

## Agenda for Committee Meeting at 4.00 p.m. on Wednesday 11<sup>th</sup> October 2023

Room 6, St Pauls

No	Description	Lead	Pages
<b>Standing Items</b>			
1.	Apologies for absence	Chair	
2.	(i) Approval of Minutes of the 13 <sup>th</sup> September meetings (ii) Approval of Minutes of the 4 <sup>th</sup> October extra meeting, plus matters arising (iii) Review of Action Log as of 8 <sup>th</sup> October	Chair	2 – 4 5 – 6 7 - 8
3.	Monthly Updates from Third Age Trust and Committee Members	Chair	9 - 11
<b>Non-Standing Items for Discussion</b>			
4.	Approval of: (i) 2022/23 Financial Outturn report and (ii) The formal 2022/23 accounts	Treasurer	Previously disseminated
5.	AGM 2023: Update and Draft 2022/23 Annual Report	Secretary	12 - 13
6.	Third Age Trust AGM 18 <sup>th</sup> October: Voting Decision	Secretary	14
7.	Report on 8 <sup>th</sup> September Open Day	Comms Coordinator	15 - 17
8.	Report on 19 <sup>th</sup> September New Members Meeting	Chair	18
9.	2 <sup>nd</sup> Oct GLs meeting: Draft Minutes & Actions	Secretary	19 – 25
10.	Events for the remainder of 2023	Secretary	26 - 27
11.	Draft Committee Procedures	Secretary	27
12.	Draft Agendas for next two meetings	Secretary	28
13.	AOB	Chair	
Next Meeting: Wednesday 8 <sup>th</sup> November St Paul's Room 6			

## **Agenda Item 2(i) Draft Minutes of the Committee Meeting held 13<sup>th</sup> September 2023**

### **Members' Coordinators Home**

**Attending:** Chair (Jim McGough), Secretary (Margaret Lloyd), Communications Coordinator (Sue Parker) and Members Coordinator (Jacqui Mercer).

### **Meeting Inquorate**

Paragraph 21(9) of the 2022 Constitution states:

*For a Committee meeting to be quorate there should be two or the number nearest to two-thirds of the total number of trustees, whichever is the greater or such larger number as may be decided from time to time by the trustees. In addition, at least two officers must be present for a Trustees meeting to be quorate.*

As less than five Trustees (nearest number to 2/3 of 7) were present no decisions could be made (paragraph 21(8)). Hence the meeting could only cover items matters for information and discussion. No formal decisions could be made.

### **Agenda Item 1: Apologies for absence**

Treasurer (Graham Friday), Groups Coordinator (Peter Beckley), and Access Coordinator (Janet Newson) sent apologies. All are on holiday.

### **Standing Items**

#### **Agenda Item 2(i): Minutes of the 9<sup>th</sup> August Meeting**

The minutes were approved with no amendments.

#### **Agenda Item 2(ii): Review of Action Log at 10<sup>th</sup> September and Matters Arising**

**Action:** Secretary to try to book the smaller of the Crawley Library meeting rooms for two and a half hours for the 4<sup>th</sup> October meeting on the Future Committee Structure.

### **Agenda Item 3: Monthly Updates from the Third Age Trust and Committee Members**

#### **Secretary's Report**

It was asked whether the Trustee users of the @Crawley.org.uk e-mail accounts had found the migration to the new platform to be successful. Neither the Members Coordinator nor the Access Coordinator had yet adjusted their e-mail server settings so Trustees should continue to use the private e-mail addresses of these two trustees in addition to their @Crawley.org.uk ones until there was confidence that the accounts were working correctly.

#### **Agenda Item 4: Update on Membership Renewal**

The Members Coordinator said that the renewal process was proceeding well and made the following points:

- (i) Seven members attended the Renewals Clinic on 5<sup>th</sup> September, which took place at St Pauls 10:00 – 12:30.
- (ii) To date the Members Coordinator had received between 250 and 300 responses to the renewal documents sent out by post. She needed to contact around ten members with queries or requests for additional information.
- (iii) The responses to the electronic renewal requests were being returned to Membership Support. It was not known how many of these had been received but far fewer renewal requests had been sent out electronically than by post.
- (iv) Around ten new membership forms had been received, but it was too early to discern the additional numbers recruited at the 8<sup>th</sup> September Open Day.
- (v) The membership cards had been produced but some had been sent out with the reference to Membership Support still on the reverse side instead of being replaced by the Membership Coordinator's contact details and Crawley u3a website address as had been agreed at the 9<sup>th</sup> August Committee meeting (Agenda Item 6/3). It was agreed we would not seek to amend this for the current year.

#### **Agenda Item 5: Preliminary Discussion on the 8<sup>th</sup> September Open Day**

The Communications Coordinator said that the event had been very successful in terms of the number of people attending. The layout of the tables prevented the over-crowding problems experienced last year. It was too soon to judge the impact of the event on the number of new members recruited to each of the u3a and the activity groups.

The Open Day working group would be meeting on 21<sup>st</sup> September to conduct a full assessment and to note lessons for the future. The Group Leaders would also be asked about the impact on their group membership figures at their meeting on 2<sup>nd</sup> October. The Communications Coordinator would bring her draft final report to the meeting on 11<sup>th</sup> October.

The fact that an insufficient number of membership forms had been brought to the event would be included in the report.

She announced that the u3a Communications Office had contacted her asking if the Facebook post and photos showing the Open Day in action could be used in their monthly newsletter. The extent of the publicity for the event had received favourable comment within Crawley.

The Chair said that some of the Groups had produced good one-page leaflets for attendees to take away with them and that next year we should aim for all groups (whether present at the event or not) to make such leaflets available. Also in 2024 we should also start planning for this event, and also the Christmas party, much earlier in the year.

The Committee should research the possibility of enabling new members to pay their fees by debit card.

#### **Agenda Item 6: 19<sup>th</sup> September New Members Meeting**

The Committee discussed the preparations required for this event.

- The Members Coordinator would check with Membership Support the number of invitations sent out so that she could give the RUGS leaders an estimate of numbers for refreshments as soon as possible
- The Chair would briefly explain the history and purpose of the u3a to the new members
- The Communications Coordinator would bring leaflets on the various Groups

- The Secretary would produce an updated version of the Groups Directory in size 14 font
- All Trustees present at the event would be on the alert for potential volunteers

### **Agenda Item 7: Organisation of events, including the 2<sup>nd</sup> Oct Group Leaders (GLs) meeting, for the remainder of 2023**

#### **2<sup>nd</sup> Oct GLs Meeting**

The Secretary explained that she had only received one suggestion for an additional topic to be discussed. This was Risk Assessments.

She aimed to send out the final agenda for the meeting early in the week commencing 25<sup>th</sup> September, as she believed the Treasurer wished to add a couple of items to the agenda.

#### **30<sup>th</sup> Oct Coffee Morning**

Mindful of the fact that this was happening 4 weeks after the dissemination of the October newsletter the Communications Coordinator would send out a reminder via Beacon to all members on e-mail five days before the event.

It was suggested that there should be a jigsaw and DVD swap.

#### **17<sup>th</sup> Nov RUGS Event**

Around 20 RUGs attended last year.

