

Agenda for Committee Meeting at 4.00 p.m. on Wednesday 12th April 2023

St Paul's Church

No	Description	Lead	Pages
Standing Items			
1.	Apologies for absence	Secretary	
2.	(i) Approval of Minutes of 8 th March meeting (ii) Review of Action Log as of 9 th April	Chair	2 – 5 6
3.	Monthly Updates from Committee Members	Chair	7 - 13
Non-Standing Items for Discussion			
4.	GLs meeting 13 th March: Minutes, Actions Arising & Points for Future Meetings	Secretary	14 - 19
5.	2023/24 Financial Year: Fee & Budget Assumptions	Treasurer	20 -24
6.	2023/24 Membership Renewal Process	Members Coordinator	25 - 30
7	Publicity Campaign and Member Recruitment Drive	Chair/Comms Coordinator	31 - 32
8.	Crawley u3a Policies & Documents and Trustee Ownership	Secretary	33 - 36
9.	Updates to Financial Policies	Treasurer	37 - 41
10.	Process for appointment of new external examiner of accounts	Secretary	42 - 47
11.	AOB	Chair	
12.	Draft Agendas for next two meetings	Chair	48
	Next Meeting: Wednesday 10 th May St Paul's Room 6 Draft Agenda		

Draft Minutes of the Committee Meeting held 8th March 2023 at 4pm

Saint Paul's Northgate

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

Standing Items

Agenda Item 1: Apologies for absence

None

Agenda Item 2(i): Minutes 8th February meeting

The minutes of this meeting were approved with no amendments.

Agenda Item 2(ii): Review of Action Log 5th March

The Treasurer pointed out, in reference to the action from 11th January, that he had a few issues he wished to raise with the bank and was intending to cover them all in a single call to the bank.

It was agreed that the secretary would table the discussion on the use of reserves within one of the monthly committee meetings, rather than holding a separate meeting [*subsequently timetabled for the May 10th meeting*].

Agenda Item 3: Monthly Updates from Committee Members

Treasurer's Update

The following matters were agreed:

2. Previous surpluses on group activities

The committee agreed the further movement of £7,074 into the Groups' retained reserves, leaving the current reserves position as shown in the table at the bottom of page 9.

3. Book sales at monthly meetings

The Committee agreed to this proposal, provided both the Friends of Crawley Hospital and the RUGs were willing.

Action: Communications Coordinator to consult with the RUGs at the next meeting of the Events Sub-Committee

4. Refund

The committee approved the refund.

Group Coordinator's Update

Since issuing his report the Group Coordinator had been informed that the new Crafts Group was now a regular monthly event, led by Yvonne Light and held in her home. Details would be included on the Groups section of the website.

Agenda Item 4: Review of latest Committee Calendar

The Committee confirmed their agreement to the proposed agenda for the April 12th meeting.

For the 10th May meeting the Treasurer stated that there was no need for the Gift Aid sign-off to be an agenda item, so asked that that be removed.

An item on the use of the reserves (see above under Agenda Item 2(ii)) and also one reporting on progress made to date on the website update would be added to the May meeting agenda.

Reports from Sub-Committees

Agenda Item 5: Reports from the 21st February Events Sub-Committee

The committee approved these, and noted that the Communications Coordinator was still waiting for the Council to confirm the use of the bandstand on the 23rd June midsummer Eve's Celebration [*Council confirmation received subsequently on March 14th*].

Non-Standing Items for Discussion

Agenda Item 6: Group Leaders meeting 13th March

The secretary explained that there had been no comments from Group Leaders on the agenda, nor requests for any additional items. She had received only three apologies.

It was agreed the final agenda should be as the draft, subject to a slight change in the wording for agenda item 2 on the new EDI Policy and its implications for the Complaints and Disciplinary policies.

The Groups Coordinator would contact Stephen Bloy at the Friary to ask him to arrange the chairs in a horseshoe formation, and to provide a microphone.

Agenda Item 7: Process & Timetable for Setting the 2023/24 Fees

There was unanimous agreement that Option 2, the assumption of a fee "no change" position, should be adopted, along with the timetable for that option.

Action: Secretary to arrange the Members meeting during the period 19th to 30th June.

