Malmesbury and District u3a

Outings Guidance

General Principles

This applies to coach trips which are open to all of our members and which involve any payments in advance.

Before any trip is advertised the details and costings must be presented to the Committee for approval. The Committee generally meets on the 3rd Monday of the month (though skips Jul, Aug and Dec).

Arrangements and Deadlines

Allow time to advertise the trip in the Newsletter, on the Bulletin Board displayed at monthly meetings (these take place on the 4th Thursday of each month, except July, August and December) and on the website.

Newsletters are produced 6 times a year. newsletter@malmesburyu3a.org.uk

Contact webmaster@malmesburyu3a.org.uk with details for the website.

The information sent out must make it clear what is included in the price (guidebooks, maps, meals etc) and what facilities for refreshments are available at the venue.

Members wanting to book a place should e-mail (or write to) the organiser who should check the member's personal and emergency contact details. (Most are available on the Beacon Database Group Lists.)

No bookings should be made until money has been collected from those participating.

Non-Members cannot attend u3a Outings of this type as they will not be covered by u3a insurance.

Note that TAT insurance restrictions prohibit the participation of minors (i.e. anyone under 18) in any u3a activity.

The organiser should confirm with members, after the deadline, that the trip is going ahead and at that stage give any extra details / mobile phone contacts for the day.

Finance

A budget should be set based on the expected / minimum numbers of attendees. This should take into account all expenses including a tip for any coach driver (estimated at £1 per head). This budget should be based on all attendees paying, including the leader (as required by TAT Guidelines).

The Cartmell Community Minibus, serving community-orientated groups such as ours, is based in Malmesbury. A modern 17-seater minibus is available for hire at rather less than commercial rates, but the hirer needs to provide the driver, and the driver needs the appropriate driving licence. Details can be found at: www.cartmellminibus.org.uk

The organiser must find out the latest date that money needs to be paid to confirm the booking, with both the venue and the coach company, as well as the latest date to make changes to the numbers attending.

A deadline must be set to give plenty of time to meet the payment deadline.

If too few people have applied by the deadline the trip must not go ahead if it would expect to make a loss.

Money paid for a viable trip will in general be non-returnable. If a member cancels the following steps should be taken (in this order):

- The Organiser should be contacted so that the place can be offered to someone else (if there is a waiting list)

- The member should try to find another member who might like to go in their stead
- If the place is not filled the member will lose their money
- It will be left to the discretion of the organiser to return the money paid if there is money available from that trip.

Preferably, all payments should be made by bank transfer (payable to "*Malmesbury & District U3A Social Account 30-90-89 68671962.* Note this is not the regular u3a subscriptions account and, since it is shared with other Groups**,** a distinct Reference is essential (e.g. "*June Bath Trip*" or "*S&T Xmas Lunch*" etc).

Alternatively, a cheque (again, payable to "*Malmesbury & District U3A Social Account)* should be sent to the Organiser with a completed application form. The Organiser should record and then bank the cheques en bloc, confirming the total deposited with the Treasurer.

The Organiser should never use his/her personal account for u3a purposes.

If, after the trip is completed, there is a surplus of more than £6 per head the Organiser and the Treasurer will discuss reimbursing the participants.