



Sevenoaks u3a

Group Organisers' Guide



Reg. Charity No. 1051712

www.sevenoaksu3a.org.uk

Acronyms:

EC	Executive Committee (of Sevenoaks u3a)
GC	Groups' Co-ordinator
GDT	Groups' Development Team (chaired by GC)
GO	Group Organiser
GOG	Group Organisers' Guide (this guide)
TAT	Third Age Trust (National Office)

Sevenoaks u3a contacts

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Group Organisers' Guide - u3a Sevenoaks

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Sevenoaks u3a web site: www.sevenoaksu3a.org.uk

Groups Co-ordinator and the Communications Team

Revised June 2021

1. Introduction

This booklet is produced as a guide to the new or intending Group Organiser, as well as a reference for the more experienced Organiser. It may also be of use to the general u3a member because it explains how a group runs, and what is expected of the newcomer. It is also meant to act as a supplement to the advice given by the Third Age Trust The National Office Group Leaders/Convenors Handbook, <https://www.u3a.org.uk/advice/document-downloads/u3a-kms-doc-034-group-leaders-convenors-handbook-2>, copies of which, plus other useful information, can be downloaded from the National u3a web site.

Throughout the u3a organisation various terms are used to describe the person who leads a Group such as Interest Group and Group Convenor. To avoid confusion, we will continue to use the terms Study Group and Group Organiser (GO). Also rather than Group Development Co-ordinator we will use the term Groups' Co-ordinator (GC), who leads the Groups' Co-ordination Team.

This Group Organisers' Guide (GOG) is an introduction to resources and methods used in Sevenoaks. It is in three broad sections:

- **Starting the Group:** This lists the questions everyone would want to ask at the outset when setting up a group, and provides some guidelines or suggestions based on the experience of others in the u3a
- **Maintaining the Group:** This summarises the changing priorities of an established Study Group, both as a social and as a learning group.
- **Appendices:** There are nine appendices which cover subjects helpful to Group Organisers, on: Insurance, Money Matters, Health and Safety, Data Protection, Copyright, Organising Visits, Equality, Diversity and Inclusion, Resources, Halls for Hire, and a list of Resources.

2. Starting and running a Group

What is a u3a Study Group?

The u3a is constituted as a self-help educational charity although for many groups the main purpose is not primarily about learning, but may be taking exercise (e.g. walking), playing games (e.g. chess, bridge), or being creative (e.g. painting). Self-help means that there is usually no teacher or instruction manual but books or on-line resources may be used in research or as a core text. The members themselves decide how delivering the Group's programme is to be shared out. The member(s) taking responsibility for a meeting choose their own topic or activity, when and where to meet, and how the meeting will run. Everyone makes some contribution to what is a

shared-help group. The u3a motto enshrining this is ***'Those who teach shall also learn, and those who learn shall also teach'*** (Peter Laslett).

There are no qualifications or exams and the ethos of any group should be generous, welcoming and non-judgemental. The goodwill created in the groups becomes the dominant note of the u3a as a whole in which friendship, respect and good humour are paramount. Group Organisers, perform a major role in a u3a. They are central to the core activities because of the groups they run and enable group members to engage in group activity and facilitate the realisation of the u3a principles.

Beacon Membership Database

It would be extremely useful if all group members were registered on the Beacon system. This would give us a full picture of the extent to which our members are involved in u3a activities. It would also allow GOs to contact group members using Beacon's secure email system. If you would like any further information about this please contact communications@sevenoaksu3a.org.uk

What is the Study Group's aim?

Learning, making, playing or doing through sharing. As a rule, one or two members will prepare a chosen topic or activity. This may be planning a walking route or setting up facilities for games or creative activity. For learning activities member(s) leading the session will explain what they have learned to the others in the group. This can be done in different ways as set out on **page 14**. Remember the basics of the u3a:

- u3a is a self-help educational body and the majority of its members are no longer in full time employment. A u3a group should always be interactive. Members are interested in sharing activities - thinking, making, playing and doing.
- To maintain concentration, people need an interesting and varied presentation. Greater impact may be achieved by reinforcement with a printed handout, or an illustration. Many members now use IT software such as Microsoft PowerPoint for presentations but this is not mandatory.
- Access to the Internet provides a range of readily available educational material to support group activity.

What does running a group involve?

The GO is the person who pulls the group together

There are two roles in running a Study Group. The first is an administrative role maintaining the list of members' contact details, providing all group members with a copy, and having responsibility for recruiting new members at various events organised by the u3a, or mid-year. Such recruitment should be notified to the GC. Due

consideration should be given to current Data Protection Legislation as defined in **Appendix 4**. A record of active Groups and Group Membership is maintained in the Beacon database system and GOs are encouraged to make use of this for communicating with their Group members and to report changes to the Communications Officer.

The other is a leadership role which involves encouraging and organising members to run meetings, putting together a programme for the term or year, and giving support and advice when requested. The two roles are often carried out by one person. Some groups have a GO plus an expert, for example a native speaker for a languages group. If you are anxious about committing yourself, it is easier to set a limit at the outset e.g. *"I will be the Organiser for three years, and then hand it on"*. Alternatively, a Short Group (**see page 7**) designed to run for just a handful of sessions may be the answer. This gives you and the members a chance to explore your subject, and then decide how to proceed.

How do you form the group?

The Groups' Co-ordinator (GC) is the first point of contact for anyone wishing to explore the possibility of starting a new group. The GC may have a Register of Members' Interests, or a list of people who have expressed an interest in the topic or activity, or may know of a waiting list for the same or similar activity which might potentially form the nucleus of a new group. You may be an enthusiast who gathers together other members, or a group may evolve through casual discussion among friends, or may result from work done in a different Study Group (e.g. the Peace and Conflict refocused its activities from an earlier Military History group which gave it a wider appeal).

A preliminary note in the Newsletter or on our web site to measure interest may be a good starting point and the GC will advise you. However the group starts, it is important for its founder members to meet and sift through the ideas that are being put forward.

With current technology it is now possible to set up virtual groups using one of the proprietary Video Conferencing tools such as Zoom, Skype or similar. These are very effective tools for maintaining group contact and as a teaching aid especially if members cannot physically attend or travel. They are also a very effective and an alternative communication tool in the event of bad weather or other events.

To sum up:

- Contact and invite the GC to a meeting
- Float the idea among friends and see how they react
- Advertise the group and collect the names of those who are interested

- Decide how meetings will be conducted either face to face, by virtual means or a combination of both.

Making progress

At that first meeting, notes should be taken on the main decisions and then circulated. The things that need to be considered include:

- Who will be the GO, and might others take on administrative or leadership roles to assist. These roles need to be discussed and defined, and made clear to everyone involved. The GO does not need to be expert in the Group topic, their prime purpose is to administer the Group.
- What is the group to be called?
- What are its aims and how are these best met?
- Where and when will it meet and how often?
- What resources will it need?
- How is the work to be shared in a fair way?
- How long is the group expected to run or how long will a topic last?
- Are there any costs involved and how will these be shared?
- Finally prepare a brief outline of the group's aims and meeting details for advertising in the annual Handbook and for a information on a dedicated page on the web site.
- Will funding or a grant be required to purchase basic equipment. e.g. a Chess Set or cards for a Card Playing group.
- Tell the GC and supply your email address, or find someone who will act as the email Contact.