#### **8<sup>th</sup> Dec Christmas Party**

The Communications Coordinator expected that the Open Day Working Group (WG) final meeting on 21<sup>st</sup> September would discuss when the first meeting of the Christmas Party WG should take place.

The Members Coordinator expressed her wish to serve on the WG. The Communications Coordinator suggested that she be on the WG in place of herself and would suggest this at the Open Day WG 21<sup>st</sup> September meeting.

### **Agenda Item 8: AGM 2023: Approval of Formal Notification Documents**

The timetable and draft documents were approved.

### **Agenda Item 9: Committee Structure after November 2023**

The Secretary drew attention to the list of proposed actions to be undertaken. She emphasised the importance of receiving feedback on all sections of the document by Wednesday 27<sup>th</sup> September.

The Members Coordinator stated she was prepared to remain as a Trustee in her current role for the year after November 2023. The other Trustees expressed their relief at this news.

*The meeting finished at 17:50. The Members Coordinator was thanked for hosting the meeting in her home.*

## **Agenda Item 2(ii) Draft Minutes of the Extra Meeting held 4<sup>th</sup> October**

**Meeting Room 3, Crawley Library, 14:00 – 16:30**

The primary purpose of this meeting was to agree on the listing of vacant Trustee posts for 2023/24 to be sent out with the Formal AGM Notification on 6<sup>th</sup> October. As an informal meeting no minutes were taken on the discussion.

A few other matters were considered, and actions noted, and these are recoded here.

**Attending:** Chair (Jim McGough), Secretary (Margaret Lloyd); Treasurer (Graham Friday), Communications Coordinator (Sue Parker), Groups Coordinator (Peter Beckley), Members Coordinator (Jacqui Mercer), and Access Coordinator (Janet Newson).

**Apologies for absence:** None

### **Agenda Item 1: Draft Financial Reports for 2022/23**

The treasurer explained that both the financial out-turn report and the formal accounts for 2022/23 would be formally approved by the Committee (subject to the review by the Independent Examiner) at the meeting on 11<sup>th</sup> October.

Charities are now recommended to provide more detail on the movements in their reserves, to go alongside their reserves policy, this has now been included as part of the notes to the accounts.

Trustees are required annually to make a statement as to the sustainability of the Charity. A new requirement has been introduced to provide more factual evidence to support this statement. The 'Going Concern' note within the accounts has been expanded to comply with this requirement. The format has been based on the one being used by the Third Age Trust. The Treasurer and Secretary need to agree some wording on our approach to Risk Management to complete the note.

A key message to be included within the text of the Annual Report is that we intend to keep the level of membership fees unchanged for the foreseeable future.

### **Agenda Item 2: Selling Items at Coffee Mornings & Monthly Meetings for Charity**

This follows Monique Tovey-Mansfield's request that she sell knitted animals to raise funds for St Catherine's Hospice (see e-mails "An idea for u3a meetings" 20<sup>th</sup> & 21<sup>st</sup> Sept)

The Committee decided that:

Members would be permitted to sell items at monthly meetings and coffee mornings for charity provided that:

1. The charity concerned was not one whose aims conflicted with the Principles of the u3a movement i.e. it must be non-religious and non-political.
2. Permission is obtained beforehand from the Committee. The Committee is favourably disposed towards members raising funds for small local charities, whose resources are limited.
3. The sellers make clear the relevant Charity
4. The proceeds are shared on a 50:50 basis with the charity, with our 50% being seen as the charity's contribution towards our room hire cost. This is the arrangement we have with the Crawley Hospital League of Friends.
5. No sales take place at the AGM, Christmas Party or Annual Open Day due to lack of space.

An exception will be made for the sale by Monique Tovey-Mansfield of knitted animals to raise funds for St Catherine's Hospice as:

- (i) This sale is a “one-off”
- (ii) The makers of the goods for sale had themselves provided the materials themselves and spent considerable time making the goods.

**Action:** The Treasurer to communicate this decision to Monique and to add the above policy to the Finance Policy Delegated Decision Schedule.

### **Agenda Item 3: 2023 Achievements and 2024 Aims**

The 2024 Aims will be reviewed properly at the 13<sup>th</sup> December Committee meeting when we know which Trustee posts have been filled. The Secretary will not be too specific on future aims in the 2022-23 Annual Report, the first draft of which will be considered at the Committee meeting on 11<sup>th</sup> October.

### **Agenda Item 4: Outcomes from 13<sup>th</sup> September Agenda Item 10 for Committee Approval**

#### **Cessation of Accessibility Coordinator Role**

The Committee formally agreed to the conclusions of the Accessibility Survey Report, drafted by the Access co-ordinator that Accessibility that:

- (i) Crawley u3a has a robust organisation meeting the diverse needs of their members without the need for a dedicated Access Coordinator role;
- (ii) Group Leaders are, where practical, already making adjustments to meet the needs of any members in their Groups requiring assistance
- (iii) No further actions to enhance accessibility are needed.

The Committee agreed that:

- (i) The Access Coordinator Trustee role would cease to exist after the November 10<sup>th</sup> AGM
- (ii) The Committee will review the Crawley u3a Accessibility Policy, updated to reflect actions undertaken and the cessation of the role, at the 8<sup>th</sup> November Committee meeting.

#### **Logistics, Supply & Distribution (LSD) Support Role**

The Treasurer confirmed he would oversee this role.

### **Agenda Item 5: Intended Committee Structure from November 2023 and Trustee Vacancies**

The Committee agreed to an amended role description for the Vice-Chair role and the new trustee roles of Systems Coordinator (Beacon & Trustees’ IT infrastructure) and Migration Webmaster.

### **Agenda Item 6: Strategy for seeking candidates for the vacancies**

It was agreed that we would invite all members interested in volunteering in any form to the 30<sup>th</sup> October Coffee Morning. We would also invite any new members who had joined subsequently to the New Members meeting on 19<sup>th</sup> September.

**Actions:** Secretary to invite any members interested in volunteering to the Coffee Morning to meet the Committee, and to place a notice on the Volunteers webpage

*The meeting closed at 16:10*

## Agenda Item 2(iii): Action Log as at 8th October 2023

Includes all actions arising from the minutes which are not completed by the time the papers for the subsequent meeting are sent out.

Actions will be removed once they are completed or superseded by an action from a subsequent meeting.

Comments *in italics* in the right-hand column indicate that the action is not yet fully completed and will be carried forward to the subsequent Action Log.

