLE

Welcome and thank you.

Pocklington & District u3a is a thriving organisation which provides life-enhancing opportunities for over 700 people in a community that exists within a large geographical area.

Without you and your 60 fellow group-leaders there would be no u3a. Group leaders sometimes feel, sometimes with justification, taken for granted, and only someone who is or has been a group leader really appreciates how much the role entails.

The job, especially when things are running smoothly, can provide a great deal of personal satisfaction. If it didn't, we wouldn't do it. It also carries with it responsibilities, some dictated by our status as a charity, some by u3a policy, and mostly from a desire to provide the best possible experience for the members of our groups.

So, thank you.

The aim of this booklet is to provide you mostly with guidance and advice, but also with clarity about what is non-negotiably required of group leaders. These requirements are few in number, not very burdensome, but very important.

As someone who has chosen to be a group leader you will have experience of our organisation and be very well aware of the principles of self-help and mutual support that underpin everything that we do. We are politically neutral, non-commercial, and have no room for prejudice of any kind.

There might be times when you wonder why you bother, or face difficulties that you could do without. That's where the committee comes in. The committee can perhaps appear remote to some members and group leaders but we are all essentially u3a members, and most of us either are or have been group leaders. We want, and are able, to be supportive. Please, whenever you could do with someone to talk to in confidence about your group or your role in leading it, get in touch.



INTRODUCTION

Learn, Laugh, Live.

A motto can be just a motto, but it can also be something to check back on when we need to remind ourselves of what we do and why we do it.

The range of activities offered by Pocklington & District u3a is vast, and so is the range of knowledge, experience and expertise among its 700+ members.

The task of the group leader has many facets and every group is different in size, composition and, obviously, interests. But every group has the three words of the u3a motto in common, and the group leader is there to see to it that the members get what they seek in terms of learning, laughing and living from their u3a membership.

The groups also share a common role in providing, for very many members, an important strand of their social life. Friendships are made and sustained in u3a groups, and group leaders shouldn't underestimate or forget how much their members gain in this respect from being in their groups, even though this might not be expressed very often.

Our organisation is in robust health at present, and this is in large part because of the work that the group leaders do. But none of us will be group leaders forever, and you are urged to play a part in nurturing the group leaders of the future. Most of them won't know they have it in them, but then neither did many of us who are doing the job now. So please keep an eye open for potential leaders, and also persuade someone to be your deputy if you don't already have one.

All the information about your group is in our annual 'Information Booklet for Members' and you can read the latest version on our website: www.pocklingtonu3a.org.uk. It is important that you keep this information up to date so that all our members know about your group – our Secretary and the Webmaster are happy to help you update your entry on the website and in further printed versions of the Members' Handbook.

Key responsibilities of group leaders

- Maintain accurate group information on the website via our webmaster (secretarypockdu3a@gmail.com)
- Maintain an accurate list of group members: names and u3a membership numbers
- Keep a register of members attending each session (Some leaders of larger groups do this by having a signing in sheet)
- Provide group information as requested by the Groups Co-ordinator once every four months
- Be familiar with the branch policies on Data Protection, Safeguarding, and Health and Safety.

Other sources of information:

The Third Age Trust:

Now based in London the Centre has a collection of material (other than books) available for all u3a groups to borrow free of charge except for the cost of return postage. To find out more refer to the 'Useful Links' tab within our website – all the information is found on the Members' Area Home page.

- Contact details: Tel: 020 8466 6139 / www.u3a.org.uk. To access this information you will need to register with a personal username and password.

Subject Advice:

On this page on the web site, www.u3a.org.uk, you can find advice from individuals on a huge number of subjects ranging from Archaeology to Wine Appreciation. You will be able to receive help with subject matter for your Group. This can be in the form of telephone/email consultation; networks; study days, etc.

Within this handbook:

The following pages cover a number of different topics. Some may not be appropriate or necessary for you to run your group but are enclosed for completeness.