What should the group be called?

Choose a short, simple name that expresses exactly what it will cover e.g. Walking or Wine Appreciation. Put the key word first. Music Appreciation is better than Getting more out of Music. The name needs to be self-explanatory in the Handbook and on the web site. If it is a popular subject and is likely to go on to have several cloned groups, for example: popular Groups such as Garden or Wine Groups where several can exist. Try to keep with the same name from the start.

Some subjects are more suitable than others. A slant that emphasises personal involvement will make the best use of the members' experience. Resources, facilities

and accommodation are all limited, so a Chemistry group may not take off if there is no lab, but a Science Discussion group will.

Because it is flexible, and deals with small numbers, the u3a can easily include visits as part of the study programme. If this is so, name the group accordingly as, for example, Gallery Studies, and then everyone will know you are regularly going to see current or permanent exhibitions. (See Visits in **Appendix 6**.)

Where should it meet?

This is usually in members' homes, but if the group is large or needs more space to operate such as Painting and Drawing then the group may hire a hall. This will form a contract between the Group and the Hirer. It is therefore important to charge members enough to give a surplus in case there are sessions that are less well attended, or think about charging per term. (Please see **Appendix 2**, Money Matters for information about managing accounts, **Appendix 9**, Halls for Hire and **Appendix 3**, Health and Safety).

One member may offer their home for all the meetings, but this can become a chore. Venues should be accessible, and parking can also be an issue. Those without transport need to be considered too.

With the aid of modern technology and the Internet, Video Conferencing is an alternative approach to setting up or running meetings and this may be a useful alternative in the winter months especially if bad weather disrupts travel.

And when?

At a first meeting, the members find a date by consensus. Two hours for each session is normal. A u3a group will usually meet on a weekday, in daylight hours, starting in October as a rule, with 2 or 3 months off in the summer. A Garden Group however may close down in the winter, or develop an alternative programme.

How often?

The majority of groups meet monthly, e.g. on the first Thursday morning in the month. Avoid 'fortnightly' in favour of e.g. 1st and 3rd Tuesday. Don't go for three-weekly, which is too complex in the diary. Some groups alternate an introductory talk at one session, with a visit at the next session. Work out together what suits your subject best.

How big should the group be?

There is no hard and fast rule. For groups meeting in members' homes, the size of the smallest living room sets the limit at around 8-10. Twelve can work well, on the basis that not everyone always attends, but groups of six or seven can thrive. If demand

exceeds the practical size of the group, let the GC know so that consideration can be given to forming an additional group.

What is a Short Group?

It is a normal group in every way, usually quite specialised, and designed to last for a handful of sessions only. Examples we have run in the past are Garden Design, IT Training such as PowerPoint, Heraldry, Wild Flowers and Money Matters. These groups can be great fun, adding variety to the u3a year and creating a new mix of people and subjects. They recruit as necessary, and have sometimes been repeated the following year. They have to be quite focused and well-structured because there is no spare time to rearrange the topic. A Short Group is a good way for a GO to test the waters.

What standard do we aim for?

Many groups have no entry level requirements. A language group e.g. French Conversation may state that everyone must be fluent enough to hold a discussion. However, if it is French for Beginners there may be no entry level but more able members should not be taken on because they will become frustrated and distract the group from its purpose. With time, members' knowledge and confidence will increase and the level of work will go up naturally (**see page 13**). In a Book Group, make clear the kind of books you intend to read, whether bestsellers, the Booker Prize shortlist or 19th century fiction. You will then attract members who can sustain the group. It is vital to make all this clear in the Newsletter or the Handbook entry advertising the setting up of a new group.

How about day-to-day advice?

If you want to talk to someone about any aspect of your group, you can approach the GC. Other GOs in Sevenoaks u3a or the National Subject Networks, National Subject Advisers and Regional Networks who can be contacted through the National Office web site or from links on our own web site to provide help and advice in many different ways. Some produce an email newsletter for their subject. Relevant articles in back issues of Sources Magazine can be downloaded from the national web site. See more under Resources in **Appendix 8**.

How long does a Group run?

There may be a natural timescale, but most groups run on from year to year and close only if there is no one prepared to be the GO, or numbers fall. Members of a group often find that they are comfortable together, and with their level of work, but have come to the end of the original topic. After a period of time refocussing the objectives of the group would help to expand the work already done or they may wish to choose a new and unrelated subject. The GC should be kept informed.

Maintaining the Group

Setting up a group is one thing – maintaining it in a healthy condition may be quite another. The purpose of this section is to highlight some of the points which lead to a successful established group – one which is meeting its aims and is enjoyed by its members. Being a GO is generally a very enjoyable and fulfilling role. However, there are some tasks which require thought, planning and preparation, and will not just happen. Enthusiasm for the topic may not, on its own, be sufficient. Being willing and able to share your enthusiasm with others is the key to success.

Organisation and planning

However long the group has been running, it is still worth spending time during the first meeting of the new year or, better still, the last meeting of the year, making plans for future meetings, agreeing topics, who is to lead them, who will host each meeting, and then producing a programme. As the year goes on, there may be a need to make changes, but the group will feel much more secure if members can see ahead. In some groups, such as book groups and language groups, this will mean having time to do some reading or research. Also, those who have agreed to prepare presentations will be able to schedule time to do the work. Once agreed, everyone should be given a copy of the programme. If changes are made later, these need to be circulated so that people are kept up to date. Members should also be given a list of the contact details for the whole group. This helps with communication and car-sharing.

At the first meeting of the year, it may be helpful to confirm the ‘ground rules’, especially if new members have joined, for example:

- Everyone contributes in some way or another
- Everyone learns through the unique u3a shared learning model
- Everyone’s contribution is equally valid and useful
- Everyone listens to others in a polite and respectful way
- Everyone shares the responsibility for making the group work
- Consider GO succession planning. The GO may want to continue running the group but a change may bring a fresh approach

Then there are the more practical things, such as:

- Members always inform the organiser or host if they are unable to attend a meeting.
- Members make a contribution to the host (up to 50p) for coffee.

- Members share cars or offer lifts, sharing costs as appropriate.

Keeping the group together

It is important for the GO to keep in regular and frequent contact with members. This is so much easier in these days of e-mail and now video conferencing (although those without e-mail or internet connection should not be forgotten). The Sevenoaks u3a Beacon database will allow GOs to securely email their group members through the database and make administration easier. Communication within the group is important and will vary according to the type of group, and the way in which it operates. The following is just one successful pattern of contact:

- A couple of weeks ahead, contact the person who is preparing a presentation for the next meeting, to check that all is well, and offer help if necessary.
- About a week before each meeting send round a reminder of the topic and the venue, or other arrangements.
- Afterwards, send round a brief summary of the meeting (this is helpful for people who were unable to attend).
- Between meetings, if appropriate, send round a note of any relevant items of news – e.g. an exhibition, an article or a radio or TV programme which might be of interest to group members.

