

u3a

# Group Leaders Forum

Wednesday 20th May 2026

*Armadillo Centre, Yate*

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# Chairman's Introduction

John Wilkinson

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*Wednesday 20th May 2026 | Armadillo Centre, Yate*

# About Me

## u3a

Member for 3 years

Treasurer for the last 2 years

Leader of Pickleball 4 group and a member of:

- Monday & Friday Badminton groups
- Wednesday PM Table Tennis group
- Earth Sciences & Geology group
- Science & Technology group

## Career

41 years in electrical, electronic & systems engineering:

- 2 years – Aeronautical
- 13 years - Scientific Satellites
- 26 years - Railway Signalling



Let's celebrate

20

Years of our u3a



Friday 6th June 2026

*Just 2½ weeks away!*

Members & partners invited • Seated buffet • “You, Me & the Dancefloor” band  
Music & dancing • Bar • Quiz

**Please advertise to your groups — we're looking to increase numbers!**

*Wednesday 20th May 2026 | Armadillo Centre, Yate*

# The Group Leader Role

*You are a facilitator, not an expert. Your role is to coordinate, encourage participation, and be a contact point between your group and the wider u3a.*



Keep a register of group members, check attendance and manage any associated group finance



Coordinate group activities and programmes



Facilitate discussions and encourage participation



Liaise with the Groups Coordinator and committee



Share responsibilities with a deputy and members



Create a welcoming, inclusive atmosphere for all



# Group Leader Guidelines

Janet Smith – Group Co-ordinator (A–O)  
&  
Julie Spooner - Group Co-ordinator (P-Z)

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*Wednesday 20th May 2026 | Armadillo Centre, Yate*

# Changes to Group Leader Guidelines (1)

*Key updates to be aware of*

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Janet Smith - Group Co-ordinator (A-O)

- 7.6** Paid Tutor / Instructor / Guest Speaker (Service Provider) – *Appendix 3*
- 8.1** PAT Testing
- 11** Emergency contacts (*found in Beacon*)
- App. 2** Accident Form
- App. 4** Risk Assessment

## 7.6 Paid Tutor / Instructor / Guest Speaker (Service Provider)

The u3a is a self-help organisation and consequently paid people should only be engaged as proves necessary and with the agreement of the Group Co-ordinators, Treasurer, Events Co-ordinator or Executive Committee. A basic contract will need to be drawn up annually for regular Paid Tutors and Instructors and as required, for Guest Speakers. In practice this involves completing the Provision of Services Agreement between the Y&SD and a Paid Tutor / Instructor / Guest Speaker (Service Provider) Form in Appendix 3.

The Y&SD u3a will keep a copy of the signed contracts on file for potential HMRC inspection and may use the contract details to check (anonymously) employment status for tax using the HMRC tool, which may be found at [www.gov.uk/guidance/check-employment-status-for-tax](http://www.gov.uk/guidance/check-employment-status-for-tax).

### Appendix 3 Provision of Services Agreement between the Y&SD u3a and a Paid Tutor / Instructor / Guest Speaker (Service Provider)

To complete this form the Service Provider will need a copy of their public liability insurance, a copy of Portable Appliance Test (PAT) certificates as applicable, and their Unique Tax Reference (UTR) number.

Name of u3a Group:	
Name of Group Leader:	
Name of Service Provider:	
Service(s) provided:	
Payment terms:	
Payment amount:	
Service Provider's UTR:	

It is agreed that the Service Provider:

- 1) is not a member of the Y&SD u3a, or any other u3a,
- 2) is self-employed and as such is solely responsible for their own tax affairs,
- 3) has public liability insurance cover,
- 4) has the appropriate skills for undertaking a session,
- 5) is not entitled to payment in the case that a planned session does not take place,
- 6) is responsible for the content of the session, and;
- 7) provides all required equipment, which is certified as "PAT" tested.

The Group Leader should check:

- a) that the Service Provider's certificate of insurance covers all sessions, and;
- b) that, as applicable, the PAT certificates apply to the equipment used and are in date.

	Signed	Date
Service Provider:		
Group Leader:		

This form should be returned to the Y&SD u3a Treasurer

## 8.1 PAT Testing

The Y&SD u3a has a duty of care to protect the health, safety, and well-being of its members and the people they interact with during the course of their activities.

Accordingly, in respect of electrical equipment, the Y&SD u3a requires that all personal electrical devices and cables which are connected to AC or DC voltages sources above 50 V are “PAT” tested. In practice, the requirement is limited to devices such as kettles, laptop power blocks (but not the laptop itself), monitors, extension leads and projectors.