These include:

- Group Leaders General Information
- Rules for Group Leaders about using Paid Tutors
- Data Protection
- Finance
- Travel
- Summary of u3a equipment available.
- Overview of the Insurance Policies provided by the Third Age Trust
- Summary of suitable local meeting venues
- Copy Accident Report
- Copy New Group Form





GROUP LEADERS GENERAL INFORMATION

Group Organisation:

- Make sure you give sufficient information to potential group members to enable them to make an informed choice as to whether they wish to participate and then let them decide. This is particularly important if you are running a physical activity.
- Remind members if you are doing a physically active subject that they undertake it at their own risk.
- If appropriate to your activity and you have a query about licences covering photocopying, recorded music, DVDs/videos and performance, please speak to the Secretary.
- If you provide written material and use the P&D u3a logo make sure it is the latest version and correctly displayed.
- We advise you to delegate where you can... and spread the work load.

Group Membership:

- Ensure everybody attending is a P&D u3a or East Yorkshire Accord (see later) member and always check when any new faces arrive by asking to see their membership card.
- Keep a record of your members' details i.e. telephone numbers/email addresses and most importantly their u3a membership number. Please note that this information may be required by the Committee during the year.
- Our u3a allows non-members including relatives and friends of members to attend a single group activity to see whether it is of interest to them. However, this should have prior agreement from the respective group leader who should then inform the committee group link coordinator to ensure cover by the u3a insurance.
- The East Yorkshire Accord (EYA) allows members from defined designated u3a's of the Humber area to attend our group meetings. More information is given below.
- If a member ceases to attend on more than three occasions we recommend that you discuss their reasons with them. If you need to cancel their membership it is always better to do this with mutual agreement. Cancelling a non-attendees membership is particularly important if you have people wanting to join your group.

Advice for Groups who will hold Meetings in Hired Venues:

- If you are responsible for selecting a suitable venue make sure you consult the risk assessment checklist at the venue and check out the situation for Disabled Members (see note below).
 - When you arrive, reference the venue checklist to reassure yourself that everything is in place and as it should be. If you have any safety concerns then do not continue if they cannot be resolved to your satisfaction.

Members with Disabilities:

Members who cannot manage to participate in their chosen u3a activities without help, should be given the opportunity to bring a companion/carer with them, who for the time that they are in attendance, will be covered by the liability insurance provided by The Third Age Trust. The only exception to this is a 'professional' carer who would have to be covered by an individual liability policy.

Managing Your Group – Some key issues:

There may be occasions when managing your group is challenging and you feel unsure how to handle the circumstances. In such a situation it is always useful to talk it through with another person and help is at hand.

Here are four situations where we recommend you contact your u3a Link Coordinator.

1. You may have a difficult group member who is causing some concern
2. You may have a serious problem in a session
3. You may feel that you want to step down as the Group Leader
4. You feel that your group subject matter has deviated or is no longer relevant

Please note that in the absence of a group leader, all enquiries to the group via the website will be sent to the Chair to process. Please email at: chairmanpockdu3a@gmail.com if you have any concerns.

New Groups:

- We are a dynamic, responsive and continuously growing organisation always looking to improve to the benefit of the membership. We are always pleased to support the establishment of new groups. Either as additions to existing groups or those with an entirely new subject matter. If you are interested to become a group leader of a new group, please contact the Vice Chairman or Secretary. In doing so you will need to provide a synopsis of your proposed groups subject matter, your meeting frequency, proposed venue etc. It also helps if you already have support from members wishing to join. We will then post this on our website under the “News” section to gain interest. If the group is deemed viable and you want to proceed, then you will need to complete the New Groups Form provided later in this document. If in doubt, please contact us. We are here to help you.