However it is done, frequent communication helps members to feel involved in the group all the time - not just at the meetings.

Another way to encourage bonding of the group is to plan a social event, perhaps a pub lunch or an outing, from time to time. This helps members to get to know one another and can be particularly supportive during the summer break when there may be no meetings. For many u3a members, the social element is at least as important as the shared learning activity.

At the Study Group meetings

Generally, the GO will run the meeting, first of all welcoming members, dealing with any administration, giving apologies and introducing the presenter. Try to start on time and keep an eye on the clock, so that sufficient time is available for discussion – one of the most essential ingredients of most u3a group activities. It is equally important to finish on time, perhaps with a brief summary of the session, so that people can get away to whatever comes next in their busy lives.

Everyone appreciates thanks, and it is usually the role of the GO to make sure that this courtesy happens. The member who has worked hard at preparing a presentation, or has done all the organisation for a trip, deserves acknowledgment.

The contribution of the person who has hosted the meeting should also be mentioned.

Discussion

Someone needs to undertake the role of 'chairperson' during a discussion, if only to ensure that people don't all talk at once, especially when using video conferencing. This role is often taken by the GO, but not always. Try not to allow one person to dominate the discussion. Make sure that everyone who wants to, has the chance to speak whilst not pressurising those who want to take a back seat for a while. Encourage people to keep to the point and not wander off into an irrelevant discourse. Insist on only 'one meeting' going on so that everyone can listen to the points being made. People chatting in the background will not benefit the group and is discourteous to the speaker, unless a specific decision has been made to break into small groups.

Providing support to the group

Some established groups can be quite challenging, and the quiet or shy member may find this difficult to cope with. The GO may need to play a sensitive role in making sure that every member has a chance to play a part in the proceedings.

Introducing a session, or making a presentation, may not come naturally to everyone. If members are inexperienced or nervous about doing this, the GO should be alert to this, and suggest ways of approaching the task, for example, to work with another group member, to choose a topic about which they know a good deal already, or to limit the length of the talk.

New members coming into a long-established group may need particular support. They should be introduced to existing members and made to feel welcome and included by everyone. It can be quite daunting for a new member joining an established group. A GO may need to spend time explaining how the group runs and the standard it operates at, rather than assuming the new member will just absorb it. A newcomer may not wish to undertake a major role for a while, and this should be respected.

Is the standard still right?

After a year or two, the group will acquire confidence from its increased experience, and level of knowledge. It may want to start to tackle more ambitious projects. It will also become clear that some of the members have a specialist interest or background which can be of benefit to everyone. This is good, except that as time goes on it is more difficult to integrate new members. They are starting from scratch, so try to be understanding. They too will have something special to offer. Help to keep them on board. An occasional recap or a list of past topics may be useful.

It can't be that easy dealing with problems

The vast majority of u3a groups are successful and happy, but occasionally the GO will need to be alert to things going awry.

- One very dominant member may be upsetting others.
- Difficulties might be caused by occasional disrespectful remarks, or dogmatic views too strongly expressed.
- People who are keen to express an opinion may not wait until the presentation is finished before interrupting.
- The group may appear to be 'stuck in a rut'.
- If a member stops attending try to find out why.
- Behaviour that impacts other members and impairs group function should not be ignored.
- If you have a serious problem in a session you can ask a member to leave, but contact your GC as soon as possible.

If a member's behaviour is regularly disturbing other members of the group and the Group Organiser feels comfortable dealing with the issue in the first instance, then s/he should do so.

If you cannot resolve an issue yourself involve the GC who in turn will involve the Executive Committee if exclusion from a group is considered. There is also information available on the Third Age Trust web site which includes advice sheets on Complaints, Disciplinary and Grievance procedures. www.u3a.org.uk. These are also listed in the References section at the end of this guide.

Equality, Diversity and Inclusion are now a part of everyday life. Make sure your group members are aware of the need to not discriminate against any member of the group. See **Appendix 7** and relevant policy statements on our web site.

How are things going?

The best way to prevent such difficulties arising may be to have an open and honest feedback session at least once a year raising issues such as:

- Is the subject matter and format of the meetings right?
- Is the frequency, length, time of day of meetings right?
- Do members enjoy and benefit from the sessions?
- Is there enough variety in the approach taken?

- Is the level of study appropriate or is it either too demanding or basic?
- Are topics covered in the way in which members anticipated?
- Is the group meeting its goals, or do the goals need to be changed?
- Is it time for the group to move on to a new but related area or to examine a topic from a different point of view?
- What would members change?
- Should the group work towards sharing its work with other u3a members – perhaps publishing a booklet, adding something to the web site or preparing a presentation for a wider audience?
- Are there spaces for new members?
- Is there a waiting list? If there is, pass the names on to the GC who may advertise the vacancies or suggest starting a new group.

How long will the group run?

There is no simple answer to this. Many groups run on from year to year with the same GO. Some continue on but with a change of GO. Others run a natural course and close after a few years. Some may decide to close down for a year or two, and then start up again with a slightly different focus. There is nothing wrong with any of these scenarios.

In order to distribute the load of the GO, it is often a good idea to divide the tasks so that for example one member takes on part of the administration role, leaving the organiser to run the meetings. This person may become a co-organiser who can run a meeting in the absence of the GO. Such an arrangement can be a real support to a GO and may lead to finding someone who is prepared to take on the full GO role later on.

GOs will sometimes have agreed from the start to take on the role for a limited period. This gives the group time to plan and work towards another group member coming forward to take over. Five years is the maximum time as a GO after which to at least review the situation. A GO may feel that after a few years in the role they have had enough. If a new organiser does not emerge, then the group can close with no hard feelings in the knowledge that the group has satisfied its members and achieved its aims.

Enjoy the role

The vast majority of GOs enjoy their role, growing, developing, and gaining confidence over time knowing that they are part of the core of their u3a. Without its GOs the u3a would not exist. No GO is alone. There are many others from whom help and advice

can be sought. In Sevenoaks u3a, members of the Groups Co-ordination Team will be happy to provide support. Never be embarrassed to ask for help or advice – there is plenty of experience out there.

3. Shared Groups

Statement of Principles

Why do we need a policy on Shared Groups?

The purpose of having a policy on shared groups is to enable Sevenoaks and local u3a s to work together for the mutual benefit of all members living in Sevenoaks in a way which treats everyone fairly and consistently.

Agreed principles

Local u3as are agreed in principle that groups may be advertised to members of the other u3a as Shared Groups where numbers are not a constraint such as groups in halls or sports facilities. This is already the case for some groups. In such cases members of the parent u3a are not disadvantaged by having members of the other u3a join their group. Indeed, this arrangement can reduce the cost per head to members of hiring halls or other facilities.