It should be noted that the requirement applies to u3a members as well as any non-u3a members, such as tutors, instructors or guest speakers (service providers), who are engaged to support u3a activities.

### u3a Member Equipment

Please contact the Executive Committee Events Organiser (contactable via <https://yate-sodbury.u3asite.uk/executive-meetings/>) as necessary to get equipment “PAT” tested.

### Tutors / Instructors / Guest Speaker (Service Providers) Equipment

Group Leaders should verify that the electrical equipment used by any Service Providers that they employ is “PAT” tested.

Tick this **box** to show Emergency Contacts.

**Group Record for Art Appreciation**

**Details**      **Schedule**      **Members**      **Ledger**

Joined members       Show 3 Waiting members       Show emergency contacts

Group Members							
Select	Member No.	Name	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	1017	Yuri Gagarin		0707 456 1103	Current	01-Feb-24	remove - join group
<input type="checkbox"/>	1013	Donald Duck	0123 456 1080	0707 456 1080	Current	19-Feb-24	remove - join group
Emergency contact: Daisy Flower 0707 456 1090							
<input type="checkbox"/>	1044	Penelope Veryposh	0123 456 1246	0707 456 1246	Current	20-Sep-24	remove - join group
Emergency contact: Blanche White 0707 456 1256							
<input type="checkbox"/>	1054	Jane Administrator			Current	Leader	remove - cancel leader
<input type="checkbox"/>	1001	Isaac Asimov	0123 456 1004	0707 456 1004	Current	Leader	remove - cancel leader
Emergency contact: Beebee Ashe 0707 456 1014							
<input type="checkbox"/>	1055	Mary Accountant	0123 456 1056	0707 456 1056	Current		remove - make leader
<input type="checkbox"/>	1004	Elizabeth Barrett Browning	0123 456 1029	0707 456 1029	Current		remove - make leader
Emergency contact: David Barrett 0707 456 1030							

### 13. Health and Safety

A leader should be aware of the Health and Safety policies of the venue where the group meets. You should make sure that group members know where the fire exits are and any potential hazards; you should also prepare a risk assessment – your Group Co-ordinator can help with this. A venue-based risk Assessment Checklist is reproduced in Appendix 4. For this and more specific risk assessment on-line forms go to <https://u3a.org.uk/members-area/support/advice-and-guidance> and login and search for risk and many checklists can be found there.

Keep a completed form and send a copy to the Assistant Business Secretary (<https://yate-sodbury.u3asite.uk/executive>) and be prepared to show them in the event of an audit or an accident.

### 16. Accidents

If an accident happens during a group meeting, you should call the emergency services as soon as possible.

Complete an Accident Report Form (see Appendix 2) and report the incident to the chair of the Executive Committee as soon as possible - It is important to have an accurate record in case of future problems relating to the incident.

### Appendix 2 Accident Report Form

Name of injured party/address/telephone number:	
Name/address/telephone number of others involved:	
Date/Time of Accident:	Location:
Nature of Accident/Circumstances:	
Injury Details/Property Damage:	
Name/address/telephone number of person causing injury/damage:	
Witnessed by: Address:	
Telephone number:	
Action taken:	
Was any specialised assistance required at the scene? If so, give details:	
Was medical advice sought afterwards? If so, give details:	

Name of Group Leader..... Telephone number.....  
Signed..... (injured party) Signed..... (group leader)  
Date.....

Please return to the Chair of Yate & Sodbury District u3a

**13. Health and Safety**

A leader should be aware of the Health and Safety policies of the venue where the group meets. You should make sure that group members know where the fire exits are and any potential hazards; you should also prepare a risk assessment – your Group Co-ordinator can help with this. A venue-based risk Assessment Checklist is reproduced in Appendix 4. For this and more specific risk assessment on-line forms go to <https://u3a.org.uk/members-area/support/advice-and-guidance> and login and search for risk and many checklists can be found there.

Keep a completed form and send a copy to the Assistant Business Secretary (<https://yate-sodbury.u3asite.uk/executive>) and be prepared to show them in the event of an audit or an accident.

**14 Insurance**

**14.1 u3a Members**

The Third Age Trust, which is the umbrella organisation of the u3as throughout the country, provides public and products liability insurance for all u3a members. The insurance covers legal liability for accidental injury or property damage to others during official u3a activities (but does not cover personal accident claims where negligence isn't proven). It protects members, including leaders and hosts, against legal claims, but specific high-risk activities, like those with power tools, require prior approval from the National Office.

