

BURTON-ON-TRENT U3A MONTHLY LUNCHEON GROUP POLICY

Introduction

This document describes the procedure to follow when arranging a monthly luncheon.

The group will follow Safeguarding; Equality, Diversity and Inclusion; Accessibility guidelines.

Procedure

1. Lunches are arranged on a monthly basis, at different local venues. They are open to all Burton-on-Trent u3a members. Members of reciprocal u3as can attend but Burton members take precedence where places are limited.
2. Non-members cannot attend lunches.
3. The Social Activities and Events webpages are to be checked before arranging a lunch.
4. The deadline for booking will normally be 2 weeks before the date of the meal, exceptions to be agreed with the Finance Assistant at least 2 weeks before.
5. Payment is made in full at time of booking: one cheque per venue and a receipt MUST be given for cash.
6. If a member cancels prior to the deadline, the member receives a full refund.
7. After the deadline it is the responsibility of the member to find someone to take their place. Refunds will only be made in exceptional circumstances in consultation with the Finance Assistant.
8. Members cheques and cash along with an Outings Banking form should be passed to the Finance Assistant when ALL payments have been collected which should be the bookings deadline. The written request for the location's payment should be made at the same time. It is the responsibility of the organiser to agree with the Finance Assistant when and how monies and payments will be made.
9. Details of all confirmed and potential lunches to be added to the Luncheon Group page of the Burton u3a website.
10. The organiser's list of booked members as presented to the Finance Assistant will be the register for the group. The organiser will inform the Finance Assistant immediately after the event of any changes to that register's details eg no shows.

11. Incident/accident forms to be available at all lunches and completed as necessary and sent to the Business Secretary.

August 2025

Review August 2026 in line with Sunday lunch group policy