Meeting	Agenda Reference	Action	Progress/Comments
26 <sup>th</sup> April	11. Contents of crates handed over by Janet Boniface	Sort and log the historic items and old u3a papers held by Janet Boniface	<i>Work in progress. Yielding some useful info.</i>
14 <sup>th</sup> June	3. Comms Coordinator	Comms Coordinator to produce an Events Checklist - a list of actions which need to be carried out prior to monthly meetings, coffee mornings, and other events.	
	6. Outstanding Beacon Access Privileges and GDPR actions	General Management Items 4 & 6: Secretary to establish processes to ensure and demonstrate compliance	<i>In progress</i>
		Amend Beacon Roles as approved and communicate to all Beacon users once done so	All Committee and the Seasonal Outing & Speaker Organiser ones done. <i>Others still o/s</i>
12 <sup>th</sup> July	Newsletter hard copy distribution	Communications Coordinator to update the hard-copy Newsletter delivery and postage list for early September	List updated but it will take another month to incorporate all new members. Not yet checked whether those who do have e-mail but receive printed copies really do require them.
9 <sup>th</sup> August	O&A Phase 1 WG report May 2023 (update from Groups Coordinator e-mail to Group 2 & 5 members 10/08/23)	Non-participating members of O&A Groups 1, 4, 6 & 7 to be contacted to determine if they wish to continue to be members, to assess scope to take on more members (Groups 1 & 6 have already confirmed they do have some scope).	Groups 4 and 7 have 52/47 members and are unwilling to take on any more members. Anyone who wishes to join an O&A group can be accommodated in the new O&A 8 group, but if they are unwilling to help with the running of the group, they can join groups 1 or 6. We are trying to encourage all new O&A members to

			contribute to the running of the Group as part of a team of 3 to 4 people.
	O&A Phase 2.	To produce a checklist and guidance for organising outdoor trips.	Phase 2 leader sent draft version to members of the WG for approval on 25 <sup>th</sup> Sept (a few sections still outstanding and Priority Seating on Coaches to be added).
	1. Priority Seating on Coaches and at Friary Meetings	Access Coordinator to amend the proposal to take on board the Committee members' suggestions before sending to the leaders of the RUGS and/or the O&A Leaders to seek their views on the practical and best approach to implement this idea.	To be trialled at the 12 <sup>th</sup> January monthly meeting with view to being incorporated into the planned Events checklist.
	12. AOB 2 Short Mat Bowls deficit situation	Chair to agree with GL actions to reduce the deficit going forward.	Discussions in progress
<b>4<sup>th</sup> Oct (Extra)</b>	2. Selling items for charity at coffee mornings & Monthly Meetings	The Treasurer to communicate this decision to Monique and to add the above policy to the Finance Policy Delegated Decision Schedule.	
	6. Seeking candidates for Trustee vacancies	Secretary to invite any members interested in volunteering to the Coffee Morning to meet the Committee, and to place a notice on the Volunteers webpage.	

See latest [List of Crawley u3a Policies & Documents](https://u3asites.org.uk/crawley/page/123801) on <https://u3asites.org.uk/crawley/page/123801> for outstanding actions on the update of policies and documents.



## **Agenda Item 3: Monthly Updates from the Third Age Trust and Committee Members**

### **Action for the Committee: To note**

#### **Third Age Trust (TAT): National Level**

##### **1. Annual General Meeting 18<sup>th</sup> October AGM (see also [Agenda Item 6](#))**

The Chair has been registered to vote on behalf of Crawley u3a.

The AGM starts at 11:15 am with a short introductory film presentation at 11:00. Further information is here. <https://www.u3a.org.uk/events/agm-2023>

The TAT Annual Report 2023 can also be viewed via the link on the Crawley u3a Trustees Page of the web

#### **Third Age Trust: Regional Level**

The next West Sussex Network meeting will be held on Friday 20<sup>th</sup> October 2023 at 10:00am. The Chair will be attending.

#### **Chair (Jim McGough)**

This report covers the period from the August Committee meeting to date.

I have attended zoom meetings with the West Sussex Network and the u3a Chairs' Forum. While the former is reported through its minutes now on our website, the latter saw two areas under discussion relating to recruitment of committee members and that of volunteers. A wide variety of opinion was shared but the only agreed conclusion was that whatever the tactic employed it was still a difficult area to handle. I have the transcripts to share.

I have chaired both the New Members' meeting and the inquorate September committee meeting, the minutes of both of which are featured elsewhere in these papers. I continued to work on Group resilience and raised the issue with the Group Leaders at the recent meeting, whose minutes also are included. I have also been working the relevant Group Leader to seek a solution to the potential unsustainability of the Short Mat Bowls Activity Group.

#### **Secretary (Margaret Lloyd)**

Items not covered elsewhere on the agenda are:

##### **1. Correspondence from Charity Commission (CC)**

###### **(i) Charities & Social Media**

The CC has issued its guidance on the legal aspects of charities' use of social media

<https://www.gov.uk/government/publications/charities-and-social-media/charities-and-social-media>

This includes a useful check list, which I forwarded to the Communications Coordinator to assist her when updating the social media section of the Crawley u3a Communications Strategy.

###### **(ii) 5 Minute Quiz**

This is helpful, and quick to do. It was also humbling as I only scored 6/10. 7/10 seems to be regarded as the "pass mark".

<https://charity-commission.involve.me/trustee-quiz-5-minute-guides>

##### **2. Incident at Table Tennis**

A member tripped over a chair at Table Tennis on Thursday 14<sup>th</sup> September, held in the St Pauls main hall. A St Pauls staff member qualified in First Aid checked him, and the member was able to get up and after sitting down and talking for a while left.

### Treasurer (Graham Friday)

**Banking** – Members' Coordinator now set up and active on Bankline.

**2022/23 Accounts** – Paperwork awaiting return of Independent Examiner from holiday on 13<sup>th</sup> October.

**Out & About 8** – Group size now 25 members. Launch meeting has been held and Planning meeting set for 6<sup>th</sup> November.

**New Afternoon Exercise group** – This currently has a provisional membership of 42. A selection exercise is currently being undertaken to find an appropriate Instructor. An initial survey of the Members brought forth a list of 13 potential Instructors, this has been whittled shortlisted to the final 3, who are being telephoned interviewed by myself.

Given the approach of winter, it is now hoped to run some trial sessions between February and March, with a weekly programme of sessions starting from April. A provisional slot of between 2pm and 4pm on a Monday, at the Friary has been reserved.

### Communications Coordinator (Sue Parker)

- 1) The **October newsletter** was emailed to members on Monday 2<sup>nd</sup> October. The postal copies were dispatched, along with the AGM papers, on Friday 6<sup>th</sup> October. Work has begun on the November newsletter.
- 2) I attended the **new members meeting on Tuesday 19<sup>th</sup> September**. It was good to see so many new members present. I spoke about our indoor and outdoor groups. I also put out flyers for some of the groups who are short of members.
- 3) I attended the last meeting of the **Open Day Working Group on 21<sup>st</sup> September** which reviewed how the day went and what we could do better/differently next year.
- 4) I have worked my way through the **newsletter distribution list**. As members keep joining, I will need to undertake this exercise again towards the end of October. I had hoped that this year it would be possible to reduce the distribution list and although a few people have been removed due to members resigning, etc., the list has actually increased as quite a few of the new members have no email addresses showing on Beacon. This has hardened my resolve to contact those members who are on email, and elect to receive printed copies, to ask them nicely whether they could read the newsletter online.
- 5) My priorities for the rest of the month are the November newsletter, the distribution list for the newsletter, a wider distribution of our new leaflet (I left more copies in the library before our committee structure meeting) and belatedly redesigning our flyer.