**Appendix 4 Venue Based Risk Assessment Checklist**

The following checklist is based on the 'venue based risk assessment checklist' published by the Third Age Trust at <https://www.u3a.org.uk/members-area/support/advice-and-guidance>.

The check list isn't necessarily an exhaustive list and should be added to/amended as deemed appropriate.

Risk Assessment Checklist	
u3a Name:	
Author(s):	
Date:	
Interest Group & Venue:	
Description of Activity:	

Risk	Yes	No	N/A	Mitigation
<b>General</b>				
Is the area where the u3a activity is taking place in well-lit and away from any hazards?				
Are floor surfaces in good condition to prevent slips, trips, and falls?				
Are all walkways kept clear and free from obstruction?				
Are there enough seats for all members in attendance?				
Has a register of members in attendance been taken for fire safety reasons?				
<b>Electrical</b>				
Have you made sure there are no trailing leads or cables?				
Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?				
Have all cables been inspected to ensure they are intact and safe for use?				

Please send a copy of your completed Risk Assessment Checklist to the Assistant Business Secretary (contact details at <https://yate-sodbury.u3a.site.uk/>)

# Changes to Group Leader Guidelines (2)

*Key updates to be aware of*

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Julie Spooner - Group Co-ordinator (P-Z)

9 Eligibility for Membership (Taster Sessions)

10 Communicating with Membership (Buddy Scheme)

Creating New Groups from Existing Ones

## **9. Eligibility for Yate and Sodbury u3a Membership**

Once you have established your group, you may get enquiries from non-u3a members who wish to become a member and join your group – the eligibility criteria is that prospective members are no longer in full time employment.

We aim to keep our membership fee low, so we do not offer discounts for members of neighbouring u3as.

Potential members are entitled to attend two group meetings as a visitor but then need to join. Please ask them to contact the Membership Secretary (see section 2 for contact details).

We welcome all members into our groups if the group activities are suitable. Check the “Accessibility Policy” on the Executive webpage for how the u3a can help on <https://yate-sodbury.u3asite.uk/executive>.

## **10. Communicating with the Membership**

The majority of the information circulated to u3a members by Group Leaders is via the internet, thus it is important that Group Leaders, Group Co-ordinators and members of the Executive Committee are aware that some people may not have internet access. For those members who do not have online access to information, then a buddy scheme is operated, whereby teaming up with another member of their u3a, who does have internet access and is prepared to share information, they can be kept up to date. However, it is important to remember that any agreement set up between two members in this way is entirely an agreement between themselves and should in no way involve any official record keeping by Group Leaders or a member of the Executive Committee.

For the main part we have the mechanisms below for communicating with our membership:

Website; Newsletter; Facebook; Monthly Noticeboard

# Creating New Groups from Existing Ones

A step-by-step guide for when a group grows large enough to split or spin off

## 1 Identify the Need

Recognise when a group has grown too large or when member interest warrants a new focus area. Discuss with your group members first.

## 2 Consult Your Group Co-ordinator

Speak with your Group Co-ordinator to get agreement and guidance. They will help coordinate with the Executive Committee if needed.

## 3 Find a New Leader

A willing volunteer from the existing group should step forward to lead the new group. They'll need to follow the standard Group Leader guidelines.

## 4 Set Up on Beacon

Register the new group on Beacon with help from your Co-ordinator. Transfer interested members across and set up the new group record.

## 5 Announce & Launch

Publicise the new group via the newsletter, website, and Beacon email. Arrange an initial meeting date, venue, and time — and welcome your new members!

# Tea, Coffee & Cake

Refreshment Team

15-minutes to grab a drink and some cake

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*Wednesday 20th May 2026 | Armadillo Centre, Yate*

# Beacon

Rod Dewey

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*Wednesday 20th May 2026 | Armadillo Centre, Yate*



## Yate & Sodbury District

GDPR: one of the key importance of Beacon is the requirement to keep and use member data in confidence.

**Please note:** Group Leaders who choose to keep members names and contact information or other data such as bank payment information in spreadsheets or documents on their own computers, tablets or phones, should **use password protection** on those files. This usually means the files are encrypted with the password as the key so, it is important that the **password should be long and complex.**

# The Group Leader Page from our Demo Beacon Site



## Yate and Sodbury Demo26

### Administration

You are logged in as Isaac Asimov [Log Out](#)

