

Diocese of Bath & Wells
Registered Charity No 250180

POLICY FOR ATTENDING CONFERENCES, TRAINING AND EVENTS

This policy is to ensure that the Mothers' Union Diocese of Bath & Wells benefits as effectively as possible from members' attendance at conferences, training and events, with mindfulness of the stewardship of the charity's resources.

Before booking places on conferences, training and events, prospective delegates should give the information listed below in writing to the Mothers' Union office either by post at Flourish House, 2 Cathedral Avenue, Wells, BA5 1FD. Tel No: **01749 685131** Extension: **2231**, or email at mothers.union@bathwells.anglican.org for the consideration of and approval by a Trustee and the Diocesan Treasurer.

- 1 Full details of the event.
- 2 How the Mothers' Union Diocese of Bath & Wells will benefit from the delegate's attendance.
- 3 The cost of the event.
- 4 The cost of accommodation and travel. Subsistence will be paid only by prior arrangement.

Ideally, the most economic travel costs must be selected depending on the number of people travelling together, but alternative arrangements can be made if circumstances demand.

Following the event, the delegate will be expected to submit a short report of the event to the Mothers' Union Office. Expenses can be claimed by completing a form which can be obtained from the Mothers' Union office and from the website of the Mothers' Union Diocese of Bath & Wells.

Training undertaken or a qualification achieved should be used to benefit the Mothers' Union. If either is used outside the Mothers' Union, it is expected that the cost of the training or qualification, or a portion thereof, will be reimbursed to the Mothers' Union.

Updated 6th March 2025
To be reviewed March 2026