

ARNOLD



HANDBOOK

2025/26

Contents

Arnold u3a Committee.....	2
Arnold u3a information	3
Main Monthly Meeting	4
Activities and interest groups	5
Interest group schedule.....	9
Notts Network of u3as	10
National u3a information	10
Questions and answers for sceptics and beginners	12

Welcome to our Handbook (3rd edition revised October 2025)

This booklet provides much of the detail about u3a that you will need to organise your involvement. It is a mine of information about our activities, programmes and how to participate. This, together with our newsletter and our websites, should enable you to discover and explore your horizons whilst making many new friendships.

Learn, laugh and live. Hazel Ward, Chair

Please remember this handbook contains people's personal contact information, so please ensure the security and safe disposal of the data.

Arnold u3a Committee

Photo	Name/Position	Joined Committee	Email
	Hazel Ward Chair	2023	hazelshortward@gmail.com
	Viv Purkiss Vice Chair (Temporary Newsletter Editor)	2024	vivpur@hotmail.co.uk
	Gwen Whitehouse (from Sept 2025)	2022	gwen28oct@gmail.com
	Glynis Hunt Treasurer	2024	gjahunt@yahoo.co.uk
	Cathy van Baalen Membership Secretary	2024	cathyvanbaalen@gmail.com
	Sue Matthews Interest groups Co-ordinator	2023	suematthewsuk@gmail.com
	Pete Hewitt Minute Taker & Main Meeting Organiser	2016	hewittpete@ntlworld.com
	Tina Palingedge Health & Safety Adviser	2024	edge.tina@yahoo.co.uk
	John Heeson Webmaster. IT and AV Co-ordinator	2024	john.heeson1@ntlworld.com

Non-committee members

Rosie Allen, Notts Network Representative. Contact rosieallen21@outlook.com or tel. 0115 967 9959

Arnold u3a information

New and Prospective members

New and Prospective Members' Meetings are held monthly at Sprinters, High Street, Arnold, on the third Friday of the month, at 11.15am. We pass on information and try to answer any questions about our u3a activities to people who may be thinking of joining, and to recruit new members. This is a great way to find out more about what we do - please think about encouraging everyone you meet to come along!

Contacts for New and Prospective Members:

Pat Jackson - email jacksonpat551@gmail.com tel. 0115 9263797

Terry Pears - email tjpears@gmail.com

Annual Subscription

A small part of your annual subscription covers the fee we to pay to the Third Age Trust including costs for posting out 'Third Age Matters' magazine. The remainder of the annual subscription covers costs associated with running our u3a, for example the website, newsletter, general meetings, AGM, Group Leader meetings and sending representatives to conferences and meetings. Each activity and outing must be self-sufficient and cover costs, which can include things like room hire, refreshments, travel and printing. Group Leaders and Committee Members should not be "out of pocket" undertaking their roles.

Communication

u3a Matters

'u3a Matters' is a national magazine printed in January, April, June, September and November. This can be posted direct to you. You can also register to receive the online newsletters from the Third Age Trust, with advice and information about what is happening nationally. When you have finished with your national u3a magazine, please pass it on to Pat Jackson, or Sandra (on the information desk at Main Meetings), so that they can show prospective members.

Newsbites

This is the regular online newsletter produced by the Notts Network of u3as which contains information about what's going on in the county. If you are a registered email user this will be sent to you by email.

Arnold u3a website arnoldu3a.org

This provides general public information, members-only pages which include past newsletters and this handbook as an electronic version, plus your chance to share and read about u3a activities.

Newsletter

Items about what's just happened and information about what's going to! Also, communications from regional and national level where applicable to our u3a.

*If you are on email, it will be sent directly to you, usually just before the monthly meeting. There will be a limited number of printed copies available at the monthly meeting for those members not on email.

Facebook

[facebook@arnoldu3a](https://www.facebook.com/arnoldu3a)

Word of mouth

You are our best publicity!

Main Monthly Meeting

Usually the first Tuesday of the month at Arnold Methodist Church (doors open 13.15). A chance to meet with other members, as well as

- displays of interest group news
- an opportunity to hear from and speak to interest group leaders
- an opportunity to meet committee members
- a speaker or activity
- an opportunity to hear about forthcoming activities and outings
- time to meet old and new friends
- a suggestions and comments box.

