

Beeston u3a local committee decisions

Updated July 2026



These are local decisions that have been taken from the minutes of Committee Meetings.

It is also important to refer to Beeston u3a Constitution and Policies, as well as National Policies that have been sent out by the Third Age Trust and are available on the National Website.

AGM

- Auditor: it was agreed to pay an honorarium of £60.

BEESTON U3A EQUIPMENT

- It was agreed that it was not acceptable for members to borrow equipment for use at home e.g. the laptop.
- As only very few groups regularly use Beeston u3a equipment, they each have a key to the equipment cupboard. There is a booking system for items of equipment and groups can request items by emailing groups@beestonu3a.org.uk

COMMITTEE

- Fire procedures agreed. At Open Meetings the committee members will act as stewards and shepherd people from downstairs out at the back of the church, and those upstairs will be shown out via the exits at the bottom of both stairs.
- Committee members to send emails out using the u3a email addresses where appropriate. When sending out an email to all committee members, it must go BCC. This happens automatically if using Beacon.
- Attendance at National/Local Conferences. Priority is to be given to new committee members and people who have not attended before. Committee approval is required to sanction payment of expenses.
- Committee members must always produce a monthly report whether they will be at the meeting or not. 48 hours in advance when possible.
- Regular attendance at committee meetings is very important for all trustees.

FINANCES

It was agreed as a matter of policy that when a cheque is returned unpaid the member concerned will be contacted by the treasurer to seek reimbursement for any charges the u3a has incurred and to have the amount of the cheque honoured.

GROUPS AND MONEY

The following are the criteria on which decisions allocating money to groups are to be decided:

1. Does this group need specialist equipment to start up?
2. Does old equipment need to be replaced?
3. Does this money allow Beeston u3a to make an impact in the community?

4. Would this request be equitable in the light of the actions of other groups e.g. sponsoring trips/events?
5. Do we have enough funds in the budget?

OTHER GROUP REGULATIONS

- If a u3a Cluster member becomes a Group Leader they must join us as an Associate member.
- No interest group should be advertising with outside sources, other than via Beeston u3a publications etc.
- Members are asked to attend only one of similar groups when there is a shortage of places. E.g. not going to medium walks one, two and three. When these groups are not full, this is not an issue.

MEMBERS

- Death of a member: When we learn of the death of a member, the Communications Officer will wait a few days and then send out an email to all members informing them. The Beacon record will be amended accordingly. An announcement at an Open Meeting will only be given if the deceased was involved at any time in the management of Beeston u3a e.g., Committee Members or Group Leaders.
- Books/paintings etc. by individual members should not be promoted. Only permissible for u3a groups. If a speaker wishes to sell his/her book etc this can be done when the meeting has closed.
- Non-members may not attend u3a events other than the Monthly Open Meetings.
- New members who resign within the first two calendar months, can request a refund of the membership fee (minus a small fee to cover bank charges). They can only attend groups if already a member. They can attend an Open Meeting without joining.
- No emergency contact details will be collected for new members and details for existing members will no longer be used. Exceptions on an ad hoc basis e.g. walking groups and visits. Paper copies to be carried.

OPEN MEETINGS

- We will put out a collection box for charities informally if appropriate after a talk and members wish to make a contribution.

MONTHLY NOTICES/ NEWSLETTER

- These will include only u3a matters to do with Beeston, the local networks or TAT. Other information is to go on the community noticeboards which are available at Open Meetings, ~~bulletins~~ or Facebook.
- Only u3a and Community notices are to appear in the newsletter.

OUTINGS

- Committee members and visit organisers cannot use free places.
- Members going on u3a visits must pay at the time of booking and payment is non-refundable. Members going onto a waiting list will pay when a seat becomes available.
- All planned trips must be notified to the committee.

TO BE REVIEWED JULY 2027