Carlton & Gedling u3a: History of Decisions & General Information

Note:
This document underwent a thorough review in December 2023 and decisions that were no longer relevant were removed. These decisions can be found in the previous version of the document (v1) dated October 2023.

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Accidents / First Aid	**Date**
Accident report forms should be filled in following an incident.	Jan 2013
It is not a requirement of u3a that trained first aiders are available.	Feb 2013
It would be beneficial for Group convenors to attend a First Aid Course	May 2014
Having done a first aid course does not put added responsibility onto the shoulders of participants for the health of others.	Oct 2014 conv
12 first aid packs to be purchased and given to any convenors that would like them.	Jul 2015
Richard Herrod Centre has a qualified first aider on site at all times.	Mar 2016
Completed Accident Report forms to be passed to the Business Secretary.	Oct 2017
Accounts: General	
An **independent examiner** is required for the accounts. NOT a committee member.	Feb 2013
For convenience the **social fund** could be run with surpluses for individual events.	Apr 2013
Debit Cards are to be made available on the Social Account only and one will be held by the Treasurer and the other by the Assistant treasurer. The cards are to assist Group Convenors with regard to making payments	Nov 2013
It is recommended that u3a's maintain 50% of the end of year surplus to cover running costs.	Jun 2014
The question of **depreciation** was considered unnecessary and assets will be listed in the annual accounts statement.	Feb 2015
The **Assets Register** will be kept by the Business Secretary	Jul 2016
• A **Financial Control Policy** (see Appendix) has been adopted. • At the beginning of each year it is a good idea to discuss the **budget** for the next year and to keep a record so that comparisons can be made the following year. • **Signatories** (for cheques) must come from the Executive Committee and this includes co-opted members.	Oct 2015
Capital requests to be accompanied by 3 quotes where practical.	Aug 2016
From 2017 the **Financial Year** will run from 1st April to 31st May. The Membership year will remain at 1st June to 31st May.	AGM 2016
• **Subscription** monies can only be used for direct expenses, such as room hire, speakers at the General Meeting, and the Capital Charge payable to the u3a Trust. It cannot be used for the purchase of capital items.	Dec 2016

• Money raised as a **surplus** in one interest group cannot be go to another interest group, unless the whole of the donating group agrees, having previously specified that they would raise funds in this way. The social activities organised by the Trips group, like all the interest groups, must be self-sufficient. This is overseen, as necessary, by the Treasurer. • The National organisation encourages u3a groups to become involved in community activities, which in themselves are charitable, and funds can be raised to pay towards such activities, provided that this is made clear at the outset. This can be accomplished either independently or by joining with other local u3a groups. Money from subscriptions cannot be used for such projects.	
The Treasurer to provide the **monthly statement** of accounts in a spreadsheet format as at the AGM, with the membership funds being shown separately from the fundraising monies.	Jul 2017
In future financial years once Groups Income has been added, we may exceed the **£25k threshold**. The following is an extract from the CC guidelines that indicate why this is important: 1.4 Audit or independent examination? Only those charities with gross income of more than £25,000 in their financial year are required to have their accounts independently examined or audited - below that threshold, an external scrutiny of accounts is only needed if it is required by the charity's governing document. Precisely what type of scrutiny is needed depends on the income and assets of the charity. Broadly speaking, an independent examination is needed if gross income is between £25,000 and £1 million and an audit is needed where the gross income exceeds £1 million. An audit will also be needed if total assets (before liabilities) exceed £3.26 million, and the charity's gross income is more than £250,000.	Mar 2018
It was re-confirmed that at our level of income, even with groups included, our accounts need to be examined and not audited.	Apr 2018
With the small number off cheques being received in recent months, members will be informed that cheques will not be accepted from 1st September 2026.	Jun 2026
Accounts: Groups	
If **blank cheques** are given to convenors they must be endorsed *"Not to exceed £ …"* and an invoice / receipt obtained and returned to the Treasurer.	Mar 2013
• To comply with CC regulations, all groups need to record their income and expenditure on the **Beacon Group Ledger**. • Groups where no monies are involved should, once a year record a nil transaction item on the ledger. • Treasurer to meet with every convenor (where monies are involved in their group activity) at the General Meeting once every two months in the first instance but as the new process settles down would hope to extend the timescale to only twice a year. • At such meetings he/she will check the Beacon ledger for the appropriate group, receive (or return) any excess float for ring fencing, and mark the ledger as "verified by Treasurer". • No convenor may make any alterations to lines on the ledger above the verification line after the ledger has been verified.	Mar 2018 conv
We have a **contingency policy** so that he can give discretionary payments to Groups under unusual and unforeseen circumstances, e.g. last minute cancellation of meetings due to poor weather which might still incur some room hire fees.	Mar 2018
Accounts: Non attendees on trips	
Cancellations by non-attendees are non-refundable	Jun 2013
• It is C&G u3a policy that no refunds are to be actioned. Booking forms are to include a statement confirming no refunds. • Requests for payments in advance to third party activities (e.g. bookings)	Jun 2014

