

BRIXWORTH & DISTRICT u3a

POLICY NO. 3 INTEREST GROUPS

Role & Responsibility of Group Leaders

Details can be found in the Group Leaders Pack on the Brixworth & District u3a website.

Charges

Paid tutors are not permitted. However, interest groups are encouraged to invite guest speakers for whom out-of-pocket expenses can be paid. The members' attendance fee therefore covers the cost of hire of the room (where applicable) or other incidental expenses such as for equipment, materials, refreshments, printing, telephone calls, etc, including mileage in the case of the planning process for the Rambling Group or where other travel costs are incurred. The charge rates as at June 2025 are: printing - 10p per A4 sheet (black and white) and 50p for colour; telephone calls – 20p per call; mileage – 45p per mile.

Interest Group Leaders can only accept cash from group members for their attendance fee and other incidental expenses. Additional payments for external visits, events, etc. must be paid by the participating members via a cheque made payable to Brixworth & District U3A where payment to the service provider will be processed by the B&D U3A Treasurer. Cash will not be acceptable in such cases.

Attendance

Interest Groups are only open to paid-up members of Brixworth & District U3A. However, visitors may attend one group meeting prior to deciding whether to join Brixworth & District U3A, with the agreement of the Group Leader. The amount payable in respect of the carer/helper is left to the discretion of the Group Leader.

When coaches are used for outings if any seats remain vacant after first being offered to members of the group and, secondly, to the general membership, they may then be offered to non-members in order to fill the coach. Members are expected to be punctual for all coach departures, both on the outward and the return journeys. The coach may have to leave without the late arrival if there are parking restrictions.

When attending Groups members should be aware of the need to be fit and well when undertaking physical activities.

Financial Account

An accurate account of income and expenditure must be maintained by the Interest Group Leader (or a nominated person) for every occasion that the group meets. At the end of each Financial year the Group Leader or the nominated person will submit a year-end account to the Treasurer using the Summary Form available from the Treasurer. The same form is used to provide details of the total number of meetings of the group, average attendance figures, total income and total expenditure for the year.

The maximum amount of money held by any Group Leader or nominated person should not generally exceed £50. Where larger amounts of cash are retained by a group for legitimate reasons, it is suggested that it is shared between two or three members of the group for greater security. All money should be stored in a safe place.

Annual Review

It is recommended that once a year the Group Leader carries out a review of the group activities with the members of the group. This should consider whether the group should continue as before, or if not, how changes might be made.

Exclusions

Animals and children are not allowed (with the exception of assistance dogs) to attend any activities, outings or events.