Membership	Groups	Finance	Misc	Set up
	<a href="#">Groups</a>		<a href="#">E-mail delivery</a>	
	<a href="#">Venues</a>		<a href="#">Personal preferences</a>	
	<a href="#">Faculties</a>			
	<a href="#">Calendar</a>			
	<a href="#">u3a Beacon Users' Forum</a>	<a href="#">Beacon User Guide</a>	<a href="#">Beacon Website</a>	
<b>Public website links</b>	<a href="#">Join Yate and Sodbury Demo26 u3a now!</a>	<a href="#">Members Portal</a>	<a href="#">Public groups list</a>	<a href="#">Public calendar</a>
<b>Documents</b>	<a href="#">Documentation for prospective Beacon users</a>			

## Waiting lists.

Set the **maximum number** of members you can accommodate.  
Make sure the Two Waiting list **option boxes** are ticked

The screenshot shows a web interface for managing a group record. The main heading is "Group Record for Art Appreciation". Below this are four tabs: "Details", "Schedule", "Members", and "Ledger". The "Details" tab is active, and the sub-heading is "Group Details".

The form fields are as follows:

- Group: Art Appreciation
- Faculty: Arts and Literature
- Status: Active
- Max members: 12 (circled in green)
- Allow members to join on-line:
- Allow members to leave on-line:
- Notify leader of changes:
- Enable waiting list:  (circled in red)
- Display waiting list by default:  (circled in red)
- Show addresses:
- When: 3rd Thursday at 1:00pm
- Normal start time: 13:00
- End time: 15:30
- Enquiries: Alan on 0707 456 1004
- Venue: The Feelgood Centre
- Information: We are a friendly group who are willing to learn from each other about the wonderful world of art.
- Notes: (empty text area)

At the bottom of the form, it says "Group record created 10 Mar 2026 21:08; last changed 7 May 2026 12:14" and there is a "Save Record" button.

Tick this **box** to show Waiting members,

Then Click **Waiting** this puts waiting members at top in order of joining waiting list

**Group Record for Art Appreciation**

Details Schedule Members Ledger

Joined members  Show 3 Waiting members  Show emergency contacts

Group Members							
Select	Member No.	Name	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	1017	Yuri Gagarin		0707 456 1103	Current	01-Feb-24	remove - join group
<input type="checkbox"/>	1013	Donald Duck	0123 456 1080	0707 456 1080	Current	19-Feb-24	remove - join group
<input type="checkbox"/>	1044	Penelope Veryposh	0123 456 1246	0707 456 1246	Current	20-Sep-24	remove - join group
<input type="checkbox"/>	1054	Jane Administrator			Current	Leader	remove - cancel leader
<input type="checkbox"/>	1001	Isaac Asimov	0123 456 1004	0707 456 1004	Current	Leader	remove - cancel leader
<input type="checkbox"/>	1055	Mary Accountant	0123 456 1056	0707 456 1056	Current		remove - make leader
<input type="checkbox"/>	1004	Elizabeth Barrett Browning	0123 456 1029	0707 456 1029	Current		remove - make leader
<input type="checkbox"/>	1061	Indira Ghandi	0123456 1061		Current		remove - make leader
<input type="checkbox"/>	1010	Mary Hawthorn	0123 456 1110		Current		remove - make leader

Tick this **box** to show Emergency Contacts.

**Group Record for Art Appreciation**

[Details](#)    [Schedule](#)    [Members](#)    [Ledger](#)

Joined members     Show 3 Waiting members     Show emergency contacts

Group Members							
Select	Member No.	Name	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	1017	Yuri Gagarin		0707 456 1103	Current	01-Feb-24	<a href="#">remove</a> - <a href="#">join group</a>
<input type="checkbox"/>	1013	Donald Duck	0123 456 1080	0707 456 1080	Current	19-Feb-24	<a href="#">remove</a> - <a href="#">join group</a>
Emergency contact: Daisy Flower 0707 456 1090							
<input type="checkbox"/>	1044	Penelope Veryposh	0123 456 1246	0707 456 1246	Current	20-Sep-24	<a href="#">remove</a> - <a href="#">join group</a>
Emergency contact: Blanche White 0707 456 1256							
<input type="checkbox"/>	1054	Jane Administrator			Current	Leader	<a href="#">remove</a> - <a href="#">cancel leader</a>
<input type="checkbox"/>	1001	Isaac Asimov	0123 456 1004	0707 456 1004	Current	Leader	<a href="#">remove</a> - <a href="#">cancel leader</a>
Emergency contact: Beebee Ashe 0707 456 1014							
<input type="checkbox"/>	1055	Mary Accountant	0123 456 1056	0707 456 1056	Current		<a href="#">remove</a> - <a href="#">make leader</a>
<input type="checkbox"/>	1004	Elizabeth Barrett Browning	0123 456 1029	0707 456 1029	Current		<a href="#">remove</a> - <a href="#">make leader</a>
Emergency contact: David Barrett 0707 456 1030							

Member's addresses are no longer displayed by default.  
You need to check this box to show them, and then click on Save Record.