Agenda Item 8: Update of the Financial Policy

A few Committee members had put forward suggested amendments to these policies, but the Treasurer commented that some of these were really procedural matters rather than policies. It was accepted that there had been some confusion between the two, and that a Committee Procedures document should at some stage be produced.

It was agreed that the following changes would be made:

- i) Making it clear at the start of the policy that any decisions made by the Committee concerning the operational implementation of this policy are recorded in a separate document entitled "Financial Policy – Committee delegated decision schedule".
- ii) To remove paragraph 7.2, referring to members on benefits receiving reductions in fees. This had been taken from the Third Age Trust policy template and it was not clear exactly which state benefits it referred to, and, as yet, we had not considered how we would operate such a policy.
- iii) On 10.1 on reserves, to add e.g. in front of Covid to "...national emergency (e.g. Covid) so that national emergencies other than covid could be covered.
- iv) On Investments, adding in a new paragraph after 11.4, stating that all individual investments must be approved by the Committee. The previous 11.5 then becomes 11.6.

Action: Treasurer to make agreed changes and then arrange for the updated policy, and also the Financial Policy Committee delegated decision schedule, to replace the previous versions on the web.

Action: Secretary to add Committee Procedures as an agenda item for a future meeting

Agenda Item 9: Accessibility Policy

The policy was approved and will be placed on the website. The Accessibility Coordinator will now proceed with developing guidelines on how we adhere to the policy in practice.

Agenda Item 10: Update of Safeguarding Policy

This was approved, subject to the “Introduction” section being removed from the actual policy document, and will be placed on the web. A general statement, based on the brief talk the Chair plans to deliver to Group Leaders under item 2 (concerning EDI and other policies with implications for members’ conduct and how the committee will deal with any misconduct) will instead be drafted and placed on the web.

Action: Chair to draft statement for web

Agenda Item 11: Data Protection and Privacy Policies update

The Data Protection policy was agreed, subject to amending the “Third Age Trust national office” to just the “Third Age Trust, and any feedback from Max Woodward to whom the whole agenda item had been sent for his comments.

On the Privacy policy, further information was required reflecting what we actually do with the various data, particularly the financial information received. We also need to agree how long data on ex members is kept for. Max Woodward’s feedback may raise additional questions.

The Treasurer confirmed that he did not hold u3a members’ bank account details on a permanent basis. Members submitting expense claims and who wish to be refunded by a bank transfer enter their bank account details onto their expense claim forms. These forms are retained for audit purposes until the end of the current financial year plus a further twelve months and then destroyed.

Action: Secretary to amend policies as described and recirculate before the next meeting for final approval. Once approved they will be placed on the website.

On the actions to ensure compliance it was recognised that these would take a while to complete, and that some might change over time in line with increased knowledge of the Beacon system (see below) and any changes to other systems.

Action: Secretary to remove “mental health conditions” from action number 19 and report monthly on progress made on the actions to ensure compliance until all are completed.

Agenda Item 12: Beacon Access and Privileges

Committee members had not had chance to absorb all the information included here and a proper discussion would need to take place at the next meeting on April 12th. Meanwhile, the proposed principles for updating Beacon roles and Privileges were provisionally agreed and the Secretary would proceed with the work outlined on communicating with Committee members and Support role holders on access rights.

Action: Secretary to bring to the April 12th meeting a definitive set of proposed Beacon Access roles, each mapped to the relevant Committee and Support role.

It was asked what progress had been made in setting up the IT Support Team. No volunteers from amongst the membership had come forward as a result of the request in the February newsletter. The Secretary stated that John Walton, with whom she had liaised when preparing this agenda item, had wide experience of systems and she was keen for him to be involved. The Treasurer said that he had thought Ann Sole could lead an investigation into using PayPal to collect fees.

Agenda Item 13: Process for appointment of new external examiner of accounts

This was approved.

Agenda Item 14: New publicity leaflet

The Communications Coordinator briefly explained the changes she had made since the version displayed at the last meeting. These were approved. The leaflet will now be issued.

Agenda Item 15: Any other business

None.