Smaller groups which meet in members' homes and perhaps more specialist groups can be advertised or opened up in other ways to members of external u3as **only if:**

- every attempt has been made to recruit from within the parent u3a.
- both GCs agree that such arrangements would be to the mutual benefit of members of both u3a s.
- the GC of the parent u3a is satisfied that the Shared Group is potentially healthy and viable and has given express permission.
- it does not prevent our own members from joining that group. *
- *If a group is organised as a virtual group then restriction on numbers attending is only limited by the software (100 in the case of the Zoom free version). It is therefore the GO who can decide on the membership of the group, but should advise the GC of the structure and attendance.

Any loans of equipment paid for by one u3a Executive Committee will remain the property of the u3a that incurred the costs. In the event of a need to dispose of assets these would be administered in accordance with the constitution of the relevant u3a. Should the GO and the majority of members of a Shared Group no longer come from the parent u3a, a decision to list the group as belonging to the other u3a should be

reached by discussion between the GO and the GCs of the u3a s involved, bearing in mind this financial condition.

4. Helping your u3a

Each Study Group is an integral part of the local and indeed regional u3a Network, and has a vital role in making the whole organisation work well. A Study Group can liaise with the Executive Committee and any sub-committees to suggest ways they have found to enhance the learning experience for everyone, for example:

- Spare places on Group Visits may be offered to those who are not members of the group (*but must be members of a u3a*), perhaps to make it financially viable. Perhaps a visit to a more distant venue may be organised using a coach for convenience. A group may possibly recommend a visit it considers suitable for the whole u3a.
- The group may have come across an excellent speaker who can be recommended for the Monthly Meeting.
- A topic and speaker may be recommended as suitable for a Study Day which opens up the subject to many more people. Approach the GC initially.
- A short item in the Newsletter and the web site will bring to the notice of members in general the day-to-day work of the group, might gain new recruits or if the group has no spaces, be instrumental in firing up a second group.
- A Booklet about the group's work may be of interest to other members. A number of titles to date have been produced and examples are shown on our web site.
- Photographs or even work schedules can be placed on the web site: www.sevenoaksu3a.org.uk. This can have a real impact on attracting new members, both to the group and to the u3a. Bear in mind Data Protection (see **Appendix 4**) and the need to gain members' approval for posting photographs when individuals are shown. Photographs are the copyright of the individual and covered by the overall copyright of Sevenoaks u3a .
- Most importantly, parallel groups should try to liaise with each other, to share programmes and new ideas, develop resources and perhaps think of events where the members of 'Subject Networks' come together and cross-fertilise.

All the contact details are in the current Handbook. Contact can also be made through the web site via a protected email link and through the secure Beacon facility.

5. Giving a Presentation to your Group

The aim of these notes is to help members in any u3a study group to give a better talk. This type of group will usually rely on the preparation of material by one of the group which is to be shared with the other members. The session generally lasts for 1 ½ - 2 hours and can be on any of a range of topics such as History, Science or Literature. If the session lasts two hours the person introducing the topic should not talk for more than 40-50 minutes at the most. Below are some suggested ideas to aid your presentation.

- **Handouts:** Keep these simple and make sure they are useful. Too many and your group may start to read through a sheaf of papers and become distracted.
- **Don'ts:** In the internet age, there is a growing tendency for a speaker to hand out a list of web sites and suggest the others can go home and consult it. **This is not a presentation!** It is a source of material and can be listed as a reference. The speaker must absorb any material in person and then give a review as part of the talk. If the group did read it up at home, there would be no need for an introduction to the subject.
- **Getting a theme:** The key to giving a good presentation is working out what is necessary to get your group discussing the subject effectively – and no more. You are only introducing it. Make sure you can cover the topic in the time available. You cannot say everything; the discussion is at least as important as the introduction and once you have said your piece, let others debate the issues you have raised. A good discussion can lift the group.
- **Using Visual Aids:** A model, a drawing or picture, an illustration in a book or a map, whatever is relevant and to hand can provide a really good stimulus to the discussion. Make sure it can be seen by everyone or is suitable for handing round. Video clips streamed from the internet can be great help in enhancing key points in a talk but they should not be a substitute for the talk.

Summing Up can be a very useful way of bringing things to a close. Sometimes the Group Leader can do this, as well as keeping control of discussion. The member who is introducing the subject is then not chairing the meeting as well.

PowerPoint is a boon to the amateur presenter, and to almost every study group in a u3a. Images and photographs can be scanned in and shown on a screen and the slides can have text, images, music, video and links to the Internet for specific material as required. However, information downloaded from the internet may have Copyright (**Appendix 5**). Slides can include bullet points to guide discussion, act as a prompt, or reinforce some difficult points. However, you still have to give the talk and describe what is happening in the slides, and why you have chosen particular graphs or facts. Do not make your presentation too long with lots of slides. As a rule of thumb for a 50

minute presentation use no more than 40-50 slides. Make sure the slides are relevant, easy to read and leave enough time for a useful discussion. PowerPoint is an aid to delivering a talk and not the subject of the talk. Technical Support Group members (see Handbook) can provide help.

Remember, the important thing is to learn from the material you are presenting and enjoy it!

6. Frequently Asked Questions

Can friends who are not u3a members attend my group?

Yes, but only on a one-off basis and as a precursor to applying for full membership. See **Appendix 1**, Insurance for further details. Please make sure that everyone in the group is a paid-up member. A simple way to do this is to ask them to bring their membership card to the first meeting of the year. If you prefer, ask someone else to do this or check names with the Membership Secretary.

Are there any grants available for my group?

Yes, there may be, depending on what the money is needed for. For further details, see Grants in the Money Matters **Appendix 2** on **page 20**.

Can u3a supply any learning materials for my group?

The Third Age Trust can be useful. It has a Resource Centre as well as a web site providing signposts to other educational resources. Look at **Appendix 8**: Resources for more details.

Can I photocopy written materials for my group?

See **Appendix 5**: Photocopying and Digital Copying for details of what you may and may not copy. This system, previously arranged through National Office, has changed recently. Further information is available on the Third Age Trust: Copyright and Licences:

<https://www.u3a.org.uk/advice/keeping-it-legal/623-copyright-u3a-kms-doc-009>

How do I get hold of a laptop computer and projector?

Sevenoaks u3a has a stock of such items for loan. See **Appendix 8**: Resources for further details.

What do I do if there is a waiting list of people who would like to join my group, but there is no space?

Pass the names to the GC (see Handbook) who may start another group.

Who can I talk to if I want help with the running of my group?

This is discussed on **page 7**. Other GOs and members of the Group Co-ordination Team (see Handbook) may be able to help.

7. Conclusion

We hope this booklet has helped. We have tried to avoid talking educational theory, and stressed that 'informal adult learning' - which is at the core of the u3a - is a simple concept and accessible to everyone.

A u3a does embody some unusual features that assist in the learning process and these should be emphasised when running any group:

- the members of the group construct their own 'syllabus' or programme of study
- members choose the aspect of the subject they want to research and talk on
- the members support each other in the development of the topic. They also share the administration of the group

Why does this system work so well?

