

Cheltenham u3a Policies and Processes: 2008 to 2021

Subject	Policy or process description	Date agreed
General		
Fit and Proper persons declaration	All committee members are trustees of the Cheltenham u3a and as such must sign a Fit and Proper persons declaration. The Fit and Proper persons declaration must be returned to the Secretary as soon as possible but no later than 6 weeks after election or co-option. If it is not signed and returned by this time without a good reason then the member is deemed to have withdrawn from the committee	04.06.2019
Minutes	The official version of the minutes will always be kept in hard copy and will be retained for a minimum of 6 years. Additionally, a version of the minutes may be added to the website at the discretion of the committee	04.06.2020
E-mailing members	Emailing every member via Beacon should not be used for notifying members of individual trips etc.	05.03.2019
Membership checks	Membership cards are to be checked at every Open meeting. Membership should be checked annually for each group and before trips and events, either using Beacon or by seeing a membership card.	05.03.2014 +06.07.2021
First Aid Cover	Any First Aid cover that is felt to be necessary should be bought from an external provider, rather than training our own members. This is because HSE certification is needed in order to be an official first aider at events.	07.01.2020
Groups		
Register	Attendance registers to be kept at every group meeting.	25.03.2008
Accident form	To be completed by group leader in the case of accident/sudden illness during a group activity and sent to the Secretary for filing.	05.03.2014
Paid tutors	The use of paid tutors is strongly discouraged; however, they are permitted if there is no suitably qualified u3a member to allow the activity to be undertaken safely. The tutor must be self-employed (i.e., not employed by the u3a) and have their own insurance, which they must show evidence of. The members who benefit should pay fully for the activity, which should not be subsidised by other members.	03.03.2020

Newsletter		
Addresses	In the interests of safety and security the addresses of committee members will not appear in the newsletter unless inclusion is requested by any committee member or non-committee member listed in newsletter to facilitate U3A business e.g., return of forms. <i>(This to be visited annually re any changes of request)</i>	02.04.2014
Advertisements and non u3a events	No advertisements should be included in the Newsletter and the committee should only include information on non u3a activities if they feel it would be of particular interest to the members.	03.12.2012 +06.07.2021
Distribution	Distribution to members, associate members, Cotswold link U3As.	03.09.2008
Obituaries	Announcements of the deaths of members will only be included in the Newsletter under very exceptional circumstances e.g., the death of a member on a U3A activity. The Newsletter editor must forward any requests for inclusion of an obituary notice to the Chair for Committee decision.	06.08.2014
Open meetings		
Speakers fees	“The fee paid to any Speaker at an Open Meeting will be a maximum of £140 to include travel costs” (On “Special” occasions, up to £300 may be spent, with majority prior agreement of Committee).	02.02.2021
Door charge	The Door Charge to be £3 from restart in 2021	06.10.2020
Waiver of door charge	Committee members, members who provide refreshments and members who form the “meet and greet” team are not required to pay an entrance fee at Open meetings.	01.10.2014
Charity collections	Any collections for a charity at an Open Meeting e.g., if the speaker is a spokesman for that charity, must only be via a collection box by the door and not passed round during the talk.	05.03.2019