The meeting closed at 18:05

Action Log on 5th March

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 th 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 but material going back to 2008/09 sorted. Yielding some useful information.</i>
22 nd Nov	3.1 (b/fwd from 26 th April 11)	Treasurer to organise PAT testing on the printer	<i>Now PAT tested but needs to be moved to Members' Coordinator home and set up there..</i>
	15. New Committee Ways of Working	Secretary to: (i) Produce a task list, showing member(s) responsible, which feeds into the calendar. (ii) Agree Role Profiles incorporating just the essentials of each role	<i>Started but other priorities have meant limited progress to date.</i>
15 th Dec	13. Report on 22-23 membership renewal	Following their meeting in January the Treasurer and Members' Coordinator to bring a report to the Committee stating how the 2023-24 renewal process would be run and reporting progress on the documentation of the processes.	Meeting now postponed from January to March, so that the Members Coordinator can become more familiar with Beacon
	18. Microsoft Licences	Secretary to investigate whether Crawley u3a would be eligible for a non-profit Microsoft licence, and if not what the costs of a corporate group membership would be.	Microsoft confirmed that Crawley u3a eligible for a non-profit licence <i>but not yet reviewed the conditions.</i>

8th March	12. Beacon Access Privileges	Secretary to bring to the April 12th meeting a definitive set of proposed Beacon Access roles, each mapped to the relevant Committee and Support role.	Deferred to May 10 th meeting as not yet received responses from all trustees to my initial e-mail on Access Privileges of 31 st March. Also not yet covered support roles.
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Action from Group Leaders Meeting 13th March (see Agenda Item 4)

Agenda Item	Action	Who
4(i)	Draft paragraph on new fee deferral policy for inclusion in Newsletter and on web	Treasurer

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

Action for the Committee: To note

Third Age Trust: National Level

1. Mailing received 4th April 2023 Board Review of Changes since 2022 AGM

At the Board Meeting of 29 March the changes made since the October 2022 AGM to improve transparency, consultancy and member engagement were reviewed.

See under <https://www.u3a.org.uk/advice/mailings> for a statement from Liz Thackray, Chair of the Third Age Trust summarising progress made.

A special webpage has been set up to show more information, including reports of the Board Meetings. <https://www.u3a.org.uk/trust-and-trustee-updates>

Links to two particularly interesting documents have been input into this webpage within the last few weeks:

- Third Age Trust (TAT) Staff roles & hours graphic
- A pie-chart showing how the £4.00 paid to the TAT for each u3a member is spent

These can be accessed under “Third Age Trust (TAT) Developments” on the Crawley u3a For Trustees webpage

2. Beacon Login Change from 18th April (from u3a Beacon Team 30th March to Beacon Administrator John Walton)

This message is now being shown on the Beacon Administration (Home) page when you log in.

On 18 April we will be introducing an updated way for members to login to the Beacon Members Portal. From 18 April, after the first login as usual, members will be asked to set a username and password (the username will be your email address). This will then be your ongoing login to the Beacon Members' Portal. There is a simple process for anyone who forgets their password.

We will contact Beacon sites directly to support them through the change, before 18 April. As always, ongoing support will be available.

This only affects how individual members access the members area of Beacon, not any other aspect.

3. SiteBuilder

A letter was sent to all Webmasters asking them to update their u3a contact details, and to explain more about the conversion to SiteBuilder, based on the WordPress system. The full migration process is expected to take up to 24 months, and all u3as will be contacted within the next few months to inform them of where they are in the migration order. Meanwhile SiteBuilder users are encouraged to update their existing dates and remove all old files beforehand.

Third Age Trust: Regional Level

A document titled “Regional Network Meetings” has been placed on the **Committee Meetings** (previously Minutes) Crawley u3a webpage which includes the following:

1. South-East Region Network (date not given)

Attended by Chairs of all the county/sub-county networks within the South-East region. Hence Pam Davidoff, Chair of West Sussex Network (WSN) represented us.

2. West Sussex Network Meeting 17th March 2023. Attended by Crawley u3a Chair.

The next WSN meeting is Friday 19th May 10:00am.

The 17th March also saw the opening of booking for the 2023 Chichester Summer School, organised by the **South-East Forum**. <https://u3asites.org.uk/southeastu3aforum/events>

3. Important Message from SE Region Trustee (Susie Berry) 5th April

Susie Berry is chairing the u3a Pilot Council. TAT Trustees are seeking views of u3as in preparation for a Pilot Council Zoom meeting on 17th May and a face-to-face meeting on 14th June 2023. u3as to send any suggested agenda items on topics listed to Susie Berry by 10th May.