1.00 - 1.15pm	Set-up time
1.15pm	Doors open to Members - scanned in Time to look around the displays and socialise
1.45pm	Start of meeting Chair's address Social and Interest Group Information
2.15pm	Refreshments More time to look around the displays and socialise
2.45pm	Speaker
3.45 - 4.00 pm	Tidy-up time!

Arnold Methodist Church has policies on fire and health and safety, but it is up to us to follow them. It is important that the committee and group leaders do have time to prepare for the meeting, so please do not come into the church before 1.15pm.

Please make sure your membership card is scanned on entry, and should you leave earlier than the "close of meeting" that you make this clear by speaking to whoever is on duty at the entrance, so we always know who should be on the church premises in case of fire or another incident. Please make sure that all fire exits are always kept free of seats, tables, your belongings and you! Don't forget to **bring your chequebook with you** - you may want to sign up for an event which has a cost, and it's safer and easier to track if things are paid by cheque!

Interest groups are based in the refreshment hall and social activity groups in the smaller room together with any one-off events, e.g., booking and paying for the Christmas meal.

Volunteers are always needed to help the general meetings run smoothly. We need help to

- set up the collapsible tables used for group leaders to display information on the activities available. You would need to arrive at 1pm for the fifteen-minute set-up time we have
- set up the sound system
- prepare and serve refreshments
- "meet and greet" members as they arrive (see Helen Catchpole - Meet & Greet co-ordinator)
- "buddy" visitors and new members and
- put away the tables and general tidy up after the meeting.

Please contact a committee member who will head you to the appropriate person.

What can you offer other members?

Do you have a skill you could pass on to others on a one-to-one or small-group basis?

Do you have some knowledge of a subject area that others might be interested in?

Our u3a is able to provide a wide variety of activities because of the number of members offering their services to be a Group Leader, or by being a deputy or administrator. We can only expand, or even maintain the ones we do have if the group leader wishes to step down, if others come forward. There is guidance to help you, so if there is an activity you would like to lead, or help lead, just let us know! We always looking to develop some one-off or short-term opportunities of skill or knowledge learning, using the wealth of experience from within our membership. We can assist with the organising if you'll volunteer your services.

Remember “the more you put into life, the more you will get out of it.”

Ideas for speakers, places to visit, or activities to take part in, are always welcome.

Beacon

Beacon is an online electronic information management system. It holds securely our membership records and information about interest groups; provides an online calendar; is used to email members and distribute the newsletter. Groups could also use it to keep simple financial records. Most group leader/co-ordinators have access to Beacon. For help with access, contact John Heeson on 0115 953 2043 or email: arnoldu3a.webmaster@gmail.com.

Venues

If you know of a venue which might be suitable for any interest group to meet in, please let the Interest Group Coordinator (Sue Matthews) know.

Activities and interest groups

At the General Meeting interest group displays are usually in the refreshment hall and ‘money collecting’ activity groups in the smaller room.

Activities and outings

These events are open to all members, and you just have to book your place, or turn up depending on the information being given about it.

If possible, please could members pay for activities by cheque, this makes things easier by improving security and helping to avoid mistakes. Remember to put what it's for on the back of the cheque! Group leaders should issue a receipt/ticket as your proof of payment.

GROUP	LEADER	EMAIL	TEL. No.
ACTIVITIES	Neil Hunt	neilhunt200@gmail.com	0115 952 4232
CINEMA	Helen Catchpole Judy Briggs	helenjc@hotmail.co.uk j.briggs5@ntlworld.com	0115 958 9776 07721 868158
LUNCH (WEEKDAYS)	Mavis Barlow	mavisbarlow1@ntlworld.com	0115 910 5824
OUTINGS 4 u	Cynthia Marette	cmarette@outlook.com	0115 953 4836
THEATRE	Shirley Brooks Sue Read	shirleybrooks@sky.com susan.read10@btinternet.com	0115 920 4816 0115 960 7859
THEATRE (PLAYHOUSE)	Wendy Quickfall	quickfallw4@gmail.com	07796 665847

Non-refundable deposits

If you want to put your name down for any activity or outing, please check your diary first to make sure you are free that day. We do appreciate that sometimes things happen in your life that mean you have to cancel but please let the organiser know as soon as possible. Whilst Group Leaders/Co-ordinators will do their best to fill any vacancy, there is no guarantee of this, so any

money paid is non-refundable unless a replacement is found.