### Groups Coordinator (Peter Beckley)

1. Air Rifles group is holding its first meeting on 11th October, They currently have 18 members
2. Art Appreciation 3, under new leader Pat Gedge, have now had 3 meetings and it is going well
3. Needles group has risen from the ashes under the leadership of Wendy Townend. They currently have 4 members who will be meeting at Wendy's house in Ifield. None of the original group wanted to join. They will have their first meeting on 15th November. They are actively seeking new members.
4. Peter Beckley will prepare a document detailing the current roles and responsibilities. Peter and Janet will arrange to meet up to discuss division of responsibilities.

## Members Coordinator (Jacqui Mercer)

To be presented at the meeting.

## Access Coordinator (Janet Newson)

### 1. **O&A Phase II WG Report**

25 September – sent first draft version of Guidance document for O&A Working Group participants asking for their feedback. For the Committee information, no feedback has yet been received from any of the participating Group Leaders in the Working Group, so it is difficult at this time to ascertain whether the Document is hitting the right tone.

If any member of the Committee wishes to see sight of the draft document, please advise. The Secretary has been copied in for information only – and the Treasurer has seen sight as it was pertinent to the first meeting of the O&A 8. It is a Draft document only at this stage, as further work required to complete the report as missing elements and make any adjustments that the Working Group think might be needed.

### 2. **Priority Seating on Coaches and at Friary Meetings**

An updated report was circulated to Committee following conversations with RUG Leaders. The Access Coordinator was advised that this report did not need to go back to the Committee for approval. Therefore, a trial will take place on priority seating at a Friary Meetings in January 2024. The RUG Leaders have been informed of this.

The Coach outing priority seating has been removed from the updated report as it will be included in the O&A Working Group documentation.

### 3. **Venue Guide**

An updated Venue Guide to include the new location of the Scout Hut in Ifield (4 Oct 2023) and this has been circulated to the Secretary & Comms Coordinator. An updated version is now available online.

### 4. **Accessibility Policy**

An amended draft Accessibility Policy has been sent to the Secretary with the removal of references to the Access Coordinator. Yet to be finalised.

### 5. **Accessibility Study Report**

Circulated with thanks the Accessibility Study Report to the Group Leaders who had responded to the survey sent out in April / May 2023. At the same time, all Group Leaders were given sight of the Report with the Group Leaders Meeting papers. In addition, formal acceptance of the Report by the Committee has now been given.

### 6. **Cessation of Access Coordinator Role**

Now formally agreed by Committee and the Access Coordinator Role Assessment documentation has been accepted.

### 7. **Outstanding:**

Agreement on future responsibilities for the Phase II O&A Working Group, completion of revised Accessibility Policy, Priority Seating at the Friary, and future amendments to Venue Guide – all of which has been the responsibility of the Access Coordinator – ceasing.

## Agenda Item 5: AGM Update and Draft 2022/23 Annual Report

**Action for the Committee:** To note and respond to questions in green

### 1. Actions since September 13th Committee Meeting

- (i) Set up **Volunteering** page on website. It is currently a sub-page linked to the AGM 2023 but I have asked the Webmaster to show it as a Menu Button.
- (ii) Received confirmation on 26th September that TAT approves our proposed resolution on removing group fees from Clause 10.1 of the Constitution
- (iii) The formal notification, agenda and information on Trustee elections were disseminated to members on 6th October (with copies of the October newsletter for those with no e-mail).

### 2. New AGM Agenda Items

- (i) **Tributes.** A minute's silence to remember members who have died during the past year

Should the Chair mention any individuals by name e.g. Mary Russell?

- (ii) **Presentation of awards and prizes**

Included at the request of Monique Tovey-Mansfield who wishes to present a prize for her Smartphone Photographic Group

Secretary to remind GLs to let her know if any of them wish to do likewise.

Do we also include under this item the following?

- Presentations to Trustees & Support Roles stepping down?
- Something to acknowledge Mary Mayne's past contribution (she has now resigned, joined the u3a in 2008)
- Anyone else?
- 

### 3. Entertainment: Crawley u3a Highlights of 2022/23

Secretary to put together with photos from Communications Coordinator & possibly material from Group Leaders

**Equipment Required:** Projector Screen

2nd portable microphone?

### 4. Draft Annual 2023/24 Annual Report

Sent out separately.

Margaret Lloyd, Secretary 8th October

## Annex: AGM 2023 Timetable

W/C (Mondays)	Action
w/c 9th Oct	<b>Friday 13th October</b> Draft accounts to be passed to the Independent Examiner
w/c 16 <sup>th</sup> Oct	
w/c 23 <sup>rd</sup> Oct	
w/c 30 <sup>th</sup> Oct	<p><b>Tuesday 31<sup>st</sup> October</b> Deadline for Trustee nominations (must be at least 21 days after notice of election is given) and submission of any resolutions to amend the Constitution (will need to obtain approval from the Third Age Trust)</p> <p><b>Wednesday 1<sup>st</sup> November:</b> Final papers (including the Annual Report and Accounts) e-mailed out to members and placed on website (spare copies to be provided at the AGM for members with no internet access).</p> <p><b>Will need a list of new members joining from 6th October.</b></p> <p>Final papers to include a reminder of proxy vote arrangements.</p>
w/c 6 <sup>th</sup> Nov	<p><b>Monday 6<sup>th</sup> November</b> Newsletter issued. Secretary to provide article on the AGM</p> <p><b>Wednesday 8<sup>th</sup> November</b> Committee Meeting: Update and final arrangements</p> <p><b>Friday 10<sup>th</sup> November AGM</b></p>
w/c 13 <sup>th</sup> Nov	Secretary to circulate 1 <sup>st</sup> draft minutes
w/c 20 <sup>th</sup> Nov	<b>Friday 25<sup>th</sup> deadline</b> for notifying the Charity Commission & Third Age Trust of any changes to the Constitution
w/c 27 <sup>th</sup> Nov	
4 <sup>th</sup> Dec	<b>Monday 6<sup>th</sup> November</b> Newsletter issued. Secretary to provide report on outcomes of the AGM
w/c 11 <sup>th</sup> Dec	<b>Wednesday 13<sup>th</sup> December</b> Committee Meeting. 1 <sup>st</sup> meeting of New Committee. To review draft minutes, actions arising and agree what could be done differently next year.

## **Agenda Item 6: Third Age Trust AGM 18<sup>th</sup> October**

### **Action for the Committee: To decide on how we instruct the Chair to vote**

The 40th Annual General Meeting (AGM) of the Third Age Trust will be held as a hybrid meeting allowing delegates to attend in person or online. Details on how to access the meeting were emailed to u3as on 4 October.

The AGM starts at 11:15 am with a short introductory film presentation at 11:00. Further information is here. <https://www.u3a.org.uk/events/agm-2023>

The TAT Annual Report 2023 can also be viewed via the link on the Crawley u3a Trustees Page of the web

For the notice and agenda see <https://www.u3a.org.uk/edocman-downloads/notice-for-2023-agm/viewdocument/2110>

The Crawley u3a Chair will be attending the u3a and will be voting on our behalf.

### **The Committee to decide on how we vote on each of the two Resolutions below:**

#### **Proposed by Hastings and Rother u3a and seconded by Hailsham and District u3a**

Now that the u3a has in excess of 1000 u3a's, with the South East Region representing around 20% of the National figure, we request that the organisational review of the Third Age Trust is mandated to consider a mechanism to give greater status and input to smaller networks/clusters.

