

Policy Decisions made at Committee Meetings

ASSETS

27th June 2012

It was agreed that any asset held on behalf of Torfaen U3A be available for loan to any fully paid-up member of Torfaen U3A for exclusive use within Torfaen U3A, subject to that member signing and dating the date of issue on a permanent record held by the relevant asset holder. The said member will sign and date the said record when the asset is returned. Further to this it was agreed that marking of the assets should be looked into.

22nd June 2011.

The Committee agreed to the purchase, by the Craft Group, of a sewing machine for £169. The machine will be kept in a locked cupboard in Pontrhydyrun Hall and will be available to all groups.

25th May 2011

It was agreed that groups should not hold more than £25.00 unless further money is required for a specific item in the near future. Money in excess of this amount should be handed to the Treasurer to remain in the Bank until required. It was further agreed that no group should be holding more than £100.00 (including whatever the Treasurer may be holding) at the end of the financial year. It was also agreed that any item costing in excess of £30.00 should be classed as a capital asset and application made for the Committee to purchase the item on behalf of Torfaen U3A.

27th April 2011

It was agreed that requests for the purchase of assets should be made to the Committee for consideration. It will be necessary to inform the Committee of the item required and the and all references in paragraph need for it, together with two price quotations. The Committee will need to know where the proposed item will be kept. If the Committee feels it appropriate to agree to the purchase, this will be paid for out of central funds and the Committee will have trustee responsibility for this item and for all assets held on behalf of Torfaen U3A.

COMMITTEE

22nd March 2017

The following points on seeking a wider source of nominations to the committee were unanimously agreed:

1. Beginning in the autumn immediately preceding the AGM, each existing group will be invited to nominate one or more of its participants.
2. Each month, beginning in the September immediately preceding the AGM, Torfaen U3A members will be encouraged, both in the general meeting and via the newsletter, to provide nominations.
3. The incumbent committee members will proactively seek nominations from within the wider membership if and when necessary.

26th October 2016

It was unanimously agreed that the committee should retain the full complement of members as allowed by the Constitution. i.e. 5 officers and up to 7 non-officer members.

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23rd March 2016 It was unanimously agreed that the policy decisions of 13th February 2014 and of 25th March 2015 be revoked as a result of their being found to be unconstitutional.

(NB. As a result of this revocation the words “**Committee Secretary**” will be reinserted into paragraph 6(i) of the Constitution and all references to lengths of in paragraph 7(iii) will revert to the original “**2 years**”).

25th March 2015 It was agreed that the reference to “Committee Secretary” be removed from paragraph 6(i) of the Constitution.

13th February 2014 Officers of the committee to be allowed to remain in office for up to 3 consecutive years, if re-elected.

EXPENSES

25th April 2018 It was unanimously agreed that the Treasurer hold receipts in respect of petty cash transactions only until the Annual General Meeting following. Documentation for all other expenditure is to be held for seven years.

25th April 2018 It was unanimously agreed that the Publicity Officer be granted an annual budget of up to £100 in order to properly carry out their responsibilities.

25th April 2018 It was unanimously agreed that the rental costs due for the use of Pontrhydyrun Hall be paid, by the relevant group convenor or their nominated representative, directly to the Treasurer at a normal monthly meeting

22nd November 2017 It was unanimously agreed that any member incurring expenses on behalf of Torfaen U3A should be fully reimbursed.

31st May 2017 It was unanimously agreed that the Treasurer be given complete authority to pay group expenses of up to £40 out of Petty Cash and would subsequently inform the committee of any such payment.

23rd November 2016 It was proposed that each group would be entitled to request up to £40 for expenses once a year. This was passed by 8 votes to 1.

28th May 2014 A formal procedure for dealing with requests for expenses was unanimously agreed (copies available from Dave Davies).

23rd April 2014 Travelling expenses to an authorised event to be paid at a rate of 40p per mile travelled

27th April 2011 It was agreed that a mileage rate of 30p be paid to anyone undertaking travel on behalf of Torfaen U3A.

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GROUPS

27th May 2014

The Committee reconfirmed an earlier decision that, should a group meeting be held in a member's own home, a contribution should be levied to sufficiently cover any expenses incurred.