must be met by funds deposited prior to payments out.	
Accounts: Beacon, Capitation, TAM,	
Beacon invoicing is based on memberships at 31 March	Dec 2018
We pay for **TAM** every May	May 2017
Agreed to make capitation return (excluding affiliates) asap after 1st June (beginning of our membership year) by which time we should know how many members have renewed, in order to make our membership return as accurate as possible.	Mar 2023
Membership secretary will periodically check with all TAM subscribers to make sure they still wish to receive TAM	Mar 2023
Accounts: Travel Expenses	
Where the Executive had agreed that a representative from C&G u3a attend a Regional or National activity on our behalf, the rates of Travel Expenses shown in Appendix 2 be applied. Regarding subsistence, it was agreed to leave this abeyance until an instance arises.	Nov 2016
AGM and EGM: General	
The Business Secretary is responsible for preparing a letter calling the AGM. Documents may be sent by electronic means. Failure to receive does not invalidate the AGM.	Mar 2013
AGM Notice should be made available in hard copy at the members meeting in June to assist those members who do not have access to email/internet.	Jun 2014
AGM and EGM	
The Chairman's report to be recorded and appended to the AGM minutes.	Aug 2015
AGM and EGM: Voting	
Only members are eligible to vote at the AGM.	Apr 2013
Associate Members can attend AGM's or EGM's but may not vote.	Jan 2018
Charities	
The rules for **payments to other charities** are confirmed as:- • A u3a cannot raise funds for another charity that does not have similar charitable objectives as it has no power in its constitution that allows it to do so. This is a fundamental part of charity law as all money raised by any charity has to be spent on its charitable objectives. It unlikely that many other charities will have sufficiently similar aims to those of a u3a. • A charity can buy a service from another charity such as hall hire or a speaker hire but that is all. Any fundraising must be done outside of the u3a. • A one-off donation to another charity arranged with a speaker, in lieu of a fee, does not contravene rules on payments to other charities although wherever possible it avoids explanations if the speaker is paid direct and the speaker makes the donation to his/her chosen charity. • The fee must not be inflated above that normally charged by the speaker. • A collecting box for another charity is permissible.	Apr 2018
The constitution does not advocate that the u3a promotes donations to other charities. We can support individuals to promote a chosen event that will raise funds but not host or donate. A "Charity Corner" will be provided for charitable events in the C&G u3a Newsletter.	Mar 2026
Also see the **Speakers** section for details about when speakers request donations to a specified charity.	
Charity Status	
For charitable purposes we are known as "Carlton & Gedling & Surrounding areas"	Mar 2013
The Business Secretary is required to make a return to The Charity Commission regarding C&G u3a activity and the financial position.	Nov 2014
We can't use funds from membership fees to put on social events. The	Apr 2015

Charity Commission won't allow it for anything more than a glass of wine or biscuits.	
Committee: Communication with members	
With the exception of the newsletter and the AGM papers, both of which would be available for collection at General Meetings by members not on email, all other communication from the executive committee with members of C&G u3a will be by email only.	AGM 2019
Committee: Constitution	
The official name of u3a branch is **Carlton & Gedling**. However, for inclusivity, we advertise ourselves as Carlton, Gedling and District	Jun 2012
All committee members are trustees of the u3a.	Feb 2013
The Business Secretary is the designated holder of the Constitution and the minutes of committee meetings. A copy of the constitution is held by Central Office.	Jul 2013
Committee Meetings: Reports, Agenda & Minutes	
Committee **minutes** to be placed on the website and remain online for 12 months.	Mar 2014
Contact Details	
Before publishing, Committee Members and Group Convenors should provide contact details and authorise their use on the website.	Oct 2012
Home address of convenors not to appear in newsletter. Other contact details OK	Feb 2013
Disclosure of members' **email address** within web pages has been highlighted as a risk due to vulnerability to 'spambots'. These will be removed from the webpages and users will be encouraged to use the contact buttons instead.	Sep 2013
Convenors should not have access to the full **Membership List** in Beacon.	May 2016
Convenors should be aware of how to find a group member's emergency contact details	Jun 2015
A recent visitor had expressed concern at providing **phone numbers** on the signing-in sheet. Should this arise in the future then the legitimate response was that this information was needed for follow up purposes.	Sep 2016
If a convenor is not be happy about their **phone numbers** being shown on our website, then they can be taken off, leaving just a link for emails to be sent without the email address being seen.	Nov 2019
Electrical Equipment	
PAT testing is not required by u3a and no action is required unless it is a requirement of a venue	Aug 2013
PAT testing is not required by law. Speakers' equipment is their own responsibility.	Oct 2015
Equipment Purchases	
Equipment, consumables and subscriptions purchased by our u3a should be entered on the Asset Register We are covered by u3a insurance. Any items purchased and no longer required remain the property of C&G u3a. (It should be noted that if we purchase anything with funds obtained from a grant, e.g. Big Lottery Fund, we should check whether there is a clause in the conditions as to what we can do with the item should we no longer require it.)	Apr 2014
Committee members who are also members of an Interest group seeking funding may take full part in any discussion, but do not vote on the proposal.	Dec 2014
Interest groups to be encouraged to liaise and share equipment if appropriate, but one person would be required to take overall responsibility for the care and maintenance of the item. Such items would remain the	Dec 2014