Interest groups

Please get in touch with the Interest Group Leader, whose details are on the website and in this handbook if you wish to join a group. They will be able to let you know if the group has vacancies, where and when they meet and any costs involved. Arnold u3a is non-profit making, so any charge for meetings or activities is to cover the cost of running the event.

Please check with the Group Leader in case of any changes.

GROUP	LEADER	EMAIL	TEL. NO.
20th CENTURY POETRY	William Ruff	william.u3a@gmail.com	07940 537189 0115 926 4645
ART APPRECIATION	Lorna Weir	lornaweir49@googlemail.com	07752 246306
ART- PAINTING & DRAWING	Eve Wallis	eve-wallis@yahoo.co.uk	0115 9263013
ASTRONOMY	Gary Swain	gary.swain4@ntlworld.com	0115 953 2420
BACKGAMMON	Hazel Ward Terry Pears	hazelshortward@gmail.com tjpears@gmail.com	07764 250151
BOOK GROUP	Maggie Duffy	Maggie.t.duffy@gmail.com	
BOOK GROUP EXTRA	Hazel Ward	hazelshortward@gmail.com	07764 250151
BRIDGE	John Heeson	john.heeson1@ntlworld.com	0115 953 2043
BRITISH HISTORY	Chris Butler Helena Butler	helenabutler@hotmail.com	07946 183989 07415 326410
CANASTA / RUBBER BRIDGE	Terry Pears	tjpears@gmail.com	
CLASSICAL MUSIC A	William Ruff	william.u3a@gmail.com	07940 537189 0115 926 4645
CLASSICAL MUSIC B	William Ruff	william.u3a@gmail.com	07940 537189 0115 926 4645
COFFEE MORNING	Jean Cussons	jicussions@outlook.com	07963 495814
CRAFTS	Anne Sutton Carole Hall	anne1103@hotmail.co.uk	07867866100 07871981645
CREATIVE WRITING	Mike Wareham Gary Swain	mikewareham13@yahoo.co.uk gary.swain4@ntlworld.com	07745 888925 0115 953 2420
CRIB	Terry Pears	tjpears@gmail.com	

CROQUET	David Edwards	mail@dmedwards.plus.com	
CROSSWORD GROUP	Gordon Todd	gordontodd11@gmail.com	07526 739752
DISCUSSION	Jean Cussons	jjcussons@outlook.com	07963 495814
DRAMA	Sylvia Hale Denise Swain	sylviahale@hotmail.com denise_swain@hotmail.com	0115 952 1936 0115 953 2420
EUCHRE	Hazel Ward Terry Pears	hazelshortward@gmail.com tjpears@gmail.com	07764 250151
FAMILY HISTORY	Anne Sutton	anne1103@hotmail.co.uk	0115 837 5005
GARDEN VISITS	Rosie Allen	rosieallen21@outlook.com	0115 967 9959
LOCAL HISTORY	Kevin Powell	kp.nottmhistory@virginmedia.com	0115 953 7232
LUNCH GROUP (WEEKENDS)	Gwen Whitehouse	gwen28oct@gmail.com	07410 979303
MINDFULNESS	Amarajyoti	amarajyoti@ntlworld.com	
OPERA	William Ruff	william.u3a@gmail.com	0115 926 4645 07940 537189
PATCHWORK & QUILTING	Marilyn Comery	marilyn.comery@gmail.com	07740 795950
PHOTOGRAPHY	Greg Foster	greg.foster3@ntlworld.com	0115 955 5774
PSYCHOLOGY	Rosie Allen	rosieallen21@outlook.com	0115 967 9959
SCIENCE FOR THE LAY PERSON	Tina Palinedge	edge.tina@yahoo.co.uk	
SHAKESPEARE	Gordon Todd	gordontodd11@gmail.com	07526 739752
SHORT LAWN BOWLS	Hazel Ward	hazelshortward@gmail.com	07764 250151
SHORT MAT BOWLS	Geoff Stobbs	geoff.stobbs@ntlworld.com	07733 411193

