**For Approval**

Barnsley u3a Committee meeting. March 2024.

Document submitted by the Members Monthly Meeting Co-ordinator.

**Approval and payment of expenses to speakers.**

(Amendments from the document approved on 16 February 2024)

As a charity Bu3a cannot make donations to another charity but guest speakers may require expenses. These may include travel, food, printing as well as time. The Charity that the speaker represents has the opportunity to sell merchandise, display publicity materials, display information about volunteering and to collect individual donations from Bu3a members, for example via collection tins. The speaker’s organisation has the opportunity to promote their charity as well as publicising specific events relevant to Bu3a members.

The content of the presentations may also provide specific education and training directly relevant to the needs of Bu3a groups. An example being the Mountain Rescue Service and the Bu3a outdoor groups.

 Most organisations match time to the delivery of their objectives. Speaking to a Bu3a meeting may not fully align with their objectives and in these circumstances a contribution to the cost of attendance is appropriate.

Bu3a needs to be transparent and prudent in terms of paying expenses. In the past expenses have been paid without receipts for example bus tickets and receipts for petrol. However, expenses have been deemed appropriate by the meeting organisers. Historically the ceiling in practice has been around £100

The Members Monthly Meeting has a remit to inform and entertain the members, who pay an annual subscription. Some guest speakers require a “performance fee” which is not a charitable donation. These are more expensive occasions. Examples being authors and sports personalities.

**Proposal incorporating current practice.**

* No payments will be made in cash
* Payments will be made promptly
* Records to be made available to the Committee every month as a standard agenda item.
* The Meeting Co-ordinator is authorised to spend up to £75 without specific prior approval.
* The Meeting Co-ordinator is authorised to spend amounts greater than £75 with the approval of the Treasurer or Chair
* Mileage will be paid at the Inland Revenue rate
* Train travel will be paid at Standard rates

**Approved on by**