

Policy on Hall bookings and other contractual arrangements

Rationale

Financial guidelines on Group Finances from The Third Age Trust state that “It is essential to remember that group self-sufficiency must not be interpreted as implying that funds belong to a group: all funds belong to the Balsall Common u3a. All hire fees should be paid out of the Balsall Common u3a’s bank account. It is essential that only trustees enter into any contract with other organisations (e.g., arrangements to hire halls).”

Hall bookings

The Bookings Secretary will be responsible for all current (and future) hall bookings. In the Secretary’s absence authority can be given by one of the Officers. Please use the appropriate contact sheet on the Balsall Common U3A website.

St Peter’s Hall	Christine Hornsby	Core meetings and Committee meetings
Village Hall	Christina O’Sullivan	Photography
Westlake Room	Christina O’Sullivan	Bridge, Film, Mahjong, Social and Political History & Current Affairs 2
Methodist Church	Jill Pacey	Table Tennis & Folk Dancing
Blessed Robert Griswold	Dofre Abreu	Swing Band & Classical Music Appreciation
Jubilee Centre	Lindsay	Short Mat Bowls

These group coordinators will be required to provide forward dates to the Bookings Secretary for 6 months from 1st June and 1st December, in order that these dates can be confirmed with the appropriate person shown above. Thereafter any changes can be made direct by the coordinator as long as the Bookings Secretary is informed.

Invoices

All invoices should be addressed to the Treasurer and authorised for payment by the Bookings Secretary. Please use the appropriate contact sheet on the Balsall Common U3A website.

Payment variations to above:

Use of External Tutors by Groups

Based on the Mutual Aid Policy, the Third Age Trust does not support having paid tutors for groups. However, Balsall Common u3a committee will exercise discretion over the approval of the use of external ‘tutors’ by groups, on a case-by-case basis. Any payment to external tutors will be made by the individual members, and not by the u3a.

Additionally, it is the responsibility of the group leader to ensure that a risk assessment is in place and that the ‘tutor’ or instructor is qualified and insured for the proposed activity.

Walking Football, Walking Cricket, Pétanque & Painting (use of room):

The group coordinator collects a fee from each member attending, who pays it direct to the venue.

Beer & Cider Appreciation, Coffee & Chat (food), Current Affairs (refreshments), Luncheon Club (food), Ramblers (food), Shorter Walks (food), Swimming (use of pool) & Cribbage:

Members of these groups pay the venue individually.

Out & About visits and Theatre group:

The group coordinator collects payment in advance from members and then pays the venue direct. Cash is not accepted. Payment should be preferably by bank transfer (BACS) or cheques. These are given to the Treasurer who then reimburses the coordinator against a receipt.

Other requests for expenditure

Any request to hire a coach or any other expenditure over £50 should be discussed and agreed with the Treasurer.

Date Approved: 16 June 2018

Last review: September 2025

Next Review: September 2026