Other matters:

- In the case of an accident or incident complete an accident form (enclosed at the end of this handbook) and forward it to **The Secretary**. E-mail : secretarypockdu3a@gmail.com
- Remember personal accident insurance cover is not provided by The Third Age Trust.
- If damage is caused to property by a member of the group, take full details, as it may in future be the subject of an insurance claim.
- Should you have a difficult member whose behaviour is regularly impacting on one or more members of the group contact your u3a Link Coordinator for advice. Remember we have a zero tolerance approach to any form of inappropriate behaviour.
- If you have a serious problem in a session, it is quite acceptable to ask a member to leave but contact your u3a Link Coordinator as soon as possible after the end of the session.
- If you have a member who is not able to cope independently, inform the Vice Chair.
- If your group is full and there are members who wish to join, please take their details and advise your u3a Link Coordinator. In such instances efforts would then be made to create a second group.
- At times you may be approached by non u3a members wanting to learn more about your group before making a decision to join our organisation. This is normal and to be expected. In such cases, please be helpful and forward the communication to the secretary.

Condolence & Get Well Cards:

A notice is circulated to all Group Leaders if a member dies. The Committee as a whole does not send out condolence cards and it is left to individual Group Leaders to do so if they wish. A get well card to a group member suffering from serious or long term illness may also be considered.

Members of Other u3a's: East Yorkshire Accord (EYA)

East Yorkshire Accord is the name given to a number of u3a organisations in the East Yorkshire region that have come together to form a network to share information, ideas and experience for their mutual benefit.

P&D u3a now has the pleasure of being an active member of this group. Other u3a's in EYA are Beverley, Caves, Cottingham, Willerby & Kirk Ella, Hessle, Howden, Swanland, Wolds, Hull, Anlaby and Hornsea.

Although this is by its very nature and objectives a relatively "loose" arrangement, there are some general guidelines that should help the network run effectively and not get tied down in administration or bureaucracy.

One of the aspects that might involve our Group Leaders might best be described as "reciprocal arrangements" for members of other u3a's to request attendance at groups that we run. In effect members of any u3a in Accord can request to attend groups/meetings of any of the other u3a's.

Some Key Points on this "reciprocal arrangement"

- Request means a request, not an automatic right to attend. We will not be expected to create a space or deny any member of our u3a attendance so that a "visitor/guest" can attend
- Existing members of P&D u3a will always have priority e.g. if a group has a waiting list then the member of our u3a will be ahead of any request from a visitor/guest
- Group Leaders will determine if any bona fide member of an Accord u3a can attend their group
- Attendance at any group granted by the Group Leader is subject to all the arrangements that are in place for payment i.e. if members normally pay a fee of £1 per session, then the "visitor/guest will also make this payment". If up-front payment is made for a series of meetings the visitors would expect to pay pro rata.
- Members of u3a's in Accord only have to pay their annual subscription to their home u3a
- Prospective visitors/guests must make prior arrangements with the Group Leader. They cannot just turn up and expect to attend.
- Visitors/Guests will be covered by overall u3a insurance arrangements

Of course, this applies "in reverse" for all P&D u3a members who may wish to take advantage of opportunities across Accord.

Of course this could potentially place an additional burden on Group Leaders dealing with requests from members of other Accord u3a's.

Please visit the P&D u3a website to find links to the webpages of the EYA u3a's and take a look at their activities

RULES ABOUT USING THE SERVICES OF A PAID TUTOR

If you wish to start up a group which involves the services of an outside tutor, or you wish to introduce a tutor into an existing group, you must first discuss this with a Committee member for approval as there are strict rules that must be observed and followed. It is necessary to establish if the Tutors are running a business or, are self-employed and as such responsible for paying their tax and national insurance. To do this the following points need to be addressed:

1. **Control**– do the Tutor(s) have full control over the way the classes will be run; the venue; the dates; the frequency; the class activities?
2. **Personal Services provided**–Will the Tutor(s) bear the cost of travelling to the venue: provision of equipment; provision of expertise in given subject; knowledge of their subject?
3. **Risk** – Will the Tutor(s) take the risk of: lack of numbers attending (financial); damage to their equipment (breakdown of CD player for example); cancellation of the class through unforeseen circumstances (therefore a financial risk)?