property of the C&G u3a and appear on a register of assets.	
As a general rule, the u3a will only purchase equipment that will benefit the u3a as a whole (and not an individual interest group). The committee can facilitate the purchase by an interest group by purchasing the item for which group members would pay over a reasonable period of time.	Dec 2023
Fund Raising	
To assist with fund raising, the committee agreed to hold a raffle on a bi-monthly basis with the costs of the prizes to be funded from the raffle tickets purchased.	Jul 2013
GDPR: Data Retention	
• Old membership application forms that have not been ticked for Gift Aid to be shredded. • Beacon Member Records (including back-up files) and photographs of members that have been lapsed for more than 12 months to be deleted. • See Gift Aid for details of records to be retained	Aug 2019
GDPR: Access to Member Records	
Access to be restricted to those Committee Members / Convenors that have a cast-iron business reason to need access.	Feb 2018
Access to members records as followings, with access controlled by Beacon privileges:- • Chairman • Vice Chair • Treasurer • Business Secretary • Membership Secretary • Groups Co-ordinator • Webmaster In addition members contact details are required by:- • Newsletter Editor • Theatre Convenor • Trips/Visits/Social Convenor	Jun 2018
Beacon now provides a facility which enables sensitive Members to shield their contact data from Group Leaders.	Oct 2018
GDPR: Internet Security	
Agreed to purchase McAfee Protection for £69.99 to cover all C&G laptops. The renewal of this license to be reviewed in one year.	Jul 2018
Agreed to renew the 3 McAfee licenses on C&G laptops for 2 years at a cost of £95 in total.	Jun 2019
General Meetings	
General meetings will be held at the Carlton Pentecostal Church from February 2026.	Nov 2025
We no longer count number of attenders at GM's. CPC can accommodate more than the number of people who attend our meetings, so fire safety instructions won't be broken. Several entrances and people moving from hall to marketplace also makes it impossible to capture numbers correctly	Mar 2026
Confirmed that streaming can be recorded. The Speaker Seeker will seek permission from speakers to be recorded prior to the GM they attend.	Jun 2026
General Meetings: Cancellation	
Plans for cancelling meetings in bad weather: • Decision to be taken by the Chairman early morning – email full Committee. • Speaker seeker to cancel the speaker – preferably by telephone. If the Speaker has already incurred some expenses, agree to pay these. • Business Secretary to ring Richard Herrod, unless it was they who	Nov 2017

