

Teesdale U3A General Policies

Groups

1. Upon the formation of a new group, Teesdale U3A will either pay agreed expenses of the first meeting or pay for the first mailing to make members aware of its formation.
2. Each group must be self-financing and should build up an appropriate contingency fund; any profits will belong to the group. The Convenor or appointed person should keep clear records of all transactions and present a record to the Treasurer for examination at the end of the financial year, the record to be presented before the end of March. It is acceptable for Groups to keep sufficient funds for running expenses such as room hire, refreshments etc. but Groups are strongly discouraged from keeping large amounts of money in private accounts or as cash at home. Funds in excess of £50 should be paid to the Treasurer to be put into the U3A Number 2 Account. The Treasurer will issue cheques on request for expenses. The Treasurer will ensure that clear records are kept, distinguishing each Group's funds, the record to be reported on a monthly basis to the Committee. The Number 2 Account does not form part of the general funds for the Teesdale U3A and the money remains at all times the property of the Groups.
3. The Convenor should hold a copy of the U3A 'Incident Report Form' (copy attached). Any accident or incident arising, however small, should be noted on the form and forwarded to the Committee.
4. The Convenor should ensure that appropriate risk assessment procedures are in place before conducting any group activity.
5. Dogs are not generally permitted on any walks organised by the walking group Convenors.
6. Any applications for grants made by groups should be made to the Committee via the Treasurer.
7. If any Convenor needs to get speedy information to the Teesdale U3A membership at large, this should be done through an appropriate committee member.
8. For shared car use, see under 'Finance' below.

Committee

9. HM Revenue & Customs 'Fit & Proper Persons Test' certificates are to be filled in by all Committee members (except for the section 'National Insurance number'). These will be kept on file by the Business Secretary. If any member leaves the Committee, the form will be returned to him/her or destroyed.
10. Only agenda items will be discussed at Committee meetings and there will be no 'AOB' unless agreed in advance by the Chairman. Matters arising from the previous meeting may be raised.
11. The brief for any Sub Committees should be clearly set out, and minutes taken of any meetings held. Sub Committees should appoint their own Chairman from the Sub Committee membership. All Sub Committees should consist of an odd number of members.

No exception to this can take place without prior consultation with the Sub Committee Chairman. The Sub Committee should report its findings back to the main Committee before any actions are taken.

12. There is no requirement for gifts to be awarded to retiring Committee members.

Equipment

13. All new equipment should be added to the Asset Register.

14. All electrical equipment owned by the branch must be PAT tested according to the U3A guidelines and legal requirements.

Finance

15. Reasonable expenses incurred by members in carrying out approved U3A activities may be defrayed from branch funds. Specifically:

- One person may be sponsored to attend the annual National U3A Conference (to cover fees, accommodation and travel). The sponsored member will be expected to provide a written report of the Conference.
- Members attending regional, networking or training meetings will be expected to meet their own expenses unless required to attend by the Committee.
- Sundry expenses incurred by Convenors and other U3A organisers may be reimbursed as authorised by the Treasurer on submission of receipts.
- Other U3A activities not listed above may be authorised by the Committee
- Any queries regarding eligibility for reimbursement must be referred to the Committee.

17. No Committee posts are to have specific budgets attached. Post holders should use the procedure above for reclaiming expenses incurred with carrying out their duties.

18. A budget is held for reimbursing speakers at an appropriate rate. This budget should be reviewed annually by Committee.

19. Car-sharing is to be encouraged; those participating may pay 25p per mile as a contribution towards the cost of travel (or an appropriate one-off sum for longer journeys). Drivers should be reminded to check that their insurance covers such shared journeys.

20. Payment for annual subscriptions and visits should, wherever possible, be paid by cheque. Any cash payments should be enclosed in a named envelope.

21. As a general rule, no external sponsorship should be entered into by the branch.

22. There may be exceptions to the above where, for example, financial considerations may prevent individual members from taking part in U3A activities.

Vulnerable People

23. The attached policy should be reviewed on an annual basis.

General Review

24. This policies document should be reviewed on an annual basis.

Approved by the Teesdale U3A Committee on Tuesday, 14th March, 2017