SINGING FOR FUN	Theresa Hewitt	hewitttheresa@ntlworld.com	07835 086829
STROLLERS	Maralyn Wilson Linda Birch	mwilson123@hotmail.com	0115 927 7188
SUNDAY GAMES	Terry Pears	tjpears@gmail.com	
SUPPER CLUB	Gloria Spencer	gspenc@sky.com	0115 987 2795
WALKING - LONG	Peter Beastall	peter.beastall@btinternet.com	0115 956 2667
WALKING - MEDIUM 1	Peter Beastall	peter.beastall@btinternet.com	0115 956 2667
WALKING - MEDIUM 2 PUBLIC TRANSPORT	Stella Lane	stellalane@talktalk.net	0115 920 9804
WALKING - SHORT 1	Dieter Hecht	dieter.hecht@me.com	07713 627062
WEDNESDAY CARD GAMES	Terry Pears	tjpears@gmail.com	
YOGA	Maggie Edwards	mail@dmedwards.plus.com	0115 926 3624

Languages

Please contact Rosie Allen (Languages Co-ordinator) for more details on 0115 9679959
rosieallen21@outlook.com

Event	Leader	Dates	Times	Venue
French, improvers to advanced	Claudine Smith	2nd & 4th Tues	10.00-11.30	BT
French, intermediate discussion	Brian Davis	2nd Wed	10.30-12.00	MH
German beginner	Andrew Hicks	2nd, 3rd, 4th & 5th Mondays	14.00 - 15.30	DBC
German improver	John Gardner	Every Friday	11.00-12.00	MH
Italian beginner	Joice Hall	Every Monday	14.30	MH
Italian improver	Joice Hall	Every Tuesday	10.00-11.00	AL
Latin improver	Lindley Hearson	Mon every 2 or 3 weeks	10.15	MH
Spanish improver	Anne Archer	Every Friday	14.00 -16.00	AL
Spanish conversation	Rosie Allen	1st & 4th Mon	11.30	Zoom

Venue key

AL - Arnold Library, BT - Bonington Theatre, DBC - Daybrook Bowls Club, MH - Member's home

Opportunities as guests of other u3as

As an Arnold u3a member you may attend courses etc at other u3as by becoming an associate member of that u3a. They will make a small charge for this facility.

Data protection and privacy

Copies of the Data Protection and Privacy Policies for Arnold u3a are available on our website.

Health and wellbeing

We provide a card which you should carry complete with your emergency contact information, your regular medication and any health conditions. Please have it with you when attending any u3a activity or meeting, to comply with Health and Safety requirements. This is the **EMERGENCY RECORD INFORMATION CARD (E.R.I.C)**

Fitness considerations

Please think of yourself and others before undertaking an activity or going to an event. Are you well enough for the activity or outing? Will you affect or infect others? **Please be considerate, and remember that our Constitution allows you join an activity or meeting only if you are well enough to take part without aid from any other u3a member.** You may invite your own carer to a meeting or activity with prior notification.