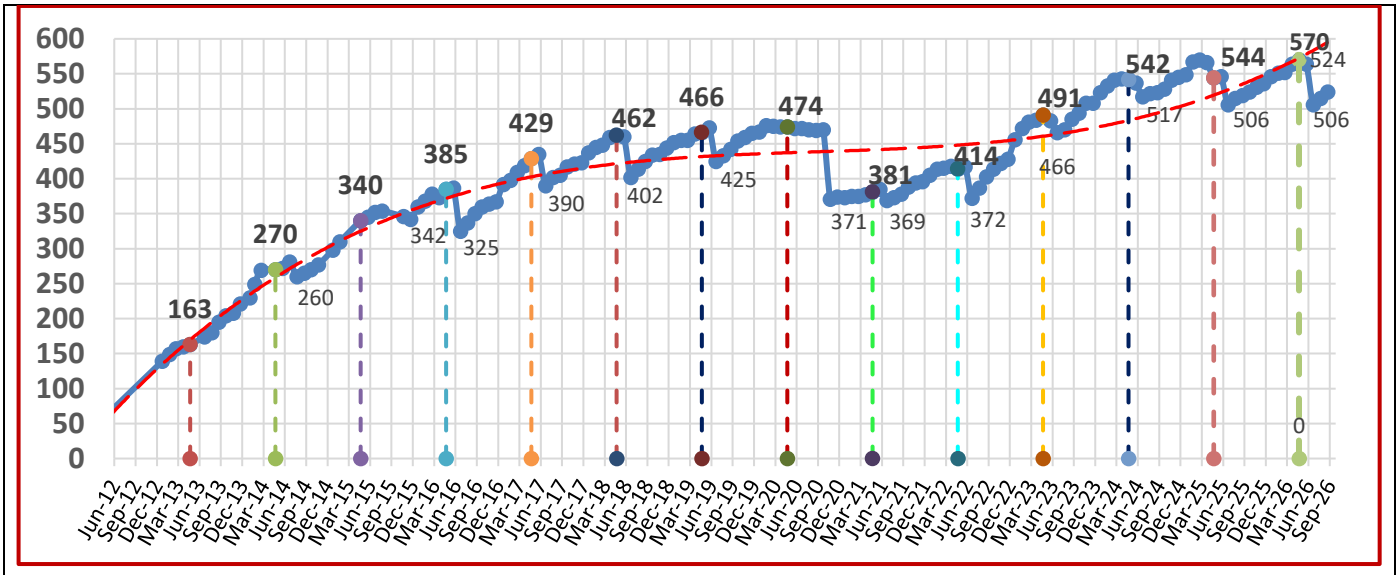
instigated the cancellation. • Webmaster to post a notice on the website – to dominate the site on log in. • Membership Secretary to send out a mass email to all members. • If it is possible to get to Richard Herrod the Meeter Greeter (or another very local member of the Committee or Meeter Greeter team) to go there 10am – 10.30am to head off any members or visitors. Ignore this if weather conditions are dangerous. • Whoever is holding the u3a telephone at the time, to have it switched on and be available to take calls all that morning. • Business Secretary to post a notice in the October / November Newsletter every year to advise Members what to do if weather conditions are poor on the day of a General Meeting.	
General Meetings: Business Section	
Conveners wishing to bring up any subject at the General Meeting that is **not u3a business** (political, outside interests or events), should run it by the Chairman beforehand. To a large extent presentations in the Business Section should be confined to future u3a events, changes of dates or venues, etc.	Apr 2015 conv
It was agreed that we won't make announcements when **members die**, but just leave it to Convenors to let Group members know.	Nov 2019
General Meetings: Babies, Children and Dogs	
It is not appropriate for babies, children and young adults to attend our meetings.	Feb 2017
We cannot allow dogs to attend u3a meetings or groups except for 'assistance' dogs e.g. guide dogs for the blind. We are however legally obliged to take trained Assistance Dogs.	Mar 2017
General Meetings: Visiting Organisations	
If external bodies seek to engage with us, it needs to be raised at an Executive Meeting.	Jun 2017
Gift Aid	
Subscriptions and donations only will qualify for Gift Aid with signed confirmation from members/donors that this is the case and the receipts are to be made into the main bank account.	Nov 2013
The first Gift Aid declaration by a member must be retained by the u3a in case of HMRC inspection.	Oct 2014, Mar 2023
Clarification from the National Office: If a member pays for their partner's ***Individual*** subscription, this is classified as a "gift" and is not eligible for Gift Aid.	Mar 2016
Gift-Aid paper records only needed from 2017 - 2023. Prior records to be shredded.	May 2024
Interest Groups: General	
• We need to continue to expand our set of interest groups • We need to pay particular attention to possibilities that are likely to attract men. • We should explore the possibilities of advertising small and specialist groups to neighboring u3a's. • Groups whose numbers fall to an unsustainable level will (and should) fold.	Mar 2014
The membership might not be able to support too many new groups. Groups must be self-funding and sustainable.	Jan 2015
Conveners should let the Trips & Visits convenor know before booking a trip in case there is already had a trip planned to that place or it was felt that it would be worthwhile opening the trip up to a wider audience. This could be of financial benefit to everyone concerned.	Aug 2019

Interest Groups: Convenors Support Pack	
The term 'Convenor' will be used throughout, rather than 'Group Leader'. The pack will be given to all new convenors and any existing convenors that want it.	Jul 2015
Interest Groups: Convenors' Meetings	
Group convenors' meeting requires more forward 'advertising' with a published agenda, some structured training / speaker etc.	May 2015
Once a year at the convenors' meeting, food can be provided.	Sep 2016
Member Welfare	
• We had been contacted by a member unable to attend groups due to incapacity. It was suggested that convenors consider how best they can assist in such circumstances with support from group members. • Guidance from National u3a was that where wheelchair users need someone to assist them then their carer should provide this and not other group members.	Sep 2016
It was requested that the committee buy a ramp for disabled members. However, because of Health & Safety issues, this was not thought suitable. Some venues were not suitable for wheelchair access.	Aug 2021
A query was raised concerning sending / giving out get well cards when groups know that someone is ill. Agreed to leave it to the individual groups affected.	Aug 2015
One of our members had asked if she could be a contact person to write/phone people who were ill. The committee felt that the current arrangement that conveners should contact their members, if appropriate, as this would be more personal.	Aug 2019
Membership: Subscriptions	
• **Persons that have attended twice as a visitor** prior to November must pay the full 12 month fee • It was decided that **1 free visit** to an interest group is sufficient for new members	Sep 2012 Dec 2023
A 2 month grace period is allowed for returning members for non-payment of membership fees.	Mar 2013
Once the annual fee has been reduced at the end of December, **no further reduction will be given to joining Associate Members** for the balance of the year, even if they have paid their national capitation fee via another u3a.	May 2015
New members joining in April and May can pay the full "12 month rate" for membership until 31st May in the following year.	Feb 2016 & AGM 2016
We have finally agreed a policy of not having a Joint Membership option due to the difficulty that it would cause in a number of areas and we have now dispensed with this matter.	Aug 2017
Collection of Membership Renewal monies should not begin until April.	Jan 2017
After discussion and a reminder that a precedent had already been set in a previous year, the committee agreed the following basic policy: "As a general rule we do not give membership refunds"	Jan 2019
Membership: Electronic Payments	
• PayPal to be used to offer members and new members an electronic payment opportunity with effect from May 2018 or before. • To be reviewed 12 months after its introduction to assess its impact. • The use of electronic payments for other U3A activities to be delayed until the outcome of this review.	Oct 2017
• Agreed to encourage the use of BACS for renewal process • Payments via PayPal cannot be refused, but do not wish to promote.	Nov 2023 Oct 2026