#### **Proposed by Royston u3a and seconded by Tring u3a**

This Annual General Meeting calls on the Third Age Trust to:

1. Adopt as a key strategic priority an increase in national u3a membership to at least 500,000 by the end of 2028
2. Implement regular and substantial national promotional activities that enable this goal to be achieved
3. To report on the implementation and impact of promotional activities at Board meetings and in Annual Reports

Margaret Lloyd, Secretary 8<sup>th</sup> October

## **Agenda Item 7: Final Report on 8<sup>th</sup> September 2023 Open Afternoon**

**Action for the Committee:** Approval & Agreement that it be placed on the Web

### **Report from Working Group Meeting on Open Afternoon held on 21<sup>st</sup> September 2023**

**Present:** Isabel Baker  
Peter Beckley  
Jean Elmer  
Sue Parker

#### **Publicity**

More advertising led to more people attending. The number of people through the door was not far off 250 over the course of 90 minutes.

The Open Afternoon was advertised in the following places:

- Crawley Pages South
- RH Uncovered – a half page article as well as appearing in the What's On section
- Crawley Observer – online and a paragraph in the paper
- Twelve Facebook Neighbourhood Groups
- Leaflets and flyers left at Bewbush and Broadfield Community Centres (also tried Maidenbower Community Centre which was closed)

Next year I suggest that we invite the Mayor, ensuring that we issue the invitation well in advance. If we can get the Mayor then that should lead to a photo and article in the local paper.

Looking ahead to **2024**:

- the above publicity should be the bottom line for next year. This year's event was more widely advertised than last year's and, as a result, more people attended. If time permits, more places to advertise the Open Afternoon should be added to the list

#### **Layout of hall and tables**

This was done more or less according to the plan. However, some tables in the centre of the hall had to be moved further away from the tables in front of the stage. The layout worked much better than last year's, because there were wider walkways between the tables which meant that people were able to move more freely around the hall without any logjams or safety concerns. Even at its busiest, the hall was not overcrowded.

The map showing the table layout was helpful, although a couple of groups were not shown on the map, which led to a little confusion, e.g. Poetry who had said that they would be there, and another group, who had said that they were not coming but turned up on the day (although the group is full and there is a waiting list).

There were two vacant tables in front of the stage which turned out to be useful for the noticeboards (see separate paragraph on noticeboards).

Situating a Mah Jong table in the foyer was very successful. Seventeen people expressed an interest in joining the group.

Looking ahead to **2024**:

- someone should be with Stephen when he sets up the hall

- we should set up a table in the foyer again. Which group uses it can be agreed next year
- more thought needs to be given to how many groups share a table. Bamboo Pipes (who came all the way from North London) brought a lot of equipment with them. They could have done with a table to themselves. Some groups could do with a whole table, e.g. Painting and Drawing, Smartphone Photographic and possibly Bamboo Pipes, others need less room. In future, GLs should be informed that there will be two groups per table
- consider changing the headings under which we place the groups. Should we have a visual section? This means that we could place Painting and Drawing and Smartphone Photographic together in front of the stage

### **Arrival time**

Although people were asked, both in the newsletter and in the Beacon email sent out 10 days before the event, not to arrive before 2.30pm as they would not be admitted, from about 2.00pm members began arriving. The RUGs kept them outside the hall, but it was a hot and humid day. When I went out at 2.15pm to check on the numbers waiting, one of the RUGs pointed out that we should admit them as it was too hot to leave them outside any longer. I checked with Isabel and Jean whether people could be admitted. Jean used the microphone to ask the GLs whether they were ready and, receiving an answer in the affirmative, I asked the RUGs to let people in, at which point a lot of people streamed into the Hall. Asking the GLs to be there by 1.45 paid off.

Looking ahead to **2024**:

- the Working Group discussed the possibility of extending the Open Afternoon by half an hour. This would mean a start time of 2.00pm, with Group Leaders needing to arrive by 1.15pm. The finish time would remain the same
- it is essential that we stress that people should not arrive too early. What if it had been raining? People cannot be left outside for half an hour or so if the weather is bad
- one way round this could be to ask the Mayor to open the Open Afternoon. We could put a ribbon across the door which they would cut. This would be a valid reason to ask people to remain outside (unless it rains)
- the clickers to be used again next year

### **Membership table**

There were not enough membership forms. The 40 brought last year proved to be insufficient, the 60 brought this year were also insufficient. At least 100, possibly double that number, should have been brought to the Open Afternoon. Even if we had not used them all, it would not have been a waste of paper as they could have been used on future occasions.

Looking ahead to **2024**:

- 200 copies of the membership forms to be on the membership table
- Additional copies of membership forms to be on the groups' tables

### **Noticeboards**

These were meant to go in the foyer but, with hindsight, there was not enough room as we also had a small table there with four people playing Mah Jong and only one small table to put a noticeboard on, which could not be opened fully. There was no room for the second noticeboard. I moved the open one from the foyer into the hall and on to a spare table by the stage. The second



went on the floor near the kitchen, which was not a good idea as people had to kneel to read it and not everyone can crouch down easily and get back up again. I therefore moved the second noticeboard on to the other vacant table. I believe the noticeboards should be sited in the hall next year, if possible. They attracted a lot of attention. Knowing that only the fronts would be seen (six of the twelve sides available), I stripped almost everything off the noticeboards and redid them, placing what I thought were the most important items on the front, including one-page flyers advertising those groups who need more members.

Looking ahead to **2024**:

- If space permits, both noticeboards to be on tables in the main hall

### **Miscellaneous**

As it was such a hot day, it was an excellent idea to have bottled water on hand, something we should provide again in **2024**.

Keep the kitchen door closed next year. The RUGs and others put their bags in there, believing them to be safe.

The Open Day paraphernalia such as lanyards, notices for the tables etc. are in Peter's loft

A new Events Working Group needs to be set up to do the forward planning for 2024. Isabel and Jean would like to step away from the Events Working Group although they both wish to carry on with the RUGs.

### **Conclusion**

Notwithstanding a few minor issues, I believe that the afternoon was a success. The proof will be in the numbers who join.

Finally, I would like to place on record what a pleasure it has been to work with Isabel Baker, Jean Elmer and Peter Beckley in organising the June Midsummer Event and this month's Open Afternoon. I would also like to thank them for all that they have done to ensure that both events were not only a success but also gained us a number of new members.

Sue Parker

Communications Coordinator

25<sup>th</sup> September 2023

## **Agenda Item 8: New Members Meeting 19<sup>th</sup> September**

### **Action for the Committee: Approval & Agreement that it be placed on the Web**

**Location & Time:** St Paul's Canteen 14:30 – 16:00

This is a brief review of this event which introduced new, and a few potential, members to Crawley u3a. It was held again in the Canteen, a substantial room off the foyer of St Paul's.

The agreed purpose of the meeting was to welcome new members and to provide them with essential information about how Crawleyu3a operates, our relationship with the Third Age Trust, our Mission, Vision and Principles, the scope of our activity, and the parts members can play as volunteers in both support and committee roles. The new members were also invited to pose as many questions as they felt necessary.

