

Aughton & Ormskirk U3A

Policy and Procedures - Hire of Premises

Aughton & Ormskirk U3A will pay the hire fees of all under mentioned premises hired out for Groups' activities.

Group members are required to pay 50p per person attending an activity/group, which is payable to the Hon. Treasurer, using the formal Paying-in Form.

If amounts other than the 50p levy are collected, these funds should be used for bona fide expenses, duly recorded on the Petty Cash Form, and the residue handed to the Treasurer monthly. A float of £25 may be retained for such purposes.

With full Group knowledge, separate funding for particular events may be raised, eg for outings and visits, with full details on the formal Paying-in Form.

It is essential that all moneys collected from members of groups be explained fully to Group members. All Groups are required to keep full records of all financial transactions for scrutiny by Finance & Resources Sub-committee.

Premises covered by this agreement are as follows:

- a) Scout & Guide HQ (shall be first choice when available)
- b) Age UK, at West Lancs Wellbeing Centre
- c) Aughton Village Hall
- d) Lydiate Village Centre, Lambshear Lane
- e) Christ Church Ministry Centre
- f) Scarisbrick Village Hall
- g) Green Lane Guide HQ
- h) Town Green WI Hut
- i) Haskayne Village Hall
- j) Ormskirk Civic Hall

Groups using other premises/buildings/grounds are to deal directly with proprietors/owners/committee and settle due fees. As the activity is used under the U3A name, full accounts (all income and expenditure) must be kept and be available for scrutiny by the Finance & Resources Sub-committee. Groups using Burscough Sports Centre are to continue use under present terms until start of new year, commencing from 1 July 2016 (AGM June 2016).

Groups should ensure that participating members pay the requisite amount to cover the use of grounds and equipment and should settle the account at the conclusion of any particular session, or as mutually agreed between the Group Leader and the lessor.

Where premises of a highly specialised nature are required by a group, details of the charges must be presented to the Finance & Resources Sub-committee for consideration at least a month before the expected commencement date.

Payment and income arrangements other than above are to be sanctioned by the Finance & Resources Sub-committee.