Interest group schedule

Day		Times	Event	Venue
Monday	2nd		Short walk 1	
	3rd	10.00- 12.00	British History	Arnold Library
	1st & 3rd	10.30- 12.00	Yoga	Arnold CC
	Fortnightly	10.30 - 12.30	Classical Music A	Woodthorpe Library
	1st	14.00 - 16.00	Local History	Arnold Library
	1st	14.30 - 16.00	Discussion	Coopers Brook Pub
	3rd	13.30 - 15.00	Psychology	Arnold Library
	1st & 2nd	14.00 - 16.00	Backgammon	Sprinters
	Some mornings	10.30	Opera	Woodthorpe Library
Last	10.45 - 12.00	Book Group Extra	Sprinters	
Tuesday	Weekly Oct-March	10.00 - 12.00	Shakespeare	Woodthorpe Library
	Every	10.00 - 12.00	Art, Painting & Drawing	Woodston Walk
	2nd & 4th	13.30 - 15.30	Crafts	Arnold Library
	Fortnightly	14.30 - 16.00	Classical Music B	Woodthorpe Library
	Fortnightly	14.30 - 16.00	20 th Century Poetry	Woodthorpe Library
	3rd	14.00-16.00	Singing for Fun	Arnold Methodist Church
	Monthly	18.30	Supper Club	Various - Nottm
	4 th - Apr to Sept	Mornings	Strollers	Varies
2nd	14.30 - 16.30	Euchre	Sprinters	
Wednesday	2nd		Long walks	
	3rd		Medium walks 1	
	Weekly Oct-March	10.00 - 12.00	Shakespeare	Woodthorpe Library
	4th	10.00 - 12.00	Art Appreciation	Varies
	3rd	13.30 - 15.30	Science for lay person	Arnold Library
	1st & 3rd	10.00 - 12.00	Creative Writing	Arnold CC
	Alternate	14.00 - 16.00	Outdoor Pickleball	Magdala Tennis Club
	Every (May - Aug)	14:00 - 16:00	Short Lawn Bowls	Daybrook Bowls Club
	1 st & 3 rd Oct-Apr	12.45 - 14.45	Wednesday Card Games	Member's Home
Last two	14.00 - 16.00	Backgammon	Sprinters	

Thursday	Weekly	10.00 - 12.00	Short Mat Bowls	Daybrook B'tist Church
	1st	14.00 - 16.00	Photography	Arnold Library
	1st	10.00 - 12.00	Astronomy	Arnold Library
	Some Apr-Sep	13.30 - 15.30	Croquet	Southwell CC
	2nd and 4th	14.00 - 16.00	Crossword Group	Arnold Library
	Alternate	13.30 - 15.30	Patchwork & Quilting	Salvation Army
	3rd	15.00 - 16.00	Mindfulness	Arnold Library
	All but the 1st	19.00 - 21.00	Canasta & RubberBridge	Arnold Library
Last in month	10:30 - 12:00	Book Group	Sprinters	
Friday	4th	10:00 - 12:00	Coffee Morning	Sprinters
	1 st and 3 rd	Varies	Crib	Daybrook Bowls Club
	2 nd and 4 th (Summer)	Varies	Backgammon & Dominoes	Daybrook Bowls Club
	Every (May-Aug)	10.00 - 12.00	Short Lawn Bowls	Daybrook Bowls Club
Sunday	2 nd & 4 th	14:00 - 16:00	Games	Arnold Library
	Varies	Varies	Cinema	Broadway Cinema
Summer	Monthly	Varies	Garden Visits	Varies

Check website for updates/short courses during the year.

Please remember to take your membership card with you to all u3a events.

Notts Network of u3as

<https://www.nottsu3anetwork.weebly.com>

All 34 u3as in Nottinghamshire belong to a Network which provides support and new ideas in the promotion of informal learning, and the cultural and social development of their members. Each year the Network puts on Workshops and Peer Support Groups for those convening interest groups. There is also a monthly newsletter 'Headlines' to hear about u3a in Nottinghamshire.

National u3a information

The Third Age Trust

Members organise and participate in social and learning activities, mainly in small groups that meet regularly, often in each other's homes. Through sharing their knowledge, skills and experience, members learn from and socialise with each other. An amazing range of topics is pursued, some academic, some practical and others recreational. Most u3as offer a combination of opportunities and contribute greatly to members' overall health and well-being.

Although all u3as remain operationally independent, Arnold u3a is a member of The Third Age Trust. As such we must abide by the original Objects and Principles first set out in 1981 and the 2014 version of the Vision, Mission and Principles included below.

The Third Age Trust is a national umbrella body (a registered charity and limited company) which represents all u3as in the UK at national and international level.

The u3a is the only national educational/social organisation in the UK run entirely by its own members.

Vision

To make Lifelong Learning, through the experience of local u3as, a reality for all third-agers.

Mission

to facilitate the growth of the movement,

1. to provide support for management and learning in u3as,
2. to raise the profile of the u3a movement and
3. to promote the benefits of learning in later life through self-help learning.

Principles

The u3a Movement is non-religious and non-political and has three main principles:

Third Age

- a) Membership of a u3a is open to all in their third age, which is defined not by a particular age but by a period in life in which full-time employment has ceased.
- b) Members promote the values of lifelong learning and the positive attributes of belonging to a u3a.
- c) Members should do all they can to ensure that people wanting to join a u3a can do so.