In attendance were 3 committee members, 2 members of RUGS, and around 35 new and potential members. Some came late and some left early. The meeting was chaired by myself with support from the Communications Coordinator and the Members' Coordinator

The general feeling was that the meeting was a success as validated by some positive feedback received on the day. Many members remained to chat and introduce themselves after the formal presentation concluded.

#### **What worked well**

- The venue, St Paul's, has a car park, and adjacent bus stops
- Their foyer is welcoming.
- The canteen is spacious, and the comfortable seating configured in a horseshoe shape which encouraged participation.
- The atmosphere was informal and warm, and the engagement was constant and broad.
- RUGS provided tea, coffee and biscuits, with ample refills.
- The timing of 2 hours was appropriate, allowing opportunities to meet everyone.
- The necessary information, along with handouts [the latest Groups' Directory and a two-pager titled "Essential Information for all Crawley Members", both on the website], was imparted and our meeting objectives met.

#### **What could be improved**

The sole sticking point centred on the information concerning the time of the meeting. Scheduled for 14:30 for new members, some had received a note giving them the time of the arrival for the RUGS and Committee, 14:00! In the end we did not get under way until 14:40. No one seemed to mind. Tea and Coffee were served and a healthy level of conversation followed.

In all, the meeting can be judged successful.

Jim McGough

## **Agenda Item 9: Group Leaders Meeting 2<sup>nd</sup> October**

**Action for the Committee:** To approve the Minutes and responses to the questions in green below

*Note the Secretary has not received any responses or feedback from the GLs to any of the matters raised at the meeting (by Sunday 8th Oct)*

### **Draft Minutes**

See the [Annex](#).

Note that the Actions arising denoted as such are those for Group Leaders (GLs).

Once these are approved by the Committee they will be distributed to GLs.

### **Potential Actions Arising for Trustees**

Not to be included in the Minutes (which are intended primarily for the GLs) but to be reflected in our current Action Log or, where more substantial, Aims for 2024.

Committee to respond to questions in green

### **Item 2: Discussion on 8<sup>th</sup> September Open Day**

**Action:** The Treasurer & Members Coordinator to investigate developing a way of working around the lack of a working Beacon system so that prospective members could, once they have completed a membership form and paid their membership fee, sign up to Groups on the day.

To add to Report on 8<sup>th</sup> September Open Day so this is looked at for the 2024 Open Day?

**Action:** The Treasurer and Members Coordinator to look at a more automatic membership renewal process for 2024/25, whereby members update details themselves on Beacon. Many u3as do this without apparent problems if adequate guidance is available to members.

To be a potential 2024 Aim?

### **Item 3: Finance Matters**

**Question:** Once all group fees are agreed will they be publicly displayed and if so how and where?

**Question:** Given the fact that there seemed to be limited demand from Group Members to pay fees by debit/credit is it correct that developing this facility for 2024 is not a priority (for membership fees as well as Group fees)??

### **Agenda Item 4: Group Leaders Handbook**

**Question:** Do we now place the updated Finance section of the Handbook on the web?

**Action:** Secretary to remind GLs to let her know of any suggestions or willingness to assist when distributing the minutes.

**Action:** To be included in Aims for 2024 and who/what/when to be covered at the first post new committee meeting on 13<sup>th</sup> Dec committee.

### **Agenda Item 5: 10<sup>th</sup> November AGM**

**Action:** Secretary to remind GLs on AGM item “Presentation of awards and prizes” (*also covered in Agenda Item 5 AGM*) when distributing the minutes

### **Agenda Item 6: Group Resilience**

Now included checklist for prospective GL setting up new Group in list of things to be included in GL handbook.

*Question: Any other actions arising from this item?*

### **Agenda Item 7(ii): Risk Assessments**

**Action:** Secretary to contact venues used by Groups to request copies of their building risk assessments.

### **Agenda Item 7(iii): Phone Numbers on the website**

Investigate further the suggestion of a using a publicised central Crawley u3a mobile phone number for enquiries. Trustees could take it in turns to keep the mobile. This would eliminate the need for GLs to be made publicly available.

*To decide: Whether we action this and if so who buys the mobile?*

### **Agenda Item 7: Equipment**

**Action:** Treasurer to bring equipment (*general equipment & Group equipment?*) to next meeting and Secretary to add as an agenda item

### **Agenda Item 8: Date for next meeting**

It was agreed that the next meeting would be held on a Monday afternoon in early February. Date subsequently suggested Monday 5<sup>th</sup> February at 14:00 (if the Friary is free).

**Action:** Groups Coordinator to check date & time with Friary and Secretary to communicate this to all GLs

*Question: Are there any other potential actions arising from this meeting?*

Margaret Lloyd, Secretary

## **Annex:** Draft Minutes of the Group Leaders Meeting 2<sup>nd</sup> October 14:00

(my comments not for final inclusion in *red italics*)

**Location:** The Friary Hall

**Committee members attending:** Jim McGough (Chair, also Group Leader (GL) Poetry), Margaret Lloyd (Secretary and minute taker), Graham Friday (Treasurer, also GL Tennis & Pickleball), Sue Parker (Communications Coordinator), Peter Beckley (Groups' Co-ordinator, also GL O&A 6), Jacqui Mercer (Members' Coordinator), and Janet Newson (Access Co-ordinator, also GL Amblers Extra).

**Group Leaders attending:** Ana Achucarro & Karen Darling (Painting & Drawing), Wendy Adams (Theatre), Jean Austin & Joelle Dumetz (French), Isabel Baker (Theatre, RUGS), Maggie Berrill & Maureen Bufton (Gardening, O&A 4), Judy & Andy Bridge (Cycling, Books), Graham Crozier, Julie Darlington (Storytelling 2), Maureen Dawkins (Topical Discussion), Trevor Duffy (Table Tennis), Craig & Linda Edwards (Air Rifle), Pat Gedge (Art Appreciation 3), John Hilder (Allotment, Folk Music), Bryan Kiely (Ukulele), Marion Lang (Science), Jean Manuel (O&A 1), Monique Tovey-Mansfield (Smart-Phone Photography), Sue Mearns (RUGS), Anne Thorn (Walkers Extra), Maureen Wicks (History, Quiz 1), Max & Heather Woodward (Short Mat Bowls), Christine Watson & Ken Toll (Family History), Bob Weddell (Folk Dancing), and John Wynter (Bridge)

**Group Leaders sending apologies:** Gill Cooban (Film Circle), Kathy Jameson (Bamboo Pipes), Yvonne Light (Craft), Jan Morris (Walkers Extra), Julie & Tony Neale (Petanques), Jo Slack (Storytelling 1), Elena Thorne (Rummikub/Canasta), Liz Tennant (Speaker and Seasonal Outings Organiser), and Mary Watts (Out & About 6).

### **Agenda Item 1: Chairs Introductions**

Jim McGough opened the meeting at 14:00 and made the following points:

- 1) Although it was too early in the membership renewal process to know whether our u3a's membership numbers had increased, the indications so far were encouraging. We recruited good numbers of new members at both the Midsummer Eve Celebration and the Open Day events but, inevitably, some members had died and we only learn of many of these when they fail to renew.
- 2) The Committee intended to alter its focus from now on. Over the last 18 months it had been catching up on the various governance and legal matters derailed by Covid, and improving financial sustainability. From now on it would be concentrating on growth and development, essential if an organisation is not to undergo gradual decline.
- 3) In order to achieve growth Committee positions must be filled and we urge you to encourage your group members to think about volunteering – for the various Support positions advertised in addition to the vacant Committee roles.
- 4) As it was essential for the Committee to consult with Group Leaders (GLs) on new proposals and to hear GL's concerns generally there would henceforth be three GL meetings a year, one in each term.