The Committee has agreed that it would be inappropriate to ask Tutors to sign a Service Agreement given that most Tutors:-

- a) Take classes outside the u3a.
- b) Openly advertise their other classes through various forms of media.
- c) Have their own Public Liability Insurance.
- d) Are paid directly by the members attending the activity.

Public Liability Insurance Cover certificates must be obtained and lodged with the Secretary.

- Note: They should be reviewed annually with a copy provided to the Secretary.

Whilst accepting that using Paid Tutors is contrary to the u3a ethos, if the expertise required to run certain classes is not available through our membership or will provide a worthwhile contribution to the group then for that reason (and also the matter of Health & Safety for our members), subject to approval by the main Committee, will be given due consideration.



DATA PROTECTION

The following provides a summary of advice which allows our u3a to operate and comply with GDPR (General Data Protection Regulations May 2018) actively providing Data Protection for all u3a members.

- On joining our u3a members agree/decline permission to receive emails concerning u3a matters.
- On this basis, if a Group Leader asks the Membership Secretary or Secretary for contact details of a member of their group, this information can be provided as long as it is used strictly for u3a matters only.
- We require that when sending email communications to your group, send them 'bcc' which provides all the recipients with the same messaging however no email contact information is shared. For more advice regarding this please contact our Webmaster who will be happy to provide support and guidance.
- Within a group, it is acceptable for the Group Leader to ask individual members of the group whether they object to sharing their contact details (email/telephone numbers) being shared with other members of the group – note that sharing of contact details by a Group Leader should be strictly for communication of u3a matters only.
- If a member agrees, then the Group Leader can share contact details with other members of the group.
- If a Group Leader is away on holiday, then in these circumstances it is acceptable to pass contact details onto another 'appointed' member (who will act on the Group Leaders behalf) to send out general emails about the group's activities. A typical example would be Pub Lunch 4, where the organiser of the next lunch is advised by individual members of their intention (or not) to attend, and their choice of menu.

FINANCE

This is an important aspect of running a Group– please refer to the guidelines which follow and aim to cover every eventuality. If you have any queries please contact the P&D u3a Treasurer.

- All Group Leaders are accountable to the Committee for monies handled within their group.
- If the Group needs to hold over £300 at any one time then the Treasurer must be informed. P&D u3a has insurance cover up to the value of £300 and as a Registered Charity it needs to be clear that no group is seen as operating as a profit making enterprise. Any surplus Group funds can be passed to the Treasurer who will hold them on behalf of the specific group in the P&D u3a bank account.
- Only where groups financial activities are transacted through the P&D u3a bank account should that group need to forward accounts promptly to the Treasurer as soon as practicable after the end of the financial year March31st. Accounts should show the turnover of the group- how much money was taken during the year - how much was paid out and - how much cash is being held as a “float” by the group
- For general running of the majority of groups where finances will not require involvement with the P&D u3a bank account, then Group Leaders need to keep records. For example Group Leaders of groups who meet in hired venues and groups who have occasional outings must record monies taken from members and monies paid for venue hire, coach hire, entrance fees etc. and have these records (including copies of receipts given to members) available for the Committee's inspection if required.

Guidelines as to how to deal with money

1. Never open a bank account for your group as this must be done through the Treasurer.
2. Always record all monies received.
3. Receipts must be given when the money is taken in advance for a booking e.g. for travel, theatre, etc.
4. Always obtain a receipt when you pay any money over (e.g. venue hire).
5. It is recognised that on occasions it may be necessary for Group Leaders to use a personal credit or debit card when purchasing group materials. Reimbursement should be from group funds. Please contact the Treasurer for more help if necessary.
6. If you do hold cash, ensure you do not hold more than £300 at any one time. If your cash exceeds this amount then speak to the Treasurer.
7. Any funds passed by a group to the u3a bank account will be “ring fenced” and restricted to that group. Such funds cannot be spent by the Committee or any other group or members of the u3a. These funds remain only for use by the group.
8. Safe keeping of monies including at their residence is the personal responsibility of the Group Leader.