Membership: General	
Each u3a is a separate entity and can choose to allow **members from other u3a's** to attend group activities, but not Main Meetings.	Jan 2015
When a **group from another u3a** should join with our same group for activities then there would be no need for any member to become an Associate member of the other u3a. This should only apply to single members joining from another u3a, and for specific groups (e.g. ukulele)	Nov 2019
Conveners should ensure that their group members are **paid up members** of the u3a. This is to prevent any unfairness to other members, and to ensure insurance cover. Visitors are covered by our **insurance** for their first 2 visits, without membership.	Apr 2015 conv
In view of the minimal use of membership cards, we will not issue annual cards in 2024 and thereafter. New members will receive a single, permanent card	Mar 2023
Membership: Honorary/Guest	
A (free) guest membership was agreed for Rob Parkes (Joan Miller's brother) for services to the Birdwatching group.	Apr 2016
Rob's guest membership is ongoing while ever he provides his expertise to the Bird Watching group.	Jun 2019
Jane Pavier was made an Honorary Member after all the hard work she has done for the Carlton & Gedling u3a over the years.	Jul 2016
Agreed to lapse the Honorary Membership of Jane Pavier. Whilst ever she continues as Regional Trustee she may attend any of our meetings anyway.	May 2018
Lynne Jaremczenko & Tom Grainger to receive lifetime membership in recognition for all their hard work whilst on the committee.	Jul 2019
Richard Downing made honorary member on standing down as Chair.	Jul 2022
Graeme Bunting made lifetime honorary member.	Jan 2023
Lord Vernon Coaker made honorary member.	Sep 2023
Paul Martinez made honorary member on standing down as Chair. Maggie Martinez made honorary member on standing down as Membership Secretary.	July 2025

Membership: Numbers by year

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012						70						
2013	139	149	157	160	163		174	180	195	204	208	221
2014	230	249	269		270	272	281	260	265	270	277	
2015	298	310			340	345	352	354			346	342
2016	360	368	378	373	385	387	325	337	350	360	364	367
2017	392	398	409	419	429	435	390	402	405	417	421	425
2018	437	445	448	459	462	460	402	414	425	434	435	444
2019	452	455	455	464	466	473	425	433	442	454	459	465
2020	467	476	475	474	474	472	472	470	469	470	371	374
2021	373	375	375	377	381	385	369	373	378	388	394	396
2022	405	414	415	418	414	417	372	387	403	414	422	428
2023	456	472	481	484	491	466	470	470	485	494	508	509
2024	523	533	541	543	542	537	517	522	523	528	541	545
2025	549	567	570	566	544	546	506	515	519	524	531	536
2026	546	551	552	564	570	564	506	515	524			



Newsletter	
The u3a logo is to be included in all publications, emails and letters sent out.	Nov 2014
Printed copies of the newsletter to be made available for purchase at 50p. Members on the 'non-email' list and visitors will still be entitled to receive free copies.	Aug 2015
It was felt unnecessary to post flyers for local and national u3a events out to those members without email facilities. May possibly incorporate within the Newsletter.	Jul 2016
Producing a newsletter report of the General Meeting speaker is usually the job of the Newsletter Editor.	Aug 2016
A summary only of groups activities be provided for the newsletter. Whilst the size of the newsletter, in terms of the number of pages in each issue, was not fixed, it was still necessary to bear in mind the lack of web access for some members. There were some members who preferred to pay for a hard copy, but printing hard copies should be kept as low as possible.	Sep 2016
Newsletter submissions be made with a clear identification of the subject and group involved.	Nov 2016
There were concerns about the length of some articles and the impact this could have on the cost of printing. The website allows for expanded articles, together with photos and any links, so conveners need to be encouraged to make use of this facility and precis their Newsletter submissions. 300 word limit for newsletter articles (Nov 23)	Jan 2017
The Newsletter Editor and the Webmaster have editorial rights, both for length of articles and content, really this should only be a safety net. It is not expected that they should have to regularly edit conveners reports.	Jan 2017
It was agreed that the Calendar must be included in the Newsletter	Dec 2023
The layout of the newsletter Calendar extract had been amended in February to increase text size by removing the Details column. The Web Manger had recommended that: *a) The Calendar should be discontinued because the data is generated 2 weeks before newsletters are given out at the General Meeting and meeting details may have changed in the interim, or* *b) The Details column should be reinstated because it includes important information, e.g. meeting point when it can't be shown in the Venue column. Also when a regular Group meeting is cancelled, Convenors often leave the meeting in the Calendar with a note saying "meeting cancelled' – if this information is not visible it can make members think the meeting is still on.* The conclusion of the Committee was that space would not allow on the calendar itself; however, the newsletter contains clear information on what the groups do. Going forward the single sheet calendar will not be printed for the General Meeting, but members can still access it in the Newsletter.	Feb 2025
Groups date calendar for back page is still useful and used by members.	Mar 2026