4th November 2010

Groups cannot hold their own individual bank accounts. Any monies held by a group amounting to more than £20 is to be credited to the main bank account and held on behalf of that group until needed.

MEMBERSHIP

22nd October 2014

It was unanimously agreed that, at the AGM, the Business Secretary would invite, in turn, each Group Convenor to stand so that they can be identified by any potential new members.

22nd October 2014

It was unanimously agreed to revoke the policy decision of 28th March 2012 requiring Group Convenors to make a report at Monthly Meetings.

25th June 2014

It was unanimously agreed to revoke the policy of 23rd May 2012 requiring members to show their membership cards to Group Convenors.

27th November 2013

Any funding resulting from the Gift Aid portion of the annual membership fees is to be retained by Torfaen U3A.

25th September 2013

It was decided that, after three initial free visits, new members will pay £1.50 per remaining meeting for the rest of that year.

25th July 2012

The Treasurer suggested that members joining in October or later in the financial year should pay two-thirds of the current yearly subscription rounded to the nearest pound, and this was agreed by the Committee.

23rd May 2012.

It was agreed unanimously that, in future, all Convenors should ask new members of their groups to show their membership cards, and that at the beginning of the financial year everyone should show their card to the Convenor of each group they are in.

28th March 2012

It was agreed that, as all Convenors are invited to make a report at Monthly Meetings, and any member interested in making contact with a particular group will thus be able to see who the relevant Convenor is, there is no need to display group name cards on tables or for Convenors to wear name labels, other than when we are holding an Open Day.

22nd February 2012

It was agreed that a reduction of £2.50 could be made to the membership (making their subscription £12.50) providing a member produces evidence of membership in another U3A.

31st March 2010

Members showing evidence that they are a fully paid up member of another U3A are to be allowed a reduction of £3.50 in their membership fee.

Policy Decisions made at Committee Meetings

MONTHLY MEETINGS

- 23rd July 2014 The policy dated 25th April 2012 was amended to read that raffles would only occur at the meeting just before Christmas
- 26th September 2012 Rose proposed that we no longer took verbal apologies for absence. It was seconded and approved unanimously. Committee members are still required to send apologies if they cannot attend a Committee Meeting.
- 27th June 2012 It was agreed that apologies should continue to be taken verbally at Monthly Meetings, as this has been found to be the most satisfactory method.
- 23rd May 2012 The Committee agreed that any books left at the end of each meeting should be removed and taken to a charity shop, and that, at the next Monthly Meeting, all Committee members would help to remove all the books.
- 25th April 2012 It was agreed that the normal charge of 50p for tea and biscuits would remain, but that there would no longer be a raffle except on the Open Day and at Christmas.
- 24th August 2011 It was agreed that the new arrangement of asking members to note apologies for absence in the signing-in book is not suitable, and in future we will return to asking for verbal apologies during the meeting.
- 22nd June 2011. It was agreed that, as the minutes will no longer be read at the monthly meetings, members should be asked to write apologies in the attendance book.

NEWSLETTER

- 23rd May 2012 Kath raised the issue of posting Newsletters to those who do not have e-mail facility. It was agreed unanimously that Newsletters will not be posted to anyone who does not supply stamped addressed envelopes, and that a notice will be put in the Newsletter to this effect.

SPEAKERS

- 25th June 2014 It was unanimously agreed that speakers should be allowed to speak for up to an hour and aim to finish by 11.50 at the latest. This will provide the option of allowing up to a further 10 minutes for questions, to end by 12.00 at the latest.
- 22nd May 2013 The Speaker Secretary is permitted to agree a fee of up to £75 with visiting speakers. Any amount above that figure would have to be agreed by the Committee. Speakers should be invited to arrive by 10.30AM and to commence speaking by 10.45AM. Speakers should be advised to take questions only at the end of their talk.
- 27th March 2013 No speaker fee would be payable to any member of Torfaen U3A giving a talk. Speakers visiting from other U3As would be granted travelling expenses. Speakers representing a charity would receive a donation to their charity in lieu of a fee.