The Spring Gathering zoom event, open to all members in the SE Region, will take place on Thursday 20th April at 10:30 and discussions will centre around the pilot Council scheme.

Chair (Jim McGough)

1. Tilgate Forum 16th March with Communications Coordinator

Community Centre, Shackleton Rd

Following an invitation from the Tilgate Community Forum Sue Parker and I gave a presentation on Crawley u3a to an audience of around 25 residents, mainly from the retired community. Borough Council sponsored Community forums are public meetings where residents are given the opportunity to learn about issues and developments which might impact on their life in the local area. They are addressed by, and pose questions of, Local Councillors and relevant Council Delivery managers. Tilgate Forum frequently broadens the topics of these meetings by inviting speakers from other local organisations, hence our presence.

The occasion proceeded in a friendly and open way, and I noted the presence of not only some old friends, but several members of Crawley u3a, including the meeting secretary. While I led off by giving a brief history of the national u3a, its principles and objectives, its relationship to the Crawley organisation, and our charitable status, Sue painted a wider picture of our local activity, where we met and how we organised ourselves. As we went along, we covered a variety of topics: the sociability, and friendliness, the local delivery, our regular monthly member meetings, and our wish to develop and increase our membership. We also drew attention to our website and our use of social media to provide more information.

There then followed a healthy set of questions, mainly seeking clarification of issues we had presented, and particularly focused on how much it cost to join. We concluded by restating our aims, emphasising the opportunities for developing new friendships, and our commitment to providing learning and fun, through a varied range of activities. We left behind some newsletters and leaflets, with a direct invitation to join us!

In all, this was a successful engagement delivered to an alert audience, the vast majority of whom were clearly within the range of our u3a remit. It will also serve as a template for further presentations. We may, of course, wish to use some visual aids in future.

2. What is Beacon?: An Introduction (workshop 4th April)

I took part in this relatively brief session on the 4th of April. While I had been using Beacon after a fashion since I joined the committee, and had occasionally referred to the online guide, I had no deeper, holistic, feel for the concept, its origins, or the full scope of its diverse functions. I left the session wiser, I think, and with the ability to utilise Beacon in a more constructive way, and with a better understanding of its possibilities. The PowerPoint presentation and notes on sources of guidance are now on the **For Trustees** web page.

Three helpful things stood out:

- 1 The opportunity for users to test the features in a safe demo mode,

2 The existence of You Tube training snippets to help with common situations

3 The knowledge that there is an active team happy to answer queries,

In my feedback, I suggested the possibility of the Trust hosting regular zoom clinics where queries could be handled by the Beacon Team.

One of the better TAT zoom workshops.

Secretary (Margaret Lloyd)

Tasks I have been working on not covered elsewhere in the agenda include:

1. Calendar 2023

As all key events for 2023 have now been confirmed this is no longer being treated as a separate agenda item. As always the latest version is shown on the [For Trustees](#) web-page

The following events have now been confirmed:

Term 3 Coffee Morning: Tuesday 30th May Coffee Morning 11:00 (booking 10:30 – 13:00)

Midsummer's Eve Celebration event: Friday 23rd June Memorial gardens Bandstand 11:00 – 14:00-

All Members Meeting on 2023/24 Fee: Friday 30th June 10:30 (booking 10:00 – 12:30)

Group Leaders Meeting: Monday 2nd Oct at the Friary 13:30 – 16:30 (to start at 14:00)

2. U3a Annual Return

Each year the Third Age Trust (TAT) requests the number of non-Associate members as at 31st March each year, in order to invoice each u3a for their annual charge. The deadline for this submission is the 30th April.

The TAT is not interested in Associate members, as these, by definition, will be reported as full members by other u3as.

	Beacon	Adjust	Return 2023	Return 2022
Individual	339	-2	337	337
Joint	196		196	196
Total for TAT charge	535	-2	533	577
Associate	21		21	17
Associate Joint	8		8	12
Total	564	-2	562	606

The last member to join joined on 28th March. But Beacon had not yet been adjusted for the deaths two individuals about which we only heard in late March. So we need to deduct 2.