Guidelines for Groups handling large amounts of money

1. If you feel that your Group handles large amounts of money and you wish to open a separate bank account to deal with this then in the first instance you must speak to the Treasurer who in turn will keep the Committee informed.
2. The Treasurer will then advise on what is required to open an account, i.e. records required, mandates, etc. and give assistance if needed.
3. There should be at least two signatories on the account – The Treasurer and one other Committee member. A Group Leader cannot be a signatory unless they are also a Trustee/Committee member.

TRAVEL

This section aims to provide Group Leaders with the advice needed to consider when arranging a trip in whatever format

There are four types of activities to be considered:

1. Day events; travel only, whether open to all members of the P&D u3a or for group members only.
2. Group overnight trips; including both travel and accommodation.
3. Holidays; open to all members of the u3a.
4. Days out using Members' own transport.

Day Events

The Group Leader is responsible for making the bookings and arranging the transport (if any is required). A member of the main Committee of the u3a, usually the Treasurer, must oversee all of the financial arrangements where appropriate.

When organising day events care should be taken in making any prepayments, as there is NO insurance cover provided which will protect the Group Leader should the supplier go out of business. In the case of coach trips, Group Leaders must get three quotations from different coach companies to ensure that their rates are competitive. The coach company chosen should then confirm the price in writing and it should be addressed to the P&D u3a c/o Group Leader of the Group. This will then ensure that the u3a insurance cover is in place by means of an agreement between the u3a and the coach company.

A waiting list can be drawn up for those going on the trip and a deposit of £5 p/p (non-refundable) can be taken four months before the trip is to take place. The final balance may be paid from two months before departure.

Group Travel Trips

In a situation where there is a requirement for accommodation (included in the price), the Group Leader, by arranging such trips, could be considered under UK travel regulations to be the tour operator and therefore liable for any damages or accidents that might occur. To safeguard the Group Leader, the Trust has arranged Tour Operators' Liability insurance that will provide protection should anything untoward happen. **In such a case the Treasurer should be informed.**

Holidays

Any holiday for u3a members should be organised through a travel agency/company so that members are fully covered by the Tour Operators' liability insurance. All participants must have their own travel insurance in place.

It is required that all payments are made on an individual basis, directly to the company and not to P&D u3a or Group Leader. In this way a contract is clearly established between an individual and the company and responsibility to P&D u3a and or the Group Leader avoided.

The Group Leader should take responsibility to ensure that all members payments have been correctly made to the tour operator prior to travel as required.

It is the responsibility of the individual member to ensure that he/she has the correct travel documentation such as tickets and passport prior to travel. However, it is highly recommended that the Group Leader confirms this with their members prior to travel.



Day Trips using Members' own Vehicles

The Public Liability Insurance that we have with the u3a does not cover any accident as this would be covered under the individual's motor insurance policy. It is perfectly acceptable for P&D u3a members to offer lifts to other members and accept money towards fuel costs without compromising their vehicle insurance policy. Any said monies paid to group members in this respect remain on an individual basis and do not need to be considered by Group Leaders as group funds. Further details can be obtained from the Secretary if you have any queries.

Free Trips

In the event a Tour Operator offer a free trip for, say, every 20 members booked on a trip, the Committee reserves the right as to how such a discount is handled. The Committee usually recommends that the benefit should be shared out by applying a discount to all travellers, however at the same time, retains the discretion to reflect outstanding service from the Group Leader.

Cancellations

In the event an attendee cancels participation for whatever reason, the Group Leader may be able to recover some or all of the total costs. In any event, the member's deposit would be refunded less the unrecoverable costs, unless their place could be filled.

Waiting Lists

It is inevitable that there may not be sufficient places available for members wishing to go on trips and therefore the Group Leader should compile a waiting list, as this will help ensure that all trips are full.

