

POLICIES AND GUIDANCE

1. ANNUAL SUBSCRIPTION

Membership subscription is £12, renewal is due 1 January annually.

Reduced subscription after 1st September of £3

2. INSURANCE SUMMARY

It is important to remember that U3A insurance is to protect MEMBERS against claims from third parties following negligence: it is NOT cover for personal accident or loss. It is important, therefore, particularly for outdoor groups, to ensure that all participants are members and that they know that they take part AT THEIR OWN RISK.

3. CAR SHARING

Some members are able and willing to provide lifts to others when attending U3A activities and it is important that we show our appreciation by contributing to the cost of the journey. The committee have been asked to provide guidance as to the monetary contribution that might reasonably be offered.

It was felt that each passenger should contribute along the lines of the suggestions below. This is regardless of the number of passengers. The mileage would be calculated from the start of the journey or, if applicable, the muster point.

- For a round trip around Ilfracombe town, eg Landmark, Brookdale, Comyn Farm £3
- For a round trip to Golf Club (4 miles) £4
- 5-12 miles (For a round trip, would include Berrynarbor, Combe Martin, Woolacombe) this covers most of our u3a area £5
- 13-26 miles (For a round trip would include Barnstaple) £6
- Over 26 miles for a round trip further afield at driver's discretion in advance (guideline 18p per passenger per mile)

There is no obligation on car owners to provide lifts to U3A activities, after all it is their car, so if you accept an offer of a lift then you should be prepared to make a reasonable contribution. Since car sharing is a private arrangement between members this policy is for guidance only.

(Minutes 5.05.2023)

4. ATTENDING INTEREST GROUPS IN OTHER U3As

4.1 Our members are free to attend interest groups in other U3As. They will observe the rules set by that U3A.

4.2 We allow members of neighbouring U3As to join our interest groups free of charge as guests provided that they are paid-up with their host U3A and that there is space in the group not required by a home member.

(If the group already attended by a guest becomes full with home members, then the guest would have to drop out. Alternatively the guest could preserve his/her place by joining the home U3A by paying its subscription.)

(Minutes 16.03.2018)

5. POLICY ON DATA PROTECTION

See separate web page.

6. PAID TUTORS

General policy. Since each U3A is a separate charity there are rules associated with formally engaging paid tutors. As these rules introduce unwanted complications it is our U3A's policy for this (i.e. engaging paid tutors) not to take place. However, there is no objection to individual members paying for tuition provided it is clear that this takes place on the basis of a private contract between member and tutor, outside the aegis of U3A.

Therefore a group of members can agree amongst themselves to take tuition from an external tutor, each one taking part as an individual outside the U3A.

Each such group can be treated with an entry in our newsletter as any other group provided each individual member is clear as to their responsibility to contract with the tutor as an individual. It is the responsibility of the convenor to ensure each member is clear about this.

Paid Tutors for Short Courses: For courses up to eight meetings in length, payment can be made by the U3A with fees collected separately from members.

These conditions must apply: 1. the tutor must submit an official invoice, and 2. where courses are run in premises organised by the tutor (possibly using specialist equipment) then the tutor is responsible for insurance for negligence by him/her.

(Minutes 20.3.2017/20.4.18)

7. CAPITAL PURCHASE APPROVAL LEVELS

Most projects will entail expenditure at a certain level. In order to control this, the following approval levels for specific purchases will apply:

Up to £30: any member may go ahead and claim afterwards by submitting an expense claim. This category includes small purchases and purchases necessary for the business of our U3A. Personal car mileage can be claimed at 35p per mile.

If you are in doubt about any potential claim, please consult any committee member who will be able to help.

£30 — £100: obtain prior approval from either chairman or any two committee members.

£100 — £500: to be approved at committee meeting.

£500 plus: a formal paper to be submitted to committee that describes the project/item; its one-off and continuing costs; its benefits.

8. ACTIVITY GROUPS — SUBSIDISED SPECIAL EVENTS

In order to encourage activity groups to consider enriching their offer to members, any special events may be considered for subsidy. This might include for example part-cost of mini-bus hire. Each application will be considered on its own merits for approval at committee — please apply to the secretary. (Such subsidy is not envisaged for regular monthly activities).

(Minutes 16.03.2018)

(Updated 12 September 2018)