### Group Record for Art Appreciation

**Details**      **Schedule**      **Members**      **Ledger**

---

#### Group Details

Group:

Faculty:       Status:       Max members:

Allow members to join on-line       Allow members to leave on-line

Notify leader of changes

Enable waiting list       Display waiting list by default

Show addresses

When:

Normal start time:       End time:       Enquiries:

Venue:

Information:

Notes:

Group record created 10 Mar 2026 21:08; last changed 17 May 2026 12:14

## Group Record for Art Appreciation

[Details](#)

[Schedule](#)

[Members](#)

[Ledger](#)

Joined members

Show 3 Waiting members

Show emergency contacts

### Group Members

Select	Member No.	Name	Address	Telephone	Mobile	Status	Waiting	
<input type="checkbox"/>	1055	Mary Accountant	27 Valley Lane, Lower Demoton, DM18 9MM	0123 456 1056	0707 456 1056	Current		<a href="#">remove</a> - <a href="#">make leader</a>
<input type="checkbox"/>	1054	Jane Administrator	U3A High Street, Demoton, DM12 7RA			Current	Leader	<a href="#">remove</a> - <a href="#">cancel leader</a>
<input type="checkbox"/>	1001	Isaac Asimov	72 Toning Ave, Demoton, DM5 4TS	0123 456 1004	0707 456 1004	Current	Leader	<a href="#">remove</a> - <a href="#">cancel leader</a>
<input type="checkbox"/>	1004	Elizabeth Barrett Browning	27 Kirkgate, North Demoton, DM9 2ZZ	0123 456 1029	0707 456 1029	Current		<a href="#">remove</a> - <a href="#">make leader</a>

You cannot delete a ledger entry, but they can be edited and set to zero or replaced by a new entry.

**Group Record for Art Appreciation**

[Details](#)    [Schedule](#)    [Members](#)    **Ledger**

**Group Ledger**

From  to

Date	Payee	Detail	In	Out	Balance	
		Brought forward			£5.00	
1 Jan 2026	venue	fee feb	£100.00		£105.00	<a href="#">edit - delete</a>
11 Mar 2026	venue				£105.00	<a href="#">edit - delete</a>
2 May 2026	Venue	Fees		£85.00	£20.00	<a href="#">edit - delete</a>
Date	Payee	Detail	In	Out	Balance	

Committee members can delete an entry for you.

**Group Record for Art Appreciation**

[Details](#)    [Schedule](#)    [Members](#)    **Ledger**

**Group Ledger**

From  to

Date	Payee	Detail	In	Out	Balance	
		Brought forward			£5.00	
1 Jan 2026	venue	fee feb	£100.00		£105.00	<a href="#">edit - delete</a>
11 Mar 2026	venue				£105.00	<a href="#">edit - delete</a>
2/05/2026	<input type="text" value="Deleted"/>	<input type="text"/>				<input type="button" value="Update"/>
Date	Payee	Detail	In	Out	Balance	

You may be asked for a valid date after you click update

Details Schedule Members Ledger

**Group Ledger**

From 1/1/2026 to 31/12/2026

Date	Payee	Detail	In	Out	Balance	
		Brought forward			£5.00	
1 Jan 2026	venue	fee feb	£100.00		£105.00	<a href="#">edit</a> - <a href="#">delete</a>
11 Mar 2026	venue				£105.00	<a href="#">edit</a> - <a href="#">delete</a>
2/05/2026	Deleted					<a href="#">Update</a>
			In	Out	Balance	

Download Excel

**Add transaction**

Detail	In	Out
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

Home - [Groups List](#)

May 2026

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Click the Date – Select Date and then Update.