Note:

- Group Leaders must provide a list of members travelling on any outings other than by personal transport by e-mail to both the Secretary and the Chair detailing members' Emergency Contact numbers



EQUIPMENT AVAILABLE FOR USE

Our u3a has purchased various items of equipment which are available for use by groups. If Group Leaders have a specific requirement they are advised to contact the Treasurer to learn more about what is available. Our stock is ever changing and also may be reserved by other groups.

The Committee will consider the purchase of major items that a Group may require. Justification together with costs should be discussed between the Group Leader and a Committee member. Purchases, however, are not funded for consumable items e.g. playing cards/books, etc. Such items should be purchased from group funds.

Printing

The Secretary will on request, print copies of notices/books, information sheets, etc. for use by Groups and their Group Leaders. Contact details are: secretarypockdu3a@gmail.com or telephone 01430 803439.



INSURANCE

A SUMMARY OF THE COVER PROVIDED BY THE THIRD AGE TRUST

- Public and Products Liability
- Legal Defence Costs
- Professional Indemnity
- Emergency Legal Assistance

As long as the basic procedures are followed, then the liability insurance the Third Age Trust provides will cover day events and study group overnight trips in the UK and Europe, both with respect to third party liability, Group Leader and member to member cover. Should members of other u3a's from such as the EYA go on the trip, then they are also covered.

Cover is also extended to a non- member attending a day event, with Committee permission, provided it is not a regular occurrence for that person to do so.

Note: It does not include personal accident/injury or travel insurance, both of which are the personal responsibility of each u3a member to take out.

The policy covers loss or damage to property belonging to others and protects you against claims made by third parties.

It does not automatically cover loss of property unless caused by an act of negligence or omission by the u3a.

The policy covers use of a venue, subject to the normal test of legal liability.

Members' Homes - some groups hold their meetings in members' homes - and these are covered, subject to the normal test of legal liability. In addition, there is up to £25k home contents cover for damage to property belonging to the u3a member, hosting a u3a meeting and cover for a maximum of £300 for monies held by Group Leaders in their own home.

POCKLINGTON & DISTRICT u3a SUGGESTED MEETING VENUES

Pocklington

Venue	Booking Contact	Booking Contact information	Current Status	Venue equipment resources (note additional hire charges may apply if used)	Disabled access. & Toilet.	Venue hire cost
Catholic Church 48 Union Street YO42 2JN	Joanna Pawaga	01759 306725	Open again with Health & Safety guidelines to be followed	Projector: N Screen: N Audio: N Wi-Fi: N	Yes	£20 – Up to 2 Hours
Community Centre Burnby Hall YO42 2QF	The Booking Team – Karen Fisk	bookings@burnbyhall.org.uk	Open again with Health & Safety guidelines to be followed	Projector: N Screen: N Audio: N Wi-Fi: N	Yes	Various charges starting from £14p.h.
Football Club The Balk YO42 2NY	Geoff Brigham	01759 303638	Open again as usual with health & safety guidelines in place	Projector: N Screen: Y Audio: N Wi-Fi: Y	Yes	£15 per hour
Masonic Hall 8 The Mile YO42 2HA	Robert Ward		Open again. Waiting for contact details from new coordinator Robert Ward	Projector: N Screen: N Audio: N Wi-Fi: N	Yes	£30 pm. £35 evening
Old Courthouse 37 George Street YO42 2DH	Town Clerks office	01759 304851	Open again and operating as usual	Projector: Y Screen: Y Audio: N Wi-Fi: Y	Yes	£15 per half day (am or pm)

