**WINSFORD U3A LOCAL PROCEDURES**

**MEMBERSHIP** £15 per year (£10 for 1st year, £5 from March to September). Members of other u3a’s, known as associate members, pay £10 per year.

**THIRD AGE MATTERS MAGAZINE**. Members who opt to have this magazine delivered by post need to pay for postage, currently £4 per year, at the time of membership renewal. The magazine is also available online, free to read, by googling THIRD AGE MATTERS SCREEN READER EDITION 2023 and selecting the edition required. Back copies are also on the website.

**PAYMENTS** All payments for membership fees, Third Age Matters Magazine and trips should be made by BACS (Bank Transfer) wherever possible.

**SESSION FEES** All activities taking place under the u3a umbrella and which are on the calendar incur a session fee of usually, £1. The only exception to this is the monthly coffee morning which incurs no fee. Activities which involve room hire currently pay £2 and Keep Fit, which has additional tutor costs, pays £3.75. It is the intention that these increased session fees cover all costs, though there is a buffer fund for occasional shortfalls. Session fees collected by group co-ordinators are paid in to the Winsford u3a account and a copy of the register sent to the Treasurer for account keeping. Some groups make a charge for materials.

**WELCOME COFFEE MORNINGS**. These are held on the last Friday of every month in St Andrew’s Church, Winsford at 11am for social interactions and news updates. They also provide opportunities to book trips and are occasionally themed. Tea, coffee and biscuits are available for £1.

**AGM.** The Annual General Meeting is held on the last Friday of the month, usually 12 months after the previous AGM in July, though this period can be extended to 15 months. It is held at St Andrew’s Church at 11am with refreshments being available from 10.30am. Our constitution allows for hybrid and virtual meetings in the events of emergencies.

**OPEN DAY** This is on the last Friday of September in St Andrew’s Church. All activity groups are represented in person and there are displays, exhibitions and often some demonstrations. It is a great opportunity to see what Winsford u3a has to offer and to join new groups. There are plans to hold a second Open Day in March.

**CO-ORDINATORS’ MEETINGS.** These are held at least twice a year and are an opportunity to discuss new procedures or policies, share common problems and find solutions, and above all to thank group leaders for their commitment and hard work and commitment.

**NEWS.** A monthly newsletter and calendar are sent out every month by email. Due to spiralling postal costs, members without email are asked either to provide stamped, self-addressed envelopes to the newsletter editor (currently Sandy Wells) or to pick up a hard copy at the monthly coffee morning. Those members are asked to contact a member of the committee if they will be attending the coffee morning so that a named copy will be printed for them. A newsletter and calendar will also be placed on the u3a notice board upstairs near the café area in Winsford Library – not to be taken away.

**RESOURCES.** All equipment must be stored in a secure place and made available for use by any group leader. An inventory is kept by the Treasurer stating where resources are stored.

**ACCOUNTS** The Treasurer provides monthly reports to the Committee outlining income and expenditure. An independent audit of our accounts is completed annually and is reported to all members via the AGM. We maintain a contingency account to cover future running costs in the case of temporary closure and a contingency fund to cover insurance excesses should claims be made.

**GROUP EXPENSES.** Every group has an allowance of up to £15 per year to pay for resources such as photocopies, DVDs, CDs etc. New groups can request financial support to establish their activity of up to £50 in their first year, subject to funds being available. All expense claims must be in writing to the Treasurer and nothing should be purchased until the go-ahead is given.

INSURANCE See our website for details of our u3a insurance and a copy of our cover note.