Last updated: October 2026

The Details column in the newsletter calendar to be reinstated as it is a better way for groups to highlight any speakers, venue changes or if meetings are cancelled.	Sep 2026
New Members Meeting & Meeter Greeters	
• The New Members meeting is part of the Membership Secretary role but it really needs both Meeter Greeter and Membership Secretary as well as other volunteers. • Meeter / Greeters to wear sashes at the General Meetings.	Aug 2016
OneDrive	
OneDrive to be used for storing documents for the committee members.	Aug 2023
Photos	
There was an issue with the Publicity Banner was should people have to give their permission for their image to be used. It was felt that the use of photographs was implicit, and individuals should make it clear if they had an objection. A disclaimer to be included in the Members Pack.	Oct 2017
Speakers	
Following u3a guidelines a **payment** should not be made to a member of another u3a, e.g. a speaker at a General Meeting from another u3a.	Mar 2013
Debates from **political parties** are inappropriate as u3a is a non-political organisation.	Sep 2013
The actual contents within a speaker's delivery are to be outlined in more depth via the **website and newsletter** so as to not cause any confusion.	Jun 2014
Speaker Seeker to send a brief **description of the Speaker / Talk** to the **Chairman** for the next General Meeting and copy to **Newsletter Editor** and **Webmaster**.	Nov 2018
Speakers must have **Public Liability** Insurance	Oct 2015
• Some members felt embarrassed that a high number of members often leave the General Meeting while the speaker is talking. We cannot take formal action to stop this, but we can ask members to sit towards the back if they intend leaving early. • Speakers to be encouraged to give a **50 minute** talk (maximum) to allow time at the end for questions if people were interested.	Apr 2016
Speakers requesting **charitable donations** - no objection - members are free to contribute as they wished.	Sep 2016
Where a speaker requests a payment to their **favoured charity**, in lieu of a direct payment, then this can be done.	Dec 2016
In future speakers must have more up to date **technology** to avoid any Health and Safety issues and to improve presentation.	Nov 2016
• Speaker **budget** will remain the same, any speaker costing over £100 will be passed by the committee. • It was agreed that we could pay up to £100 + expenses for a speaker. • Speaker budget to be increased from £130 to £150.	Nov 2019 Aug 2021 Nov 2025
Special General Meeting	
For Special General Meetings 20% of membership must be present.	Mar 2013
Third Age Matters	
The TAM list submission dates are usually in March, May, August & October. Email to u3a@dmprint.co.uk	Feb 2016
Tutors	
The Executive Committee's view is that the 'central' ethos that no u3a member can be paid for teaching is a "Rule", but that not to use external teachers is a guide and not a rule. Where possible u3a member volunteers should always be used as the experts within a group, but external teachers can be used to provide otherwise non-existent skills as long as they are Self	Oct 2014 conv

Employed (always ask to see and take a photocopy of their certificate of self-employment). Such payments would be made by the Group Leader from monies collected from group members. Records of internal accounts such as these are not required to be seen by the Treasurer.	
The Notts Network meeting advised that the committee of each u3a can make their own decision on Paid Tutors.	Apr 2015
Unpaid external tutors must have Public Liability Insurance	Oct 2015
The proposed amendment to the convenors pack to be introduced with effect from 1st January 2016, including the implementation of the '*Paid Tutors Agreement'*. Two requirements on the '*Paid Tutors Agreement'* form are to be removed: 'All equipment must be supplied by the tutor' and 'Professional qualifications'.	Dec 2015
To allow us to set up more groups and respond to member's requests, we agreed in principle to allow paid tutors as long as: • Paid tutors are the exception rather than the rule • Contracts (whether implied or formal) are for services and do not constitute contracts of employment • Each case is approved by the committee.	Dec 2022
Paul referred back to the appointment of the paid tutor for Tai Chi and asked the Committee for formally approve (in retrospect) this appointment. All checks regarding his self-employment and Public Liability Insurance had been verified and the Committee agreed his appointment.	Jan 2024
Move it or lose it group: Committee agreed a self-employed paid tutor.	May 2024
Visitors	
Non-members can attend outings and events, provided not as a large group. All outings/events to be made available to members for two months and then to non-members in the third month if available within the organised outing/event timings.	Nov 2013
Visitor fee of £1 to be discontinued	May 2023
Some members of Mapperley u3a would like to join our Railway group. The Committee agreed that where an interest group is a bit niche and needs enlarging, then non-members can attend for 3 sessions for free, rather than the usual 1 session for free. After 3 sessions they will be required to join our u3a as an Associate member.	Oct 2023
• It was decided that **1 free visit** to an interest group is sufficient for new members. • Meeter Greeters to keep check on visitors only making **1 visit** before being asked to pay the full subscriptions.	Dec 2023
• For new groups (e.g. Pickleball) and/or groups for which we need members to make up a minimum number, members of other u3a's can attend for 3 meetings as visitors after which they need to become associate members of our u3a.	May 2024