Venue	Booking Contact	Booking Contact information	Current Status	Venue equipment resources (note additional hire charges may apply if used)	Disabled access. & Toilet.	Venue hire cost	
Pocklington Christian Fellowship Chapmangate YO42 2AY	Alan Spademan	01759 307064 / 07950 875306	Unknown waiting for feedback	Projector: N Screen: N Audio: N Wi-Fi: N	Yes	£35 2 hour charge (min two hour booking), £12 per hour thereafter	
Methodist Church Chapmangate YO42 2BG	Chris Gibbins	01759 368192 or 07918 801118 chrisgibbins183@btinternet.com	All open again and operating as usual with health & Safety guidelines in place	Projector: Y Screen: Y Audio: Y Wi-Fi: Y Hearing Loop	Yes (at rear)	£50 for 2 Hrs + £25 per additional hour from 1/10/2022-30/9/2023 £18 for use of audio/visual equipment	
Methodist Church Foyer				n/a	Yes (at rear)	£30 for 2 Hrs + £15 per additional hour	
Methodist Church Kitchen				n/a			£5 drinks only £20 catering +break's
Methodist Church Rooms (on 1 st floor)						Wi-Fi: via u3a broadband router	No (access via two flights of stairs)
Meeting Room Church of All Saints Pocklington	Carol Laws / Sue Currier	01759 306045	u3a in regular contact Contact German Improvers Group Leader for status update.		(Wheelchair access via back) Yes	£6 per hour (Can be booked by the half hour) Increasing to £8 per hour from Jan 2022	
Scout Hut Burnby Lane Pocklington YO42 2QD	Gerry Hutchinson	01759 778208 / 0742 9258209 hutch03bag@yahoo.co.uk	Open again as usual with health & safety guidelines in place	Projector: N Screen: N Audio: N Wi-Fi: N	Yes	Hall: £12.50 per hour (discounted to £12 per hour for regular bookings) Meeting room: £7 per hour	

Venue	Booking Contact	Booking Contact information	Current Status	Venue equipment resources (note additional hire charges may apply if used)	Disabled access. & Toilet.	Venue hire cost
Station Hotel 1 The Pavement YO42 2AU	Louise	01759 307916	Open again as usual with health & safety guidelines in place	Projector: N Screen: N Audio: N Wi-Fi: Y	Yes (at rear)	u3a Members attending are requested to purchase refreshments from venue host
Stewart Bowling club 50 Burnby Lane, Pocklington, YO42 2QE	Sue Douthwaite	07561 179764	Open again as usual with health & safety guidelines in place			
Wolds Gliding Club	Mo	01759 303 579	Open again as usual but with limited availability			
Francis Scaife Sports Centre	Reception	01759 305052	Open again as usual with health & safety guidelines in place			

Surrounding Villages

Venue		Booking Contact information	Current Status	Venue equipment resources (note additional hire charges may apply if used)	Disabled access. & Toilet.	Venue hire cost
Allerthorpe Village Hall (Former School House)	Bev Jane	07712224637 07810835300	Open again as usual with health & safety guidelines in place	No Equipment	Yes	£10 per hour
Millington Village Hall Church Lane YO42 1TX	Camilla Inglis	01759 301931	Open again as usual with health & safety guidelines in place	Projector: Y Screen: Y Audio: N Wi-Fi: N	No (5 steps with handrail) Disabled toilet)	£6 per hour
Market Weighton Methodist Church 13 Beverley Road YO43 3JN	Maureen Slater	01430 879664	Open again as usual with health & safety guidelines in place	Projector: Y Screen: Y Audio: Y Wi-Fi: N	Yes	£20 per hour
Wesley Centre (Rear of Methodist Church)				Projector: N Screen: N Audio: N Wi-Fi: N	Yes	£25 for 2 hours
Sancton Village Hall Church Lane YO43 4QY	Rob Thomson or Anita Liley	07944 622276 sanctonhall@gmail.com	Open again as usual with health & safety guidelines in place	Projector: Y Screen: Y Audio: N Wi-Fi: N	Yes	£10 per hour Offering 50% up to end of 2021.