Details Schedule Members Ledger

**Group Ledger**

From 1/1/2026 to 31/12/2026

Date	Payee	Detail	In	Out	Balance	
		Brought forward			£5.00	
1 Jan 2026	venue	fee feb	£100.00		£105.00	<a href="#">edit</a> - <a href="#">delete</a>
11 Mar 2026	venue				£105.00	<a href="#">edit</a> - <a href="#">delete</a>
2 May 2026	Deleted				£105.00	<a href="#">edit</a> - <a href="#">delete</a>
Date	Payee	Detail	In	Out	Balance	

Download Excel

## E-Mail – Suggestions

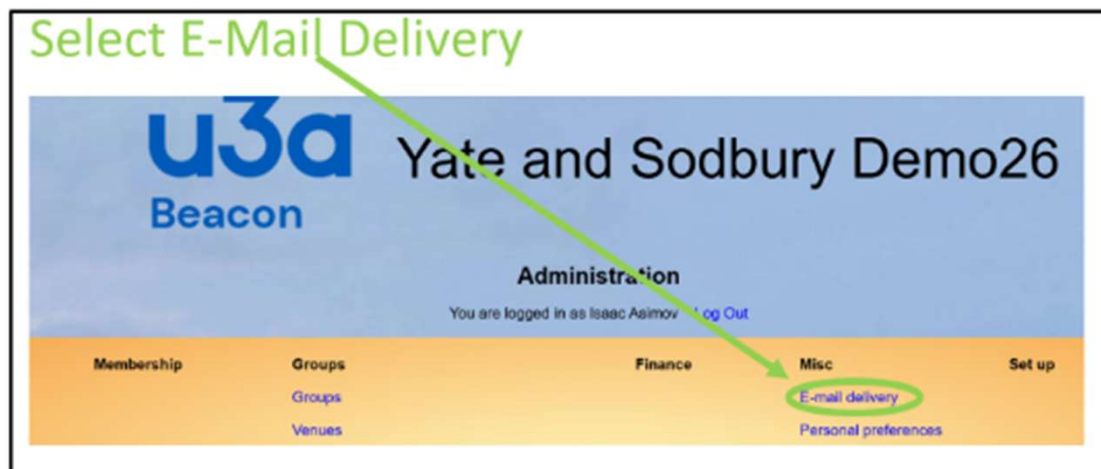
Always start your messages with  
Dear #FAM,  
This can help prevent the members email  
server rejecting the E-mail as spam.

If your members do not receive email messages

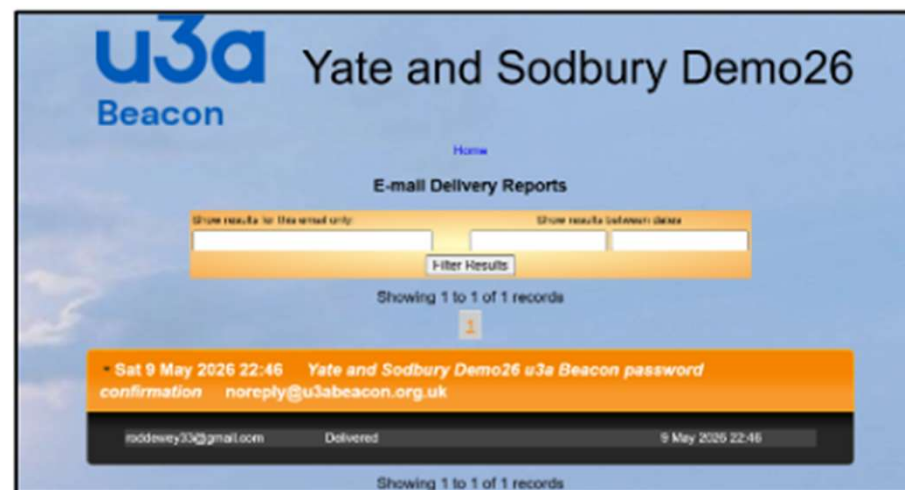
suggest they try adding [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) to their  
email contact list,  
This may prevent their email software from treating your  
emails a spam

# To check if Emails have been sent / received

Select E-Mail Delivery



The screenshot shows the u3a Beacon Administration interface. At the top left is the logo 'u3a Beacon'. To its right is the text 'Yate and Sodbury Demo26'. Below this is the word 'Administration' and a message 'You are logged in as Isaac Asimov Log Out'. A navigation bar at the bottom contains several menu items: 'Membership', 'Groups' (with sub-items 'Groups' and 'Venues'), 'Finance', 'Misc', and 'Set up'. The 'Misc' item is circled in green, and a green arrow points from the text 'Select E-Mail Delivery' above to the 'E-mail delivery' sub-item under 'Misc'.