Appendix 1: Financial Control Policy

- *Updated and ratified at the Committee meeting on 23 July 2018.*
- *Confirmed by Treasurer 20 December 2023*
- *Requires update to reflect change to Co-Op Bank and the policy of not accepting cheques from September 2026*

Records and Accounts
Financial records must be kept so that:

- The u3a meets its legal and other statutory obligations such as charity legislation, HMRC and common law
- The trustees have proper financial control of the organisation
- The organisation meets the requirements and obligations of its funders

The accounts must include

- Ledgers show analysis of all the transactions that appear on the bank statements and Group ledgers that show all income and expenditure for the group activity.
- A petty cash book if appropriate

Accounts must be drawn up at the end of each financial year within three months of the financial year end and presented to the next Annual General Meeting.

Prior to the start of each financial year the trustees will approve a budgeted expenditure account for the following year.

A report comparing actual income and expenditure with the budget should be presented to the trustees every three months or as considered appropriate.

The AGM will appoint a suitably qualified auditor/examiner to examine the accounts before presentation at the next AGM.

Banking
The u3a will bank with the TSB plc at its Netherfield branch with accounts held in the name of the Carlton and Gedling u3a. The following accounts will be maintained:

- Charity account No 1. Main Business
- Any other accounts for social activities not supported by u3a funds.

The bank mandate (a list of trustees who can sign cheques on behalf of the u3a) will always be approved and minuted by the trustees.

The u3a will require the bank to provide monthly statements which will be reconciled with the ledger every three months and the treasurer will sign the ledger accordingly.

The u3a will not use any other bank or financial institution or use loan or overdraft facilities without the approval of the trustees.

Income
All monies received will be promptly recorded in the ledger and banked without delay The u3a will maintain files of documentation to back this up.

Expenditure

- All expenditure must be strictly limited to u3a business, is properly authorised and can be demonstrated as such.
- The most recent approved budget authorises cheque holders/signatories to spend up to the budgeted expenditure, not beyond it.
- Blank cheques on the business account will never be issued
- Cheques should not be signed without original documentation

Payment Documentation

- Every payment from the bank account will be supported by an original invoice which will be retained by the treasurer and filed. It should be referenced by
- The cheque No
- Date cheque drawn
- Amount of cheque

Last updated: October 2026

The only exceptions to the above are advanced booking fees, deposits for a venue etc. Here a cheque requisition form will be used and a photocopy of the cheque retained

Expenses/allowances. The u3a will reimburse expenditure paid for personally by members provided documentary evidence, supported by receipts is presented

No cheque signatory signs for payment of expenses to themselves.

Cheque Signatures
Each cheque will be signed by two out of the four mandated signatories and a cheque must not be signed by the person to whom it is payable.

Bank Cards
With the agreement of the committee, the treasurer and assistant treasurer may hold bank debit cards for all the bank accounts and use them solely for the purpose of The Carlton and Gedling u3a expenses and group expenses.

Miscellaneous.

- All fundraising and grant applications made on behalf of the u3a will be done with the prior approval of the trustees or exceptionally with the approval of the chairman who will report full details at the next meeting of the trustees.
- The u3a will keep a record of fixed asset purchases
- The u3a will adhere to good practice in relation to its finances at all times.
- All Group Convenors must update their ledgers regularly, keep receipts and hand over all receipts and any money in excess of £50 to the treasurer for banking, but this money will be ring fenced for that groups use.

Appendix 2: Travelling Expenses

- *Agreed at the Committee meeting on 21 November 2016.*
- *Reviewed and ratified at the Committee meeting on 25 June 2018.*

Where a member of the C&G u3a is nominated to attend a Regional or National activity on our behalf, that member is able to claim expenses at the following rate:

Travel
Where public transport is used, reimbursement shall be at the standard or other actual lesser rate available.

Where public transport is not the most appropriate or economic method of travel and the member uses their own car, they may claim mileage at 45ppm.

Where more than member attends the same event by car, it is expected that those members will travel together and to make one claim.

In such cases, the owner of the car used may claim an additional 5ppm per passenger.

Subsistence
It is normal for regional and national activities to include refreshments. Where this is not the case, the executive committee should agree in advance the rate of subsistence appropriate when agreeing the nomination.