- A Study Group is a working co-operative.
- There is no sense of competition or marking or grading.
- Everyone's experience and background is respected.
- The group will develop a store of communal expertise, built up over several years, which is very satisfying to the individuals in the group.
- Sharing this study method with others, who may know more about different aspects of the topic, helps to reinforce the learning process. The shared experiences enhance the knowledge of the whole group.
- And not least . . . members of a Study Group often become good friends and go on enjoying each other's company in different situations.

We are sure you will enjoy working with your Study Group. Finally, and most importantly, **HAVE FUN** remember the u3a motto:

Learn, Laugh, Live!

Appendix 1: Insurance

Sevenoaks u3a is covered by a Public & Products Liability Insurance Policy provided by the Third Age Trust. This is intended to indemnify Sevenoaks u3a against compensation which they become legally liable to pay (usually through negligence) following injury or property damage sustained by a third party, as a result of a u3a activity. It does not cover pure accidents where no legal liability has been established. Latest Insurance advice can be downloaded from the Third Age Trust <https://www.u3a.org.uk/advice/keeping-it-legal/520-insurance-overview-u3a-kms-doc-013>

How does this cover apply to Group Organisers?

This policy has been set up to protect all u3a members, and includes 'Member to Member' cover and also if participating in a u3a activity in another u3a or withing u3a organised networks or regional activities. If somebody is injured while undertaking a u3a activity, and legal liability due to negligence can be proven, the insurers deal with any claim.

The insurance applies when groups are held in members' homes. It also applies if accidents occur while a group is out walking, or some other outdoor activity, provided it can be shown that the u3a, its agents or members have in some way been negligent in causing injury to the victim.

However, it does not provide personal accident cover. Members are responsible for their own health and safety, and should satisfy themselves that any u3a activity is safe and suitable for them. Almost all u3a activities are covered, but activities in any craft with an engine are excluded. If you are contemplating using machine/power tools or participating in potentially hazardous activities like abseiling, white water rafting or quad biking undertake the appropriate risk assessments and consult National Office in advance.

Does this insurance cover non-members?

A critical component to insurers accepting the Public Liability risk for the u3a is that it is a membership organisation with all members signing up to, and complying with, the terms and conditions of membership. To this extent all individuals who want to participate in u3a should be members in order this principle is upheld and to avoid any potential problems with claims.

Underwriters do accept that within an organisation the size and diversity of the u3a that there will be exceptions to this principle, the most common scenario being where an individual attends one u3a "taster" session before deciding if they want to join. Insurers also accept there maybe occasions where an individual volunteers to help

the u3a, perhaps a spouse of a partner setting out some chairs for a u3a event or helping with an exhibition stand etc

If an individual wants the benefit(s) of u3a activity, even just a particular outing, they should become a permanent member.

Appendix 2: Money Matters

Sevenoaks U3A has a Finance Policy which gives details of how our financial activities are managed. The important principle is that GOs must be open & transparent regarding the group's finances both to the group and wider membership and may be required to report on their finances to the Executive Committee. Full details can be found in the policy which can be found on the web site: www.sevenoaksu3a.org.uk/U3A-Governance/u3a-governance.html.

A printed copy is also available on request.

Charges

If your group charges regularly, for photocopying, hall hire, buying a specialist journal to share, special materials, etc, then say so in the Handbook so that everyone knows the costs up front. There is no charge for joining the group as such, or taking part in its core activities. If the Organiser has extra expenses for letters or phone calls, then there may be a simple levy of £1 a year per member, or as decided. A GO should not commit to expenditure beyond a level that the group can and will meet. For more detail, members could consult our Finance Policy (see above) or the document '*Financial Matters*', U3A-KMS-DOC-033 (Feb 2020), to be found on the national U3A web site (<https://www.u3a.org.uk>). Alternatively, speak to a member of the Executive.

Coffee and Tea

It is the norm throughout the u3a to pay up to 50p for refreshments, and this goes to the host. If he or she prefers, there could be a charity box instead. Some GOs waive the donation because they are not doing any driving that day, or it suits them better to host all the meetings.

Grants

Sevenoaks u3a will make a start-up grant of up to £100 for a new group that requires essential 'hardware' (not normally books) to begin work. For example, the Chess group bought 6 matching boards and playing sets. The materials always belong to the u3a and must be returned if the group disbands. For an established group needing more advanced equipment, a continuing grant of up to £100 is available. Ask the GC for details and an application form.

Hall Hire

As groups grow they may want to move to a hall. The costs need careful management and again should be clearly set out in the Handbook. You can collect payment for each session, but it may be easier to charge per term, or for the year. A separate 'bursar' for the group is always a good idea, to spread the work. It is advisable to give a receipt for larger sums and keep proper records, so that all transactions are transparent (see Finance Policy for details).

Surplus funds & Self-financing groups

Some groups end up with a surplus. It is reasonable to hold up to £100 in the group as petty cash. If a group has a larger financial turnover or builds up a larger surplus, they may be required to report to the Executive Committee - see Finance Policy for details.

- GOs must avoid putting members' money into their personal bank account.
- For larger groups or if you are regularly carrying more than £100 in cash, consult the EC about whether a bank account should be opened for your group.
- Give receipts and keep records.
- Where annual turnover or the residual fund of the Group exceeds the amount permitted in our Financial Policy (q.v.) then group records must be available for scrutiny and reported to the EC Treasurer on a regular basis. An annual report of group funds is required for inclusion in the u3a's return to the Charities Commission
- The Beacon system allows any group to record their income & expenditure in a 'Group Ledger' – please contact the EC Treasurer or Communications Officer for details.

More angst is caused by money than anything else in a u3a, so be aware of that. **Any money spent by the group should benefit all the members equally.**

Appendix 3: Health & Safety and Safeguarding

GOs should try to anticipate risks. Although no formal 'risk assessment procedure' is necessary, a number of Risk Assessment Checklists are available for certain activities. Risk assessment forms are available for the following activities. These forms can be downloaded from the Third Age Trust web site:

<https://www.u3a.org.uk/advice/risk-assessments>

- **In the home:** avoid trailing wires etc. which might trip people.
- **In hired venues**
See *Venue Risk Assessment Checklist*:
<https://www.u3a.org.uk/advice/risk-assessments/u3a-kms frm-002-venue-risk-assessment-checklist>
This should be conducted before committing to hire the hall, and on the day of use, the *Venue Checklist (Day of Use)*:
<https://www.u3a.org.uk/advice/risk-assessments/u3a-kms frm-011-venue-day-of-use-checklist>
- **For an outdoor activity:** members should satisfy themselves that it is safe and suitable for them. GOs may tell their members that they undertake the activity at their own risk. Take a mobile phone in case of emergencies. See *General Outdoor Activity Risk Assessment Checklist*:
<https://www.u3a.org.uk/advice/risk-assessments/general-outdoor-activity-risk-assessment-checklist>
- **Workshop activities**- See *Workshop Activity Risk Assessment Checklist*:
<https://www.u3a.org.uk/advice/risk-assessments/u3a-kms frm-013-workshop-activity-risk-assessment-checklist>
- **Walking Groups** – See *Walk Leader Risk Assessment Checklist*:
<https://www.u3a.org.uk/advice/risk-assessments/u3a-kms frm-012-walk-leader-risk-assessment-checklist>
- **Remote Activities** – See *Remote Activity Risk Assessment Checklist*:
<https://www.u3a.org.uk/advice/risk-assessments/u3a-kms frm-015-remote-activity-risk-assessment-checklist>

If an accident occurs during a u3a activity: The Chairman & Secretary should be informed as soon as possible. GOs should obtain an Incident (Accident) Form from the GC or download a copy from the National web site, complete it and pass it to the Chairman and Secretary.