### **Agenda Item 2: Discussion on 8<sup>th</sup> September Open Day**

Sue Parker stated that overall this had been more successful than last year's event; almost 250 people had attended, the result of wider publicity, and the layout of the tables was much better no over-crowding. Nevertheless she was still aware that there were aspects which could be improved for future occasions and asked GLs for their views.

A GL commented that she felt the processing of new members took too long. A visitor might visit a Group table, like what they saw, but could not then join the Group until they had become a member and received

a membership number which involved both standing in the membership queue at the event and a wait of several days before receiving confirmation of their membership number.

The Treasurer explained that it was not possible to fully process new members at the Friary as the wi-fi system there was not sufficiently good to be able to use the Beacon system.

For next year:

- (i) All tables would hold copies of the new membership form (*now included in the Report on the 8<sup>th</sup> September Open day – Agenda item 8*)
- (ii) The Treasurer & Members Coordinator to investigate developing a way of working around the lack of a working Beacon system so that prospective members could, once they have completed a membership form and paid their membership fee, sign up to Groups on the day.

GLs were reminded that the new members application form could be downloaded from the web at any time for handing out at Group sessions and elsewhere.

The Treasurer also said that he and the members Coordinator would look at a more automatic membership renewal process for 2023/24, whereby members update details themselves on Beacon. Many u3as do this without apparent problems if adequate guidance is available to members.

### **Agenda Item 3: Finance Matters**

#### **(a) 2022/23 Year-end Group Position**

- (i) The Treasurer commenced by thanking all GLs for submitting their income details and expense forms on time. As a result he had been able to produce the full year accounts quicker and more easily than last year.
- (ii) He was happy to talk on an individual basis to any GL with questions on their own figures;
- (iii) Overall the activity Groups show a surplus of £2.2k for the year indicating that:
  - The increase in the indoor group fee per meeting from £1.50 to £2.00 for 2022/23 was the correct decision;
  - The outdoor groups spent only a small proportion of their fee receipts, suggesting that there was scope for reducing their fees for 2023/24.
- (iv) Trips overall showed just a small deficit (<1% of income) which suggested good financial management. The Groups managing the trips which yielded deficits show more than sufficient surplus from their other activities to absorb these.

#### **(b) Restricted Funds**

The Treasurer drew the GLs' attention to Annex 3, a new schedule, showing funds built up over the years on Group activities. Under charity law income received for a specific activity can only be spent on that activity. To produce this schedule he had gone back through past years' accounts to separate out the surplus/(deficit) built up by each Group since 2017/18. In the period 2017/18 to 2022/23 Groups in total had produced a surplus every year except for the years 2020/21 & 2021/22 which were impacted by Covid. He confirmed that £7,500 of the reserves were attributable to the anonymous donation received in 2015/16 specifically intended to fund the start-up of new Groups and to support those which were struggling financially.

- (i) The aim is to achieve a financially sustainable position for all Groups, whilst spending, over time, surpluses brought forward.
- (ii) It is acknowledged that those groups operating in fields of minority interest may struggle to cover their costs. In such cases we will try to keep the deficits small.

- (iii) Those groups with substantial reserves are encouraged to spend these - by investing in new equipment, relevant books, DVDs and other learning materials, or by not charging group fees for one or more years (the policy followed by most outdoor groups for 2023/24). GLs are reminded that any planned spend of > £20 requires his permission in advance.

#### **(c) Group Fees for 2023/24**

From this year onwards we are introducing more flexibility into way in which those Groups other than the St Pauls based indoor groups are managed financially, with GLs determining, with assistance from the Treasurer, the level of fee required to cover their costs. This reflects the more diverse operating models adopted by some of our new and planned groups. The implications of this are:

- (i) Groups whose members wish to meet at venues more costly than St Pauls are able to charge higher group fees if these are necessary to cover their costs
- (ii) To reflect this diversity three classifications are now being used, as explained in the new Finance section of what was the GLs Procedures & Reference Guide (to be broadened in scope to become the new Group Leaders handbook - see [Agenda Item 4](#) below).

#### **(d) Taking fees by Debit/Credit card**

The Treasurer explained that Crawley u3a was fortunate in that our bank, unlike some, was still willing to deal with receipts in the form of cheques. However, it is only a matter of time until they too start to charge. For context, in 2022/23 we paid in around 2,500 cheques. Hence we need to start looking at the possibility of taking debit/credit cards. Some new members already express surprise that we do not already offer this facility and say they no longer possess a cheque book (banks are legally obliged to provide cheque books for personal accounts, though they often make requesting one tricky).

The debit/credit card machines cost in the range £20 to £120 each and charge small fees for use. The only other option for the u3a to receive payments is via bank transfer, which is not practicable for group fees due to the difficulty in matching lots of small receipts to individuals.

GLs confirmed that so far requests to pay by debit/credit card had been few.

#### **Agenda Item 4: Group Leaders Handbook**

The Treasurer explained that it might be easier to recruit new GLs if we had a GL Handbook available giving guidance on a broader range of issues than covered by the current Procedures & Reference Guide. The meeting papers sent out on 24<sup>th</sup> September included a page (p11) which showed the contents of the latter together with a list of topics that could be added to create a GL Handbook. There may well be other topics on which GLs would appreciate guidance.

A working group of 3 or 4 people could then agree on the content. The Secretary stated we had many guidance documents and policies on our website but that substantial parts of these were aimed at Trustees and that it was not always easy for GLs to identify which parts were relevant to them. It would be fairly easy for the Secretary to extract the elements which were pertinent to them.

**Actions:** (i) GLs to feed back to the Secretary any topics they would like to see included in the Groups Handbook

- (ii) Any GLs keen to be part of the Working Group let the Secretary know

#### **Agenda Item 5: 10<sup>th</sup> November AGM**

##### **(a) Resolution to amend the Constitution**

The Chair explained that in view of the fact that there was now to be more flexibility around the setting of Group Fees the annual meeting for members to approve fees for the forthcoming membership year (the first of which was held in June this year) should approve membership fees only. Clause 10.1 of the current Constitution needed to be amended to this effect.

### **(b) Need for volunteers to assist in running the Crawley u3a**

The Chair repeated again the remarks he made in his introduction (see Agenda Item 1) on this, and said that he had drafted a plea for volunteers in the October newsletter, to be disseminated later today.

### **(c) Presentations**

In order to make the AGM of greater relevance and interest to ordinary members the Chair is keen that there be some recognition of individual member's contributions and achievements (*included in AGM agenda sent out 6<sup>th</sup> Oct an item "Presentation of awards and prizes"*).