In doing this, the Executive Committee will need to take into account any traveling time and where appropriate overnight expenditure.

Claims
All claims for expenses must be submitted in the first place to the Treasurer on the appropriate form. Receipts must be provided for all expenses claimed except where the Treasurer agrees otherwise

Appendix 3: Day Trips, Study or Group Overnight Trips and Holidays

Agreed at the Committee meeting on 19 December 2016:

Code of Good Practice for Interest Groups
The following recommended good practice should be followed in the following cases;

1. **Day Trips**: travel only, open to all members of the u3a – covered by u3a insurance.

2. **Study Group overnight trips**: travel and accommodation, open to study group members only – covered by u3a insurance.

3. **Holidays:** open to all members of the u3a – no u3a insurance.

Organisation
All activities whether organised by an individual or a small sub-committee should be approved in advance by the Executive Committee or delegated officer and where there are any contracts or agreements they must be signed by a trustee on the committee on behalf and in the name of the u3a.

All the financial arrangements must be overseen by the treasurer on behalf of the committee.

Such activities, once the main committee or delegated officer has given its approval, are usually planned by an organiser or a small committee, ideally with a trustee as a member.

When organising day events or overnight trips, care should be taken in making any prepayments, as there is no insurance provided to protect you should the supplier go out of business.

Day trips
The organiser will arrange a trip and agree with the treasurer all the payment arrangements. The organiser and treasurer will agree a “sales” price usually including a small mark-up as a contingency. The prospective attendees will usually book directly with the organiser by cheque not cash but in some cases the payment may go directly to the treasurer. All cheques should be made out to the u3a and to the u3a social account specifically if one exists, not to the organiser.

The organiser should not pay for a venue or coach by means of a personal debit/credit card or personal cheque.

In order to ensure that all monies are handled correctly, all payments must be made with the full involvement of the committee or delegated officer, with cheques being signed by two trustees.

Study group trips
The organiser in this case will be the group convenor/s with the process similar to that detailed above for day trips, except that accommodation will be required and included in the price.

In order to protect the person arranging such trips, the Trust has arranged Tour Operator Liability insurance. This insurance only applies to the organisation of study group trips, not holidays.

NB. All monies paid in advance for study group travel should pass through the main u3a account, as this is part of your core activity.

Holidays
As far as u3a holidays are concerned, the only safe way to organise them is through a travel agency/tour company so that you are fully covered by their liability insurance.

A decision to organise a holiday yourselves could leave you personally liable in the event of a claim for any damage or accident that might occur as you would have no insurance to protect you.

In addition, it is recommended that where possible payments are made on an individual basis, directly to the company and not to the u3a. Apart from the fact that you then do not have to deal with a lot of cheques, it does mean that there is a direct contract between the individual and the travel company rather than with the u3a as an entity, and should there be a problem resulting in a potential claim, it will

be dealt with more quickly. There is, however, no reason why the organiser should not collect cheques and then either send them in one batch or deliver them.

Insurance
As long as the basic procedures outlined above are followed, then the liability insurance we provide will cover your day events and your study group overnight trips in the UK and Europe, both with respect to third party liability, your group organiser and member-to-member cover. If you wish to extend an invitation to members of other u3a's that is fine.

It is also acceptable to have a non-member attend a day event with committee permission, providing it is not a regular occurrence for that person to do so.

It must be clearly understood, however, that it does not include personal accident/injury or travel insurance, both of which are the personal responsibility of each u3a member to take out.

In the case of a holiday, the Trust does not provide any insurance cover so personal travel insurance is essential. If the committee is agreeable there is no reason why partners and friends of members should not be included.

Free Trips
It is a recognised practice that Tour Operators offer a free trip for, say every 20 members booked but it is up to the u3a committee to decide how these freebies are dealt with, not the group organiser.

It is our policy to share them all out by applying a discount to all travellers whilst the executive committee retain the discretion to reflect service from the organiser which is above and beyond what you would normally expect. If, however, the organiser is a trustee, a free place should not be offered, as trustees must not receive any personal benefit whilst in the role.

Cancellations
If a potential attendee cancels with sufficient time, the organiser will try to re-allocate the place to another person at the full cost. Were this is possible, the organizer may be able to refund some of the cost although most likely not the deposit. Refunds will not be given in any other case without the consent of the executive committee and then only in exceptional circumstances

Use Of Debit/Credit Cards
It is not recommended practice to expect or allow members to use their personal credit or debit cards to make payments on behalf of their u3a.

Financial Reporting – Social Events
Income and expenditure associated with social events does not have to be included in the information you provide to the Charity Commission in England and Wales. It is safe and usual to define any event which is open to all members and not specifically part of an interest group activity as social. The most important thing is that you are consistent. Whilst the Charity Commission does not need the information on social events, your members are entitled to have a full report, therefore it is recommended that the income less expenditure is shown in the accounts as net income. It is important to build up a contingency fund so that you can cope should an individual event make a small loss, as social events cannot be either subsidised or supported from membership subscriptions.