In an emergency: call emergency services immediately, and do not attempt any first aid until advised to do so. Make sure you know the Postcode of your location as

Emergency Services use Satellite Navigation to locate your position. If not in a location with a postcode, use a mobile phone as this will provide GPS location data.

Electrical equipment: should be checked for safety on a biennial basis. GOs should ensure that tools and other equipment are in good condition and used with care.

Sevenoaks u3a Safeguarding Policy

- Our Code of Conduct requires all members to act in ways which respect other members. Any instance where a member suspects or believes that a member of Sevenoaks u3a or another u3a is being abused, neglected or harmed, either during a u3a activity or outside this, should be reported to a member of the Executive Committee as soon as possible and ideally within one day of this becoming known.
- Verbal reporting should be followed by written confirmation by email or letter. See also **Appendix 7** on Equality, Diversity and Inclusion.

Appendix 4: Data Protection

The General Data Protection Regulation identifies key data protection principles as set out below; GOs should be aware of the principles and make sure any information used to administer the group is appropriate for the activity and should not be retained when no longer needed. More details can be found on our web site: www.sevenoaksu3a.org.uk/U3A-Governance or from the National Office: www.u3a.org.uk

- **Principle 1** - Personal data shall be processed lawfully, fairly and in a transparent manner
- **Principle 2** - Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- **Principle 3** – The collection of personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- **Principle 4** – Personal data held should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- **Principle 5** – Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- **Principle 6** – Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Appendix 5: Photocopying and Digital Copying

Sevenoaks u3a is covered by an Agreement with the Copyright Licensing Agency (CLA), arranged through the Third Age Trust, for which it pays an annual fee. A Copyright Licensing Agency (CLA) licence allows the copying and re-use of extracts from digital and printed books, magazines, journals and web sites for educational and teaching purposes.

Copies must not exceed one chapter of a book, one article from a publication, one short story or poem from an anthology, or one case report from a published report of judicial proceedings, or 5% of the total, whichever is greater. For digital material, copying must be limited to extracts that are equivalent to these limits. Members are entitled to share copies with one another in person or online for educational and teaching purposes but must not circulate copies more widely. Paper copies intended for a meeting of an interest group must not exceed the number of members attending.

Certain works are not covered by the CLA Licence, as the copyright owner has intentionally excluded them from this scheme. The lists of these works can be checked on the CLA web site: www.cla.org.uk/excluded-works. Similarly, the following published works are not covered by the CLA licence. If the copyright has not expired, then you will need to evaluate on an individual basis. These include:

- **Maps and charts** (e.g. weather charts) – consult the Ordnance Survey or Google maps or other source for the necessary permissions.
- **Newspapers** – consult the Newspaper Licensing Agency for the necessary licence
- **Printed sheet music including lyrics** - unless the work is out of copyright, direct permission has been granted, or the use falls under one of the limited copyright exceptions. Please note that certain copyright owners have agreed that they will not institute proceedings if copies are made in certain circumstances in respect of music both printed and published in the UK, notwithstanding the Copyright, Designs and Patents Act 1988 – please see the Music Publishers Association's Code of Fair Practice on the Graphic Copying of Music. <https://www.mpaonline.org.uk>
- **Licences to play music in public** - The PPL PRS Licence (also called 'The Music Licence') allows a business or organisation to legally play music through the radio, television, other digital devices and during live performances. PPL, through PPL PRS Ltd, can license a venue operator or an individual music user, depending on the type of venue and how music is used. The Third Age Trust

has a PPL licence for music use for u3as across all venues. This ensures that all recorded music used by u3as is licensed by PPL and eliminates the need to investigate whether the licences held by the venues (if any) are suitable to cover music used by u3as.

- **Licences for u3a choirs and singing groups** - The Third Age Trust does not currently subscribe to the Amateur Choir Licence which has been launched by PMLL on a trial basis. This licence allows members of the choir to make photocopies of a certain number of works (as long as the publisher is a member of the scheme). It also allows small arrangements of works without the need for further permission. The licence is charged on the basis of the number of works a choir wishes to use and the number of members in the choir. Further details are available at:
<https://www.printmusiclicensing.co.uk/licences/amateur-choir-licence/>
- **DVDs/downloads and streamed materials** - The MPLC Umbrella Licence allows audio-visual content (including DVDs, downloads and streamed materials) to be screened in a public location, for example a community hall or in a member's home as part of an interest group, provided admission is not charged. The Third Age Trust has an MPLC Umbrella Licence which covers all u3as and allows u3a group members to show all MPLC films for educational and entertainment purposes. The cost of the MPLC Umbrella Licence is included in Third Age Trust membership. It is automatically renewed by the Trust on an annual basis.

Members should be aware that downloading copies of material from the Internet for the use of a Study Group may not be legal. This makes the organisation of work more difficult but an awareness of copyright is important. All u3a members are responsible for respecting the rights of others and should only use others' work when it is legally permissible to do so.

In summary - Before using any work that has been created by someone else, u3a members should ascertain who created it and who the copyright owner is. It is very important that you are clear on what grounds you are making a resource available. The following checklist may be useful:

- **Who created it and who is the copyright owner?** - Be aware that some sites may be using images for which they don't hold the copyright – you will need to find the actual owner.
- **How old is it?** Is it still covered by copyright or has the copyright expired? - Review the 'expired copyright' section. If the copyright has expired, you will be able to use it. If not, you will need to investigate further.

- **Has the copyright owner given permission for the intended use?** - Check if it has been published (and the intended use is permitted) under a public copyright licence such as a Creative Commons licence.

If not:

Contact the copyright owner for permission; or is there a similar image which has been released under a public copyright licence that you could use?

- **Does the use potentially fall under a copyright exception?** - If you have not received permission from the copyright owner and the use does not fall under a copyright exception, has your u3a, the Third Age Trust or the relevant venue got a licence that allows that use?

Video Conferencing (Zoom) and sharing materials

The Sevenoaks u3a CLA licence allows a group session to share materials via Zoom, or any other video conferencing app, provided the session is password protected and is not being recorded. This is covered by the licence for educational and teaching purposes. Any other use of copyright works is likely not only to infringe copyright but also breach the terms of service (sometimes alternatively known as “terms of use” or “terms and conditions”) which govern your use of the app – see also the Zoom (or other Video Conferencing) terms of service.