The screenshot shows the 'E-mail Delivery Reports' page in the u3a Beacon system. At the top left is the logo 'u3a Beacon' and the text 'Yate and Sodbury Demo26'. Below this is a 'Home' link and the title 'E-mail Delivery Reports'. There are two input fields for filtering: 'Show results for the email only' and 'Show results between dates'. A 'Filter Results' button is below these fields. Below the filter fields, it says 'Showing 1 to 1 of 1 records' with a page number '1'. A table below shows one record:

From	Delivered	Date
Sat 9 May 2026 22:46 Yate and Sodbury Demo26 u3a Beacon password confirmation noreply@u3abeacon.org.uk	Delivered	9 May 2026 22:46

Showing 1 to 1 of 1 records

# To Contact Committee Members

Use the Website Executive page – Scroll down and select name to open message

## Executive Committee

### EXECUTIVE COMMITTEE OFFICERS & ROLES

The executive committee of the Yate & Sodbury District u3a consists of up to twelve members each nominated member serving up to three years. When the number of nominated members is less than twelve, other members may be co-opted onto the committee for a year.

All committee members including those who are co-opted are automatically trustees. Trustees are responsible for the general control and management of their u3a and must carry out their duties within the context of the constitution.

Certain roles may be held by non-committee members of the u3a, these members would then be invited to report to committee meetings but do not have a vote on decisions made by the committee.

### Links

- [Beacon System](#)
- [Accessibility Policy](#)
- [Expenses Claim Form](#)
- [Finance Policy](#)
- [Minutes of the April Executive mtg](#)
- [u3a Grievance Procedure](#)
- [Exec Committee role descriptions](#)
- [u3a Safeguarding Policy and Procedure](#)
- [Data Protection Policy](#)
- [Policy on Equality Diversity and Inclusion](#)
- [Yate & Sodbury U3A District Constitution](#)
- [u3a Third Age Trust Insurance Cover](#) (for u3a members only, requires log in to u3a.org.uk)

HONORARY OFFICERS	2026-27 Officers
Chair	<a href="#">John Wilkinson</a>
Vice Chair	<a href="#">Ian Merriman</a>
Business Secretary	<a href="#">Cat Riley</a>
Treasurer	<a href="#">Rod Dewey</a>

ROLES	2026-27 team
Membership Secretary	<a href="#">Lesley Holman</a>
Events Organiser	<a href="#">Craig Hodges</a>
Groups Coordinator A-Q	<a href="#">Janet Smith</a>
Groups Coordinator groups P-Z	<a href="#">Julie Spooner</a>
Asst Group Coordinator	<a href="#">Ian Merriman</a>
Accessibility	<a href="#">Patrick Mills</a> (non-exec)
Newsletter Editor	<a href="#">Paula Young</a>
Website Manager	<a href="#">Robert Cole</a> (non-exec)
Assistant Website Manager	<a href="#">Ian Merriman</a>
Beacon Administrator	<a href="#">Rod Dewey</a>
Facebook Coordinator	<a href="#">Vasu Patel</a>
IT Systems Administrator	<a href="#">Rod Dewey</a>
Publicity Officer	<a href="#">Paula Young</a>
Assistant to Business Secretary	<a href="#">Lutje van der Park</a> (non-exec)

If you are a member of Yate and Sodbury u3a and are interested in joining the Executive Committee, you would be very welcome to attend one or more meetings of the Executive committee as an observer. Please contact the [Business Secretary](#). The AGM is held in April, so nominations need to be received in time for the meeting. (see [Events](#) page for dates).

## Contact Us



You can use the form below to send an email to Business Secretary

Your name:

Your email address:

Your phone number (optional):

Message subject:

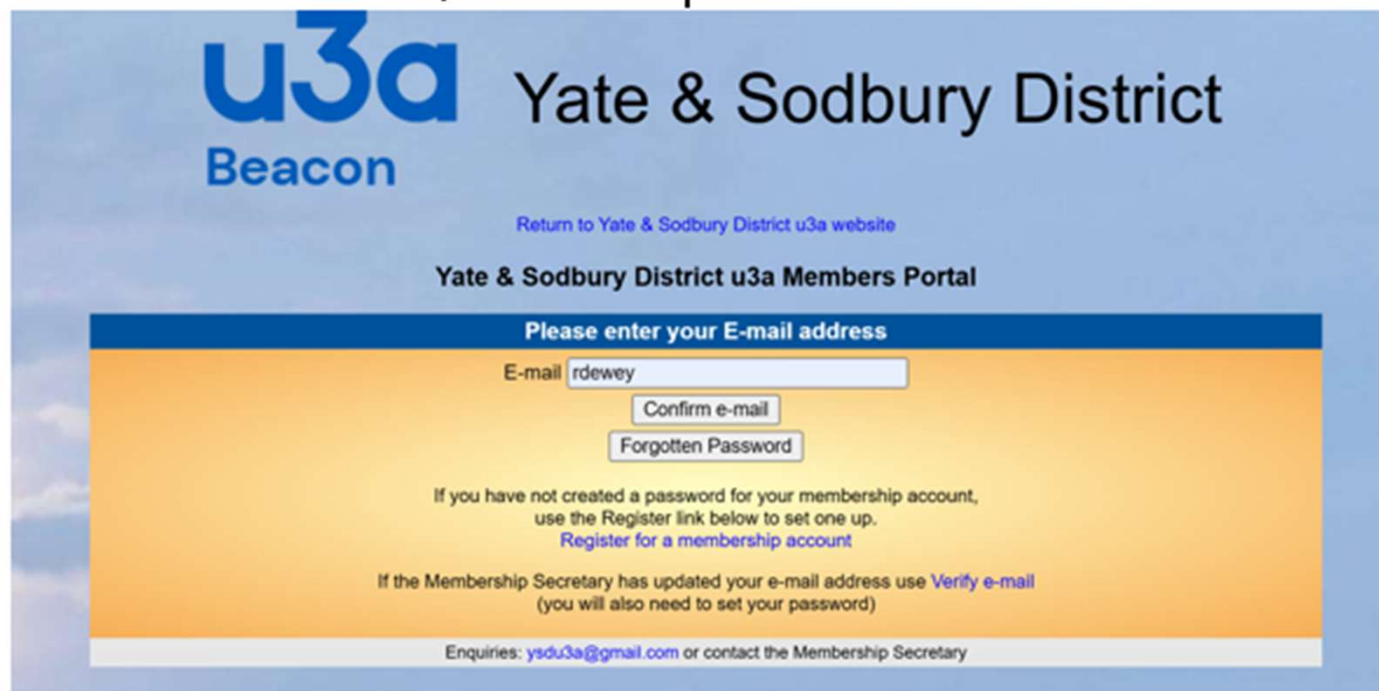
Your message:

Send me a copy:

[Send your email](#)

## Member Portal – Log In.

When you log in make sure to enter your email as your Beacon Admin user name may be shown. |



The screenshot shows the login page for the Yate & Sodbury District u3a Members Portal. At the top left is the u3a Beacon logo. To its right is the text 'Yate & Sodbury District'. Below the logo is a link: 'Return to Yate & Sodbury District u3a website'. The main heading is 'Yate & Sodbury District u3a Members Portal'. Below this is a blue bar with the text 'Please enter your E-mail address'. Underneath is a form with an 'E-mail' label and a text input field containing 'rdewey'. Below the input field are two buttons: 'Confirm e-mail' and 'Forgotten Password'. Further down, there is instructional text: 'If you have not created a password for your membership account, use the Register link below to set one up.' followed by a blue link 'Register for a membership account'. Below that, another line of text: 'If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)'. At the bottom, there is a link for enquiries: 'Enquiries: ysd3a@gmail.com or contact the Membership Secretary'.

**u3a**  
Beacon

Yate & Sodbury District

[Return to Yate & Sodbury District u3a website](#)

**Yate & Sodbury District u3a Members Portal**

Please enter your E-mail address

E-mail

If you have not created a password for your membership account,  
use the Register link below to set one up.  
[Register for a membership account](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#)  
(you will also need to set your password)

Enquiries: [ysdu3a@gmail.com](mailto:ysdu3a@gmail.com) or contact the Membership Secretary

**Training** is available. As a meeting or a copy of the training guide can be requested. This guide will be added to website later.

If you need help ask and we can have a face to face session to go over any problems.

**u3a** Yate and Sodbury District

**u3a** Yate & Sodbury District  
Beacon

**GROUP LEADER**

**TRAINING**

# Open Forum

Your questions, ideas, and discussion

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## Ask a Question

Raise anything on your mind about group leadership or u3a activities

## Share an Idea

Suggest improvements, new activities, or ways to collaborate across groups

## Join the Discussion

This is your time to connect, reflect, and help shape our u3a community together

*Facilitated by Ian Merriman*

# Ideas and Questions

Share your suggestions and raise any questions

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## Ideas

Share your suggestions for new activities, group improvements, or ways to enhance the u3a experience for everyone

## Questions

Raise any questions about group leadership, policies, procedures, or anything else on your mind

*Wednesday 20th May 2026 | Armadillo Centre, Yate*

# Quiz Answers

Presented by Lloyd Pellow

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*Wednesday 20th May 2026 | Armadillo Centre, Yate*

# Thank You

Thank you all for attending today's forum.

Sincere thanks to you all, for the commendable effort you put in,  
to make this an organisation we can all be proud of.

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*Learn, Laugh, Live*

[u3a.org.uk](http://u3a.org.uk)