Venue	Booking Contact	Booking Contact information	COVID Current Status	Venue equipment resources (note additional hire charges may apply if used)	Disabled access. & Toilet.	Venue hire cost
Seaton Ross Village Hall South End YO42 4LU	Gyl Sampson or Davina Raffelli	01759 318630 01759318970	Open but operating under Covid guidelines, so is restricted in terms of access, e.g. no use of kitchen. Gyl doesn't think there have been any u3a groups using the hall recently.	Projector: Y Screen: Y Audio: Y Wi-Fi: Y	Yes (assistance getting wheelchair into toilet required)	£8 per hour
Shiptonthorpe Village Hall York Road, YO43 3PH	Richard Wauld	07922 443639	Open again as usual with health & safety guidelines in place	Projector: Y Screen: Y Audio: N Wi-Fi: N	Yes	£10 per hour
Stamford Bridge Village Hall Low Catton Road YO41 1DY	Theresa Wyles	bookings@sbvh.co.uk	Open again as usual with health & safety guidelines in place	Main Hall Projector: N Screen: N Audio: Y Wi-Fi: Y Small Hall Projector: N Screen: N Audio: N Wi-Fi: Y	Yes	£15 per hour £7 per hour (rates for a charity)
Wilberfoss Community Centre / Village Hall YO41 5NN	Sarah Wills	01759 380123 sarah-wills@supanet.com	Open again as usual with health & safety guidelines in place	Projector: N Screen: Blank wall Audio: N Wi-Fi: Y	Yes	£9 per hour per room

Venue	Booking Contact	Booking Contact information	COVID Current Status	Venue equipment resources (note additional hire charges may apply if used)	Disabled access. & Toilet.	Venue hire cost
Yapham Village Hall Meltonby Lane YO42 1PH	Phil Arnold	01759 301063	Open again as usual with health & safety guidelines in place	Projector: Y Screen: Y Audio: Y Wi-Fi: Y	Yes	£10.50 per hour Rate can be negotiated as they are eager to get trade back
Everingham Village Hall Priory Pastures Everingham YO42 4JD	Sall Wilkinson	07761560296. sall_wilkinson@hotmail.co.uk	Open again as usual with health & safety guidelines in place	Projector: Y Screen: Y Audio: Y Wi-Fi: Y	Yes	£15 per hour
Melbourne Chapel	Rowan Braidley	01759 318918 martinbraidley@aol.com	Open again as usual with health & safety guidelines in place	No Equipment	Yes	£10 per hour
Melbourne Village Hall Main Street YO42 4QJ	Michelle Cooper	01759 319095 nmcooper9@gmail.com	Open again as usual with health & safety guidelines in place	Blue tooth sound & PA system. Fully stocked kitchen. Good parking facility. Eager for business.	Yes	£12 per hour add £10 if kitchen facilities used
Barmby Moor Village Hall	Kathleen Roberts	01759 304 604	Open again as usual with health & safety guidelines in place			Availability is very limited. Two mornings a week are being held open for u3a art groups but if not confirmed or used will be made available from Jan 2022

ACCIDENT REPORT FORM

Pocklington & District u3a

In case of an accident or incident, please complete and return to **The Secretary**

Name of injured party or property owner including name, address and telephone number:

Name, address and telephone number of any others involved (continue overleaf if necessary):

Date and time of accident/incident:

Circumstances and location of accident/incident:

Injury/property damage details:

Name, address and telephone number of witnesses:

1.

2.

Immediate action taken:

Details of any specialised assistance required at the scene:

Was medical advice sought afterwards, if so give details:

Name and telephone number of Group Leader:

Signed (injured party/parties):

Date:

Signed (Group Leader):

Date:

POCKLINGTON & DISTRICT u3a

New Group Form

On the website click on **Resources & Renewals / General Downloads** where you will find **New Group Form – October 2018**, please complete the form and send to the **Vice Chairman** : E-mail : vicepockdu3a@gmail.com.

	Detail
Title of the new Group	
Purpose/Objective	
Experience required, if any	
Material required, if any	
Format, e.g. Informal discussion, facilitator led, if Course –length-outline, other	
Venue Address	
Cost per person per session <i>e.g. Venue rental, refreshments, etc.</i>	
Frequency /Day of meeting	
Length of meeting	
Proposed start date	
Group Leader Contact details: Name, Contact Tel No and Email	
Any other useful Information	



YOUR 2024 / 2025 POCKLINGTON & DISTRICT u3a COMMITTEE

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