If you are in any doubt regarding any aspect of using the work of others, take advice from the u3a Committee, or the Third Age Trust before using the work. The u3a movement is not exempt from copyright law and fines can be quite high so caution should be exercised. Note that Trustee Indemnity Insurance will not cover copyright infringement.

Further information is available from the Third Age Trust - Copyright and Licences - <https://www.u3a.org.uk/advice/keeping-it-legal/623-copyright-u3a-kms-doc-009>

Appendix 6: Organising Visits

The flexible nature of the u3a, where the Study Group members make all their own decisions, means that visits are often an integral and attractive part of the year's programme. Some groups, such as London Studies, Gallery Studies and Industrial Heritage, construct the learning component round the visit. Our proximity to London and its mass of resources and attractions means group visits can be very exciting and all offer great potential for learning.

Arranging a visit is no simple matter. The logistics of travel, costs, access and timing have to be worked out. Think hard about how much walking your members can do in a day and consider the risks involved. Remember a lunch venue has to be arranged, and perhaps tables booked. There is a lot of pre-planning, and it should be shared. The member(s) responsible for any presentation may offer to take on organising the visit and doing a dry run.

Transport:

Private car: This is usually the simplest way to travel to places in Kent, or the SE of England. Try to keep the number of cars down to a minimum.

Public transport: Usually members go by train to London. They may start from different stations, but travelling together is fun and the discussion is often useful, before and after the visit. Be aware of special rail travel offers, for example for four people travelling together. Remind members to renew their Travel Cards to keep costs down.

Minibus: It can work out either cheaper or simpler to hire a minibus. It is also great fun, because everyone can relax and talk on the journey. The Social Events team has the name of reliable minibus hire companies.

Longer Visits: Some groups decide to run their own Study Trips, and they are insured to do that under the terms of the Tour Operators' Liability Insurance, arranged through National Office. This would cover short trips of a few days, arranged to look more closely at some aspect of shared study. However, those going on the trip, especially overseas, should also have private travel insurance, checking that their policy covers domestic travel too.

Appendix 7: Equality, Diversity and Inclusion

Sevenoaks u3a is a learning co-operative and membership charity which enables members in their third age to share educational, creative and leisure activities. Our members draw upon their knowledge, skills and experience to teach and learn from each other (peer to peer learning). As such we recognise that some people are particularly likely to experience discrimination and harassment and are committed to making sure that the u3a is as inclusive and welcoming as possible.

Sevenoaks u3a complies with the Equality Act 2010. The Act stipulates that organisations cannot treat someone unfairly on the basis of what it calls 'protected characteristics', which are:

- ethnic origin, nationality (or statelessness) or race
- age
- disability
- religion or belief (including the absence of belief)
- marital or civil partnership status
- sexual orientation
- pregnancy
- gender reassignment
- political belief

Sevenoaks u3a will strive to ensure that members do not experience discrimination on the basis of their protected characteristics. This will include ensuring equal access to groups and behaviour between members and by our u3a Committee Members and group leaders. GOs should endeavour to ensure that behaviour within the group pays due regard to issues of equality, diversity and inclusion, and should be prepared to make reasonable adjustments to make group activities accessible to all members.'

Further policy information is available on our web site but If any member feels they are being discriminated against raise it with the Group Coordinator (GC) and or a Trustee as required.

Appendix 8: Resources

Laptop computers, projectors etc: Sevenoaks u3a owns a stock of audio-visual aids. These can be borrowed free of charge by individual members as well as by GOs. They are much in demand and need to be booked in advance, and returned immediately after use. These items can also be hired by other organisations for a small fee. Custodians of these resources are listed in the Handbook and on our web site.

Library books: sets of books for use by a group can be obtained free of charge from local libraries. Note the local library now uses internet based systems for managing library books. Popular magazines can also be downloaded. It is wise to order well in advance.

Internet: many group members and GOs have access to the internet, and this can be a rich source of information when undertaking research for a presentation. However, bear in mind that not all the information out there is 100% reliable or accurate. Our web site has a comprehensive range of information about our groups and also carries links other local u3as that are relevant to our activities at www.sevenoaksu3a.org.uk.

The Third Age Trust (TAT) at:

u3a National Office
The Third Age Trust,
156 Blackfriars Road,
London
SE1 8EN.

Tel: 020 8466 6139

Open: Mon to Fri, 09.30 to 16.30

Web site: www.u3a.org.uk

The TAT web site has information about u3a and, once you have set up an account with a username and password, you can go to the Members Area which gives access to a further range of topics, such as:

- Subject advice: Each subject has an Adviser you can contact directly. Some subjects have Subject Start-up Booklets.
- There may also be material available that you can use or adapt to meet your needs
- Advice sheets on general administrative matters
- Events, publications, document downloads, and online courses

‘Sources’ - The u3a subject-orientated educational bulletin which is published three times a year, delivered to your door with u3a News, can be a helpful source of material for GOs. Recent issues have covered geology, archaeology, gardening and aspects of science. Back numbers can be downloaded from the web site.

Open Learn (part of the Open University) www.open.ac.uk. This site provides a huge variety of free information and courses.

u3a Signposts <http://worldu3a.org>: international u3a

Virtual u3a - The Virtual u3a or vu3a is like a local u3a Group except that its activities take place on the Internet. <https://vu3a.org/index.php> Here you will find signposts to educational resources of a mostly non-computer nature to be found on the world-wide-web. History, Philosophy, Art and Poetry links are there in profusion. Well worth a browse!

Gresham College - Run a series of talks and lectures, many of which are broadcast on line. <https://www.gresham.ac.uk/>

Other Societies and Institutions: The Royal Society, the Royal Institution and others are also sources of information.

Sevenoaks u3a Connect & Learn website

www.sevenoaksu3aconnectandlearn.org

This website also contains a wealth of information which may be of use to both Group Organisers and the group members.

The GC and members of the Group Development Team will be happy to offer advice and support. Contact details can be found in the current Sevenoaks u3a Handbook and the web site.

Appendix 9: Halls for Hire

Guidance:

- Agree a cost range beforehand with your group members.
Check availability and cost (tel. contact listed after each venue).
Some venues listed with telephone number only may be suitable.
Your own church or village hall may have a suitable room. For a new venue ensure it meets your requirements before deciding to use it.
- Undertake a venue risk assessment on the overall facility before hiring:
<https://www.u3a.org.uk/advice/risk-assessments/u3a-kms-frm-002-venue-risk-assessment-checklist>.
This should be conducted before committing to hire the hall.
- On the day of use -Venue Checklist (Day of Use) should be used:
<https://www.u3a.org.uk/advice/risk-assessments/u3a-kms-frm-011-venue-day-of-use-checklist>

These forms can be downloaded from the Third Age Trust web site:

<https://www.u3a.org.uk/advice/risk-assessments>

Disabled Members may need (depending on disability level):

- A Disabled parking bay
- A Ramp for building access
- A Ground floor or upper floor room with lift
- Disabled toilet facilities
- Space for wheelchair or mobility scooter
- A Hearing loop within the sound system

Sevenoaks Bat & Ball Centre, Cramptons Road, Sevenoaks (previously known as the Community Centre).