**Action:** Any GL who has an idea for an award or some other recognition of achievement to contact the Secretary.

*A break was taken whilst refreshments were served*

### **Agenda Item 6: Group Resilience**

The Chair drew GLs' attention to the paper "Group Resilience" e-mailed out the previous day. He explained that:

- The u3a membership was continually changing, with new members joining and long-standing members becoming unable to continue.
- Many GLs had become GLs by default than by intention, stepping in to prevent the Group closing when the previous GL was forced to step down. The intention was to become less reliant on this default process, and to plan future succession well in advance to give prospective GL plenty of time to become familiar with the necessary tasks.
- Group members should be encouraged to participate in the running or presentation of material from the start
- Research suggested that members of voluntary learning groups keep attending at least as much for the social contact as for the learning content.
- It was important to find out from members what they wanted to do during the sessions.
- A prospective GL coming up with an idea for a new group should be encouraged to trial it for a short period, say four meetings, before a decision being taking as to its longer-term viability.

The Chair was keen that some sort of checklist be produced – to be part of the new Groups Handbook – guiding a prospective GL through the matters needing consideration when setting up a new Group (e.g. venue, frequency of meetings, whether the activity was covered by the standard Third Age Trust insurance arrangements etc).

The Secretary & groups Coordinator to include a checklist in the new Groups Handbook.

**Action:** GLs to revert to the Chair with (i) ideas on what might assist GLs in their roles and (ii) suggestions for new groups.

### **Agenda Item 7: Items for Open Discussion**

The following topics were covered:

#### **(i) Safeguarding**

The Chair explained that all charitable organisations were legally compelled to have a Safeguarding Policy and urged GLs who have cause for concern over one of their members to contact him immediately.



**(ii) Risk assessments**

The Secretary explained that anybody responsible for the mitigation of any risks identified in a risk assessment needed to be made aware of this.

She acknowledged that sometimes a risk assessment form might pose a question concerning the venue building which the GL was not on a position to answer.

Secretary to contact venues used by Groups to request copies of their building risk assessments.

**(iii) Personal E-mail and phone numbers on the website**

For GDPR (General Data Protection Regulation) reasons the Third Age Trust very much discourages personal e-mail and phone numbers being displayed within the public domain. The Secretary had spent some time searching the Group pages of other u3as and could not find any displayed. She had now set up a special web Contact e-mail codename for each group to be used for enquiries, but this method was only available to people with internet access.

Some discussion took place on how we might deal with enquiries from people without internet access.

The Committee will investigate further the suggestion of a using a publicised central Crawley u3a mobile phone number for enquiries. Trustees could take it in turns to keep the mobile. This would eliminate the need for GLs to be made publicly available.

**(iv) Equipment**

The Treasurer reminded GLs that there was a substantial amount of general and old group equipment available for GLs to use. Details were on the web. He intended to bring some of these items to the next GLs meeting to show what is available.

**Agenda Item 8: Date for next meeting**

It was agreed that the next meeting would be held on a Monday afternoon in early February. Date subsequently suggested Monday 5<sup>th</sup> February at 14:00 (if the Friary is free).

**Agenda Item 9: AOB**

None

*The Chair closed the meeting at 16:10*

## Agenda Item 10: Events for the Remainder of 2023

**Action for the Committee:** To respond to items in green

Incorporates Communications Coordinator notes on these events from the Working Group Meeting on Open Afternoon held on 21<sup>st</sup> September 2023

### 1. Coffee Morning 30th October

Event time	10:30 – 12:00
Period venue booked for	10:00 – 12:30
RUGS booked & refreshments	Yes. Assume refreshments just drinks & biscuits
Organised by	RUGS
Trustee Contact	Sue Parker
Other Trustees Attending	<i>All?</i>
Expected numbers	Probably 20 – 40 (Secretary to remind RUGS about signing in book)
Other activities	League of Friends Crawley Hospital second-hand book sale? Jigsaw swap? Monique T-M's items

Making a special point of inviting:

- (i) **New (prospective) Members** not able to attend the New Member meeting on 19th September and members joining since then

**Action:** Members Coordinator to issue special invitation

- (ii) **Prospective Volunteers** (for Trustee, Support Roles & Other)

**Action:** Communications Coordinator to mention this when sending out Beacon invitation

**Action:** Secretary to add text to Volunteering (& AGM) page to this effect

From 21st Sept WG:

Round tables, which are more sociable, to be set out with tables for books, DVDs, jigsaw puzzles and Monique's items

*Round tables for books & Monique's items as well as for members?*

*Has this been communicated to the Friary?*

### 2. RUGS Tea at Holy Trinity Friday 17th Nov

Arrangements already made and covered at the 13th September meeting. To cover briefly at the 8th November meeting.

### 3. Christmas Party Friday 8<sup>th</sup> Dec at the Friary Hall

<b>Event time</b>	14:30 – 16:00
<b>Period venue booked for</b>	13:00 – 17:00
<b>RUGS booked</b>	Yes
<b>Organised by</b>	Jacqui Mercer plus <i>???? Sue Mearns &amp; Carol Allen?</i>
<b>Trustees Attending</b>	Assume all unless notified otherwise (but Trustees to avoid sitting together)
<b>Expected numbers</b>	Hall capacity 120 (but this needs to include RUGS & entertainers).
<b>Entertainment</b>	Quiz to be provided by Peter Beckley Raffle (£1 charge) but only one per person

It is too late to consider imposing a charge to provide more/better food. To be considered in 2024.

Report on the 2022 party:

<https://u3asites.org.uk/files/c/crawley/docs/christmasparty2022.pdf>

Margaret Lloyd, Secretary 8<sup>th</sup> Oct

#### **Agenda Item 11: Draft Committee Procedures (work in progress)**

#### **Action for the Committee: To provide feedback before I continue**

There has been no change to the draft of 1<sup>st</sup> October sent out with the other paperwork for the items for the extra 4<sup>th</sup> October Committee.

Most of these are, I imagine, not controversial but the following will probably need, at some point, more discussion:

Section (D) What matters need to be brought to Committee

Section (F) Trustees and Support Roles. Really about the relationship between Trustees and Support roles.

Section (G) Communication Etiquette. Some guidance required on when we copy in all other Trustees and when we do not?

Before proceeding any more I would like your feedback including on what other topics, if any, should be included.

Margaret Lloyd, Secretary 8<sup>th</sup> Oct

## Agenda Item 12: Draft Agendas for Next Two Meetings

Action for the Committee: To Confirm

8th November Meeting (2 days pre AGM)			
1	AGM Final Preparations	Secretary	
2	Updated Accessibility Policy	Access Coordinator	
3	30th Oct Coffee Morning: Report & Decision	????	
4	Committee Procedures	Secretary	
5	<i>Report from O&amp;A Phase 2</i>	<i>Access Coordinator</i>	
6	4th Dec Xmas party arrangements update	Members Coordinator	
13th December Meeting (1st post AGM)			
1	AGM: Draft Minutes & Actions Arising	Secretary	
2	Post AGM Actions:		
	Forms for Charity Commission & TAT	Secretary	
	Induction of New Trustees	Secretary	
	Recruitment to vacant Trustee Posts	Chair	
3	Aims for 2024 & Committee Timetable	Chair/Secretary	
4	Tasks for each Trustee	Secretary	
5	Final report on Membership Renewal	Members Co/Treasurer	