
Pershore and District U3A Minor Policies Book

Last updated March 2019 (revision 2)

For Major Policies on:

Privacy

Data Protection

Safeguarding

Legitimate Interest – Next of Kin

Please consult our website <http://www.pershoreu3a.org.uk/>

For all other policies we use the examples recommended by U3A National Office available at
<https://www.u3a.org.uk/advice/downloads>

Index of Categories

Category	Page number
Interest Groups	2
Finance	3
Membership	4
Complaints, grievances and disciplinary	5
Adverts and Commercial	6
External Meetings and Conferences	7

Category: Interest Groups

Date	Policy
	Members of other U3A's who are members of the Cotswold link may attend and join one of our Interest groups, provided that there is a vacancy in the group. Priority is given to P&D U3A members where there are fewer vacancies than members wanting to join.
	Non P&D U3A members already in an interest group have a right of residency.
	Non-members are allowed to attend 1 group meeting before joining the U3A. Continued attendance by non-members is both unfair to paid up members and invalidates our insurance.
24 th November 2015	It is the joint responsibility of the Group Leaders & Membership Secretary/Treasurer to ensure that all members are paid up members of Pershore U3A or are from another U3A linked via the Cotswold link.
	Group Leaders should reconfirm the membership of the U3A each year.
5 th April 2016	Group leaders do not have the authority to commit the U3A to any expenditure.
	Our insurance through the Third Age trust provides cover for equipment we may loan from third parties, including the hire of such equipment. E.g. handbells
	The committee will not accept liability for any financial arrangements entered into by members or Group Leaders without the express written permission from the committee.
	Group leaders are provided with a Group Leaders handbook. It is the Group Leaders responsibility to familiarise themselves and to conduct themselves according to the rules set out therein.
	<p>For new Interest Groups the committee have agreed the following:</p> <p>The committee will fund the room hire for the initial meeting of the group.</p> <p>The committee will consider funding specialist equipment for the use of the group.</p> <p>Equipment bought for the group is the property of P&D U3A and should be returned when the equipment is no longer needed.</p> <p>The equipment is a P&D U3A resource and the Group Leader responsible should not unreasonably turn down a request for use by another Group leader.</p>
	Groups must follow the financial rules provided the relevant sections of the policy book and Group Leaders Handbook.
13 March 2017	P&D U3A does not permit the use of paid tutors for Interest Groups. However, Interest groups may pay for speakers on an ad-hoc and occasional basis.

Pershore U3A Policy Book

Category: Finance

Date	Policy
2011	Guidance issued on interest groups holding cash – see appendix 1 (being updated March 2019)
2011	Annual Return for Group Leaders issued – see appendix 2 (being updated March 2019)
5 th April 2016	Groups may hold and manage cash under the following limits and rules: Can hold up to £150 of members money, for tea, coffee, hire of halls etc., Cannot open bank accounts, Payments for all for trips etc, should be done through the Treasurer, For holidays or trips where insurance is required - member must pay provider personally When booking a trip, the money must be paid up front to reserve a place and refunds can only be given if a replacement is found.
19 th September 2016	It was agreed to hold the membership fees to £11 per person and £20 for couples living at the same address.
2017	The Treasurer is authorised, via electronic banking, to pay invoices of up to £200 per day.

Category: Membership

Date	Policy
	<p>The decision was taken to dispense with membership cards on the grounds that it is was both expensive to print and post cards each year and that they served no useful Purpose.</p> <p>Committee agreed that should a member require to prove their membership of the P&D U3A, for instance to join an interest group of another U3A, the member would ask the Membership Secretary to confirm the membership of that person. This can be done by letter or by membership card – see 24.11.15 note re cards</p>
24 th November 2015	It was agreed that membership cards would be provided to those asking for them. A stamp addressed envelope will be required in order to send them to the member.
14 January 2019	There is no facility within Beacon for members to download membership cards. It is however possible to obtain a card as part of an email from the Membership Secretary. Members without email may have a card printed for them.

Category: Complaints, Grievances and Disciplinary

Date	Policy
8 May 2017	Interpersonal Issues between members. a. All issues brought to the attention of a committee member will be logged and minuted. The group coordinator to hold the log. b. Members complaining about another members behaviour will be told that it will be minuted and brought to the committee's attention. c. Committee minutes will refer back to the issues log. Committee minutes will NOT contain names or details of the issue.
	Please note: Pershore and District U3A uses the Complaints Procedure, Disciplinary Procedure and/or Grievance Procedure promoted by the U3A National Office and available from their website as example procedures.

Pershore U3A Policy Book

Category: Adverts and Commercial

Date	Policy
5 nd February 2016	It was agreed that advertisements would not be accepted for inclusion in the e-news or Showcase. Other announcements could be included if they were relevant to our demographic and were of a non-profit making nature.
13 June 2016	We do not permit commercial organisations to have access to our membership as we do not endorse or otherwise allow our members to be propositioned for commercial gain.

Category: External Meetings and Conferences

Date	Policy
13 th June 2016	P&D U3A will subsidize 2 members wanting to attend the National conference, subject to limits defined by the committee at the time.
	Committee agreed that P&DU3A would finance attendance by up to 4 members at Cotswold Link formal meetings (usually held in March & September). These would normally be committee members but maybe other members if training relevant to a specific member (e.g. Group Leaders/travel organisers)
8 May 2017	<p>Interpersonal Issues between members.</p> <ul style="list-style-type: none"> a. All issues brought to the attention of a committee member will be logged and minuted. The group coordinator to hold the log. b. Members complaining about another members behaviour will be told that it will be minuted and brought to the committees attention. c. Committee minutes will refer back to the issues log. d. Committee minutes will NOT contain names or details of the issue.

Appendix 1 Guidance issued on interest groups holding cash (to be added shortly because it is being updated in March 2019)

Appendix 2 Annual Return for Group Leaders issued (to be added shortly because it is being updated in March 2019)