



Policy Note File

Index

Policy Note No	Description	Page No
No 1	Financial Assistance for New Groups	2
No 2	Payment for Refreshments at monthly meetings	3
No 3	Pro-Rata Rates for new members	4
No 4	Multiple Membership	5
No 5	Signatures on Cheques	6
No 6	Entry of prospective members and guests to monthly meetings	7
No 7	Group Finances	8
No 8	Trial Suggestion Scheme	9
No 9	2015/2016 Members Annual Fees	10
No 10	Unopposed Election of Officers & Trustees	11
No 11	Members Payment of Deposits	12
No 12	Annual Supported Charity	13
No 13	Finance - General & Social Accounts	14
No 14	Maximum Number of Members	15
No 15	Associate Members	16
No 16	Chairman's Authority	17
No 17	Non-Members Attending Groups	18



Policy Note 1

FINANCIAL ASSISTANCE FOR NEW GROUPS

The Trustees have agreed and sanctioned the following:

Date of Meeting:	10 th July 2014
Minutes of Minute:	Trustees Meeting
Item:	2.12

It was agreed at the meeting that a sum of £10 will be made available on application from each new group to assist with setting up the group. This money will be a one-off payment and the money will be taken from the club's main budget.



Policy Note 2

PAYMENT FOR REFRESHMENTS AT MONTHLY MEETINGS

The Trustees have agreed and sanctioned the following:

Date of Meeting: 10th June 2018
Minutes of Meeting: Trustees Meeting
Item: Policy Review

It was agreed that as from August 2018, refreshments for members would be free.



Policy Note 3

PRO-RATA RATES FOR NEW MEMBERS

The Trustees have agreed and sanctioned the following:

Date of Meeting: 30th October 2014

Minutes of Meeting: Trustees Meeting

Item: 1.12 Pro-Rata Rates

A full discussion took place with regard to membership payments and the need to adjust the membership fee for new members who join after the annual renewal date in August of each year.

The Trustees agreed the annual membership fee will be adjusted each month for new members joining in the months that approach nearer the annual August renewal date. A pro-rata rate will be calculated and applied each month on a diminishing scale.

A table of rates will be provided at each meeting for members to view.



Policy Note 4

GUIDANCE FOR MULTIPLE MEMBERSHIPS

The Trustees have agreed and sanctioned the following:

Date of Meeting: 29th August 2014

Minutes of Meeting: Trustees Meeting

Item: 1.70 Multiple Membership

The Trustees have agreed that members from other U3A's may apply to be members of the Canvey Thameside U3A. The fee for these members will be the full fee paid by all members with no reductions and this will not be negotiable.



Policy Note 5

SIGNATURES ON CHEQUES

The Trustees have agreed and sanctioned the following:

Date of Meeting:	6 th October 2014
Minutes of Meeting:	Trustees Meeting
Item:	3.10

Following an article from the U3A headquarters with regard to the protection of Trustees, it was agreed that the future policy for Canvey Thameside will be that two signatures will be required on all cheques provided by the Treasurer and the Treasurer will be the only person who will be permitted to use the Canvey Thameside U3A's Credit and Debit cards.



Policy Note 6

GUESTS AND PROSPECTIVE MEMBERS AT MEETINGS

The Trustees have agreed and sanctioned the following:

Date of Meeting:	31 st October 2018
Minutes of Meeting:	Trustees Meeting
Item:	Policy Review

It was agreed that the first time a person attends the monthly meetings they will be charged £3 for entry. Their name will be recorded and if they attend again at a further meeting during the year they will be admitted and charged a further £3, The reasoning behind this policy is to provide a degree of fairness for our full paying members.

Guests are only allowed 2 visits in total.



Policy Note 7

GROUP FINANCES

The Trustees have agreed and sanctioned the following:

Date of Meeting: 31st October 2018

Minutes of Meeting: Trustees Meeting

Item: Policy Review

The groups are completely independent financially and they must organise and run their own finances. However, the groups are only to hold in petty cash accounts a total sum of £25 unless approved by the Committee. All money collected over this amount shall be paid to our treasurer who will bank their money and keep a separate record. The money that our U3A holds in the main bank account for any particular group is ring fenced and can only be used for that group. The treasurer will pay any money requested by the group providing the group have the funds in the bank account to cover their request.

However, where prepayment for things like theatre tickets and coaches that have to be paid before the money can be collected from members, the convenors can make a request to the Trustees to assist with the temporary payment. These monies can be prepaid by the treasurer in advance, provided they can guarantee the money will be covered by the group's members later.

Each group should be encouraged to build up a small reserve in the ring-fenced accounts, to help cover these types of expenditures.



Policy Note 8

TRIAL SUGGESTION SCHEME

The Trustees have agreed and sanctioned the following:

Date of Meeting:	6 th May 2015
Minutes of Meeting:	Trustees Meeting
Item:	1.20

A scheme will be trialled at the Friday members meetings. Jan Dowdall (Trustee – Members Secretary) will provide the box and slips and will oversee the project. It was agreed that all suggestions must be brought to the committee and all decisions will be made by the committee.