There are three spaces to hire, the Main hall (seating capacity 160 seated at tables, 340 theatre seating), the Small hall (about 65/120) and a Meeting room (capacity 20.) The large & small halls can be made into a larger combined space. There is also a kitchen, charged separately. This is the best hall in the area as it has dedicated parking, a raised area, a full range of audio/projection equipment, wifi throughout, and an excellent caretaker service which arranges seating or tables to suit the event. It is run by Sevenoaks Town Council and charged by the hour, so not low cost but charities are charged a non-commercial rate.

Bookings Secretary Tel: 01732 459953

Email: hallhire@sevenoakstown.gov.uk

St Nicholas Church, Rectory Lane, Upper High Street, Sevenoaks, TN13 1JA

The Undercroft accommodates 60 people, the main body of church up to 120. Limited kitchen facilities. Ample parking. A full range of audio-visual equipment and a good Bookings Manager who ensures all needs are met. Indicative cost of main church £150 for a 3-hour session.

Bookings Parish Office Tel: 01732 740340

Email: office@stnicholas-sevenoaks.org

Otford Village Hall

A useful trio of rooms, Main Hall, Club Room and Hope Room, the first two with ceiling mounted screens. The Main Hall has a stage and seating for about 200. The Club Room has a capacity of 80, and the Hope Room (can be noisy if the Main Hall is in use) can take about 20. All have kitchen facilities. Rooms charged by am/pm session at low cost. Paying Parking is available although limited if all halls are in use.

Bookings Tel: 01959 525181

Email: ovmh.secretary@otford.net

Holmesdale Bowling Club

Worships Hill, Riverhead, TN13 2AS. A pleasant, airy room with a kitchen. There are two sections which are both accessible, the first is an open area, where chairs can be placed to suit a discussion, or a PowerPoint presentation, plus a bar area to the rear with sturdy tables and chairs. Accessible and with reasonable amount of parking. Rooms are charged by the hour.

Tel: 01732 835608 (Brenda Bennett)

Email: brenda.margaret.bennett@gmail.com

Riverhead Church Hall

The light and airy hall is equipped with chairs, tables and a fully equipped kitchen. Ample free parking. Repeat bookings are welcomed and reduced rates are then available.

Bookings: Margaret Holman **Tel:** 01732 450408

Email: mazzaholman@gmail.com

Riverhead Village Hall

The main hall (13.5 x 6.5 metres) and small committee room are available for hire. Facilities include comfortable seating and tables for up to 90, kitchen, committee room for smaller meetings. Disabled access, including toilets. Very reasonable rates.

Tel: 01732 461278

Email: clerk@riverheadparishcouncil.org.uk

Sevenoaks Outdoor Bowling Club,

Hollybush Lane: clubhouse for hire £12 an hour Monday and Thursday am or other by arrangement.

Bookings: Barbara Ide, Tel: 01732 460231

Email: Barbara@haresfield.org.uk

Sevenoaks Indoor Bowls Centre, Hollybush Lane, TN13 3UX

There are 3 separate areas available for hire:

Armada Suite: 25—30 people

Churchill Suite: approx. 100 people

Bar Area: 75—100 people

Bookings: Sally Jolley **Tel:** 01732 451889

Email: sevenoaksibc@live.co.uk

St Edith's Hall, Kemsing

Two halls, one for up to 200 people and the other 80 people, and a small meeting room, together with a large preparation and serving kitchen. There are ample tables and chairs for all seating styles. Reserved parking. Wheelchair access via ground level entrance.

Bookings: Mrs. Cole. **Tel:** 07927 505649

Email: st.edithhall@tiscali.co.uk.

Chevening Sports Pavilion

A medium sized room with kitchen facilities, and moderate parking. Opposite the primary school so exit can be tight at going home time.

Bookings: Tel: 01732 450595 Gordon & Viv Lee

Cornwall Hall (Methodist Church, The Drive)

One very large and two smaller halls, using a modest kitchen.

Adequate parking.

Bookings Tel: 01732 465071

Email: drivemethodistchurchlettings@gmail.com

Christ Church United Reformed Church 2 Littlecourt Road. One very large and a small meeting room. Parking is adequate for a small study group.

Email: bookings@christchurchsevenoaks.org.uk

Tel: 01732 457878

Kippington Centre:

A modern hall (holds 80) and large well equipped kitchen, all centrally heated; disabled access, adequate parking for a Study Group.

Bookings Tel: 01732-451117

Email: office@stmaryssevenoaks.org

St Luke's Church Hall, Eardley Road

The Hall, the Parish Room and the Upper Room are each available for hire, separately or together, on weekdays, up to 11.00 pm

Bookings Tel: 01732 743045

Email: lukesevenoaks@btinternet.com

Friends Meeting House, 30 Hollybush Lane, Sevenoaks TN13 3TJ

Bookings Tel: 01732 455484

Otford St Bartholomew's Church Hall, High Street, Otford, Kent

Bookings: 01959 523820

Otford Library. Small space for up to 16. Kitchen available. Very warm and comfortable. Chairs/tables available. Parking for 5 cars. Paying village car park.

Closed: Wednesday & Sunday

Mornings only: Monday, Thursday & Saturday

Afternoon only: Friday Open All Day : Tuesday

Bookings Tel: 0300 041 3131

Email : otfordlibrary@kent.gov.uk

Unitarian Meeting House, 5 Westerham Road, Bessels Green, TN13 2PX

Hall can hold about 50 people, car parking available on site.

Tel: 01732 465248

Email: 7OaksUnitarians@gmail.com

References

The Documents listed below can be viewed and downloaded by registering and logging on to the Third Age Trust Website

www.u3a.org.uk

1. Group Leaders/Convenors Handbook – U3A-KMS-DOC-034
2. Complaints Procedure Sample U3A-KMS-DOC-037
3. Grievance Procedure Sample U3A-KMS-DOC-039
4. Handling problems within groups - U3A-KMS-DOC-023
5. Incident Report form U3A-FRM-001
6. Venue Risk Assessment Checklist -U3A-FRM-002
7. Venue Checklist (Day of Use) – U3A-FRM-012
8. Walk Leader Risk Assessment Checklist - U3A-FRM-011
9. General Outdoor Activity Risk Assessment Checklist U3A-FRM-014
10. Workshop Activity Risk Assessment Checklist - U3A-KMS-FRM-013
11. Remote Activity Risk Assessment Checklist - U3A-KMS-FRM-015
12. Copyright and Licences - U3A-KMS-DOC-009
13. Equality, Diversity and Inclusion Policy Sample - U3A-KMS-POL-001
14. Safeguarding, policy and procedure - U3A-KMS-POL-005

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