



**CLITHEROE u3a**  
Registered Charity No. 10082254

## **New Group Start Up Policy**

### **Introduction**

The purpose of this policy is to clarify the protocol for new group finances that are proposed by the new group convenor.

### **Background**

u3a Clitheroe actively encourages new interest groups to be formed which enhances u3a and increases membership and aligns itself with developing needs over the course of the year's activities.

### **Pathway**

In the first instance, members who wish to open a new group should in contact the Groups' Co-ordinator who is a member of the committee. This individual will meet to discuss the precise purpose of the proposed new group. This is to ensure that there is no repetition or conflict with established groups and, to provide support and guidance to start the new group.

To support new groups, there is a startup "grant" available from centre for such new interest groups up to the value of £100.00. This amount is purely discretionary and is not an entitlement. The purpose of the grant is:

1. To initially provide funding for room hire
2. To invest in capital equipment
3. To ensure that the group has the best possible start
4. To finance external speakers or experienced external individuals to create further interest
5. In the unlikely event that the amount required be in excess of £100 then the new group convenor may be asked to attend a committee meeting to present the case for additional funding
6. Funding will not be withheld provided the investment is justified and the criteria above are met

Any request for funding as above should be requested through the Groups' Co-ordinator who shall request the investment through the committee.



## **Finances**

Interest groups that incur charges for room hire and light refreshments must charge a nominal amount from the first meeting onwards which should be recorded against names of members and reconciled monthly

Full annual income and expenditures are expected to be forwarded to the Treasurer at the year end.

## **Support**

Any assistance for the financial recording of monies taken and any financial aspect will be supported by the Treasurer.

**This policy was adopted on: 14 March 2024**

**Review date:**

**Signed Clitheroe u3a Chair**