Policy Note 9

2019/2020 MEMBERS ANNUAL FEES

The Trustees have agreed and sanctioned the following:

Date of Meeting:	July 2019
Minutes of Meeting:	Trustees Meeting
Item:	Membership Fees

The Trustees have agreed that the annual fee for 2019/20120 will be set at £25 per member.

Refreshment will now be free to all members. (*Policy Note No. 2*)



Policy Note 10

UNOPPOSED ELECTION OF TRUSTEES AND OFFICERS

The Trustees have agreed and sanctioned the following:

Date of Meeting: 2nd June 2015

Minutes of Meeting: Trustees Meeting

Item:

The appointment of Trustees and Officers shall be executed at the AGM in August of each year in accordance with the Canvey Thameside U3A Constitution.

Should nominations exceed vacancies, the decision about appointments shall be taken by ballot. (If any single Officer post or vacant individual Trustee post has nominations that exceed the vacancy then a vote for that post only will be taken).

If the nominations received, does not exceed the vacancies then the Trustees and Officers will be elected unopposed and there will be no need for a vote.



Policy Note 11

PAYMENT OF DEPOSITS BY MEMBERS FOR U3A OR GROUP ACTIVITIES

The Trustees have agreed and sanctioned the following:

Date of Meeting:	31 st October 2018
Minutes of Meeting:	Trustees Meeting
Item:	3.20 Any Other Business

When members put their names on a list to attend any U3A event, which is a social event, group activity or event (other than normal group activities where there may be additional monies required etc.) or membership events such as seminars etc. The member must pay a non-refundable deposit of 50% of the cost of the trip or if the cost is for a coach only the full cost at the time they enter their name on the list.



Policy Note 12

ANNUAL CHARITY SPONSORED BY CANVEY THAMESIDE U3A

The Trustees have agreed and sanctioned the following:

Date of Meeting: 31st October 2018

Minutes of Meeting: Trustees Meeting

Item: Any Other Business

It was agreed that as Canvey Thameside U3A must now register as a Charity in its own right, this policy note is now obsolete and not active.



Policy Note 13

FINANCE GENERAL & SOCIAL ACCOUNTS

The Trustees have agreed and sanctioned the following:

Date of Meeting: 13th May 2016

Minutes of Meeting: Trustees Meeting

The U3A now has to register with the Charity Commission regardless of income.

- There will be now only be one bank account and all monies collected will be paid into this account albeit those monies for social events will be ring fenced. Social events will include the Theatre Group, the Dining Group and the U3A organised trips to which all members are invited.

It is considered that the Theatre Group and Dining Club are very much social events and as such the money should not be included in the General Account. Every member of the U3A will automatically be a member of these Groups and will be entitled to attend any activity held by either of these groups.

The money held in the individual accounts may only be used by each of the groups respectively.

The Treasurer will have the account audited at the end of the financial year and will present to the membership at the AGM the audited account:

The Treasurer will discuss the accounts at every third Trustee's meeting to ensure the Trustees are kept fully informed of the accounts.

At the May Trustees meeting each year the Trustees will discuss the predicted cost analysis for the following year and will set the proposed new members fees for the following year.



Policy Note 14

INCREASE OF MEMBERSHIP

The Trustees have agreed and sanctioned the following:

Date of Meeting: 2nd June 2016

Minutes of Meeting: Trustees Meeting

The Trustees have agreed to limit the number of members in the Canvey Thameside U3A to 250. This is to ensure we comply with the legislation with regards to safety in the St. Nicholas Church Hall. It is considered beneficial to restrict the membership to ensure the monthly meetings are manageable and that membership can retain its friendly atmosphere.



Policy Note 15

ASSOCIATE MEMBERS

The Trustees have agreed and sanctioned the following

Date of Meeting: 7th April 2017

Minutes of Meeting: Trustees Meeting

The Trustees at their Committee meeting of 7th April 2017 considered the subject of Associate Members and decided that this was not the way forward for Canvey Thameside U3A.



Policy Note 16

CHAIRMAN'S AUTHORITY

The Trustees have agreed and sanctioned the following

Date of Meeting: 30th August 2017

Minutes of Meeting: Trustees Meeting

The Trustees at their Committee meeting on August 2017 considered the subject of Chairman's Authority to agree expenditure and decided the amount should be £500 without reference to the Committee. The Chairman would then make the Committee aware of this action at the next Committee meeting.



Policy Note 17

NON-MEMBERS ATTENDING GROUPS

Date of Meeting: 5th December 2017

Minutes of Meeting: Trustees Meeting

At its meeting on the 5th December 2017, the Committee considered the attendance of non-members at any group activity. After discussion, the Committee made the decision that non-members would not be allowed to attend any such group.