Self-help Learning

- a) Members form interest groups covering as wide a range of topics and activities as they desire, by the members, for the members. Whilst the term 'Group Leader' is prevalent throughout the handbook, some groups are run by multiple u3a members, each 'Leader' or 'Co-ordinator' or 'Facilitator' sharing the responsibilities required to allow the group to operate.
- b) No qualifications are sought or offered. Learning is for its own sake, with enjoyment being the prime motive, not qualifications or awards.
- c) There is no distinction between learners and group leaders - they are all u3a members.

Mutual Aid

- a) Each u3a is a mutual aid organisation, operationally independent but a member of The Third Age Trust, which requires adherence to the guiding principles of the u3a Movement.
- b) No payments are made to members for services rendered to any u3a.
- c) Each u3a is self-funded with membership subscriptions and costs kept as low as possible.
- d) Outside financial assistance should only be sought if it does not imperil the integrity of the u3a movement.

u3a national website

www.u3a.org.uk

The members' area contains lots of useful information. All current events are included in the mailing sheets, "National Office Mailings", sent to our Business Secretary each month.

You can also sign up for the Third Age Trust newsletter.

In order to access this area of the website you need to create an account as follows:

1. From the homepage, click the 'Create Account' button at the top of the page.
2. Fill out the form and remember to check the 'accept cookies' box. Your "Username" can be anything you can remember.
3. Click 'Send registration request'.

4. Check your email account for an email confirming that your account has been set up.
5. Return to the site, click the 'Member Login' button, and use your new username and password to log in.

Insurance Cover

Insurance for Members participating in u3a activities is as follows:

- The Third Age Trust provides for third party cover only.
- Should individual members feel it necessary, they are advised to take out their own insurance, for example for day trips, holidays, walks and group activities and events. It should be noted that participation in such events is entirely at your own risk.

Please note that, if an event is held in a public place, the venue should have its own public liability insurance.

Summer Schools and Research Projects

There are opportunities to attend summer schools or join in research projects, so keep an eye on the members' area of the national website, the general notice board and our newsletter.

Online Courses, including free Online Learning

For online courses provided by the u3a, please visit: <https://u3a.org.uk/events/educational-events>

Free online learning from The Open University can be accessed. OpenLearn gives free access to course materials and expert opinion on topical issues. Visit <https://www.open.edu/openlearn/>

Questions and answers for sceptics and beginners

I get the newsletter and go to the meetings, so why should I bother with a website?

You're missing out! The website is another way of engaging with the u3a and getting to know members. Also, it's updated much more often than once a month and has a wider range of information than the newsletter.

What sort of information?

An on-line diary with announcements about late changes to events, information on planned trips and activities, more detail on what interest groups are up to, photos, an opportunity to have your say, committee minutes and more.

OK, how do I find the website?

Use a tablet or computer connected to the web (free at Arnold Library) and Google 'Arnold u3a', or use this link arnoldu3a.org

Do I have to register to use it?

The website is in two parts, one public and the other 'members-only'. You'll need to register to use the members-only area, but it's easy, free and worth doing for access to the best stuff.

How do I register?

Use the simple form on the website to send in your name and email address. You'll be emailed a 'username' and password which will let you into the members area of the site.

I haven't got an email address. How do I get one?

Visit a website offering free email. There are lots of reputable providers, including Google (mail.google.com), Outlook (via live.com) and, if you're a customer, Virgin Media (virginmedia.com).

I'm not very confident with computers. Is any help on offer?

Yes, there's a 'Help' section in the members' area of the website. You might also sign up for a u3a computer course - ask at the monthly meeting.

Use the members' area to show your u3a photos and write about u3a events. Comment on what others have written too. Get involved!

Know someone not on the internet? Could you offer to be their internet buddy?

Know someone who is struggling to get onto the website? Could you offer them help?
Are *you* having difficulty getting onto the website? If so, contact the web administrator John Heeson on 0115 953 2043.

Alternatively email arnoldu3a.webmaster@gmail.com as this may produce a quicker response than a phone call.