This means our payment to TAT will be 533 @ £4.00 = £2,132

Basis of census	Total for TAT charge
At 31st March 2023	533
At 31st March 2022	577
At 31st March 2021	611
Max no in 12 months to 31st March 2020	612
Max no in 12 months to 31st March 2019	593

3. GDPR Compliance and Review of Beacon Access Privileges

The final versions of the Crawley u3a Data Protection and Privacy Policies were approved by the Committee by e-mail by the 2nd April deadline and have been placed on the **Documents** page of the web, with the Data Protection Policy also placed on the new **Group Leaders** sub-page.

I have now begun work on the long list of actions (approved by the Committee as part of Agenda Item 11 at the 8th March meeting) to ensure compliance with GDPR. An essential element of this is updating and simplifying the current Beacon Access Privileges. An e-mail was sent out on 31st March to all Committee Members requesting feedback on the access each required by each member but not all responses have yet been received. In addition I have yet to contact the holders of Committee Support roles. Understanding and presenting the how the Access Privileges system works has been a time -consuming task. It is hoped to bring a report to the May 10th meeting progress made on both GDPR compliance and updating the Access Privileges.

4. Website

I met with the Communications Coordinator on 30th March to discuss our next steps on the update of the Crawley u3a website, based on the proposed changes agreed by the Committee at its meeting on January 11th (Agenda Item 10). We have now completed some on these, and hope to complete the remainder within the next few weeks.

Any comments on what we have achieved so far, or further suggestions for improvement, would be very welcome.

Treasurer (Graham Friday)

Bank Update

The Bank could not provide an answer as to why Phil had been sent the email after he had been taken off as a Trustee/signature.

There has been a communication problem via the Bank's Business centre over the processing of the changes to the Bank Mandate. The Mandate was handed into the Crawley branch on the 14th Jan, they appeared to have had a problem with the Chair's signature. They said they attempted to contact both the Chair (via telephone call) and Treasurer (via email) both of what were not received, so after no responses the Bank closed down the application request. A new mandate document was handed into the Crawley Branch on the 28th March, witnessed by both the Chair and Treasurer.

Given both of the above issues, I will be writing a formal complaint to the Bank over the concerns on how they are managing our Mandate with them. Given the seriousness of this issue I will clear the letter with the Chair and Secretary before it is sent.

Communications Coordinator (Sue Parker)

1. The April Newsletter has been emailed, hand delivered and posted to members.
2. The distribution list for the newsletter has been finalised and 35 copies will be posted to members monthly. I have cleared this, and the postage costs, with the Committee.
3. The Chair and I attended Tilgate Forum on 16th March to talk to them about Crawley u3a (see report under **Chair**).
4. The updated leaflet is with the printer. We will shortly have 5,000 copies to distribute.
5. The flyer/poster. I have had second thoughts about this and will experiment with several options and sizes before submitting them to the Committee for their consideration.

6. I am working on a paper on publicity and recruitment which will be discussed at April's Committee meeting.
7. I met with the Secretary on 30th March to discuss the ongoing updating of the website. We agreed further actions to take and since we met we have made some of the agreed changes to the website. I have added more photos and will continue to do so once I have taken more on my photographic tour of the groups.
8. I have drawn up a list of the groups I have yet to visit, in order to complete my goal of visiting as many groups as possible to take photographs for the website, newsletter and Facebook page.
9. I met with the Chair on 5th April to discuss recruiting new members. Our discussion is reflected in the paper on publicity and recruitment.
10. I will attend the first meeting of the O&A Task Force on 25th April.
11. With the Chair I attended a Third Age Trust pilot workshop on 13th March on "Recruiting Committee Members: Learn and Share"
A full report on this, together with material from the workshop, is on the **For Trustees** website

Groups Coordinator (Peter Beckley)

1. Art Appreciation 3 group

Margaret Daniels has health issues, and will be standing down as Group Leader at the end of July. She has asked me to allow her to tell the group members before we try to resolve the future of the group. Art Appreciation 2 is currently full. There have been issues with these groups obtaining DVDs, which are no longer available from TAT. Art Appreciation 2 is now using Amazon for this purpose

2. O&A Group Working Party

An O&A Group Working Party This has been organised , comprising Graham (Chair) , myself, Isabel, Jean Manuel, Phil Light, Sue Parker and Monique Tovey- Mansfield, to address the issues affecting Out & About groups. The first meeting is scheduled for 25th April.

3. Tennis and Pickleball

With effect from the 17th April Crawley Borough Council (CBC) are introducing a new charging system for all Tennis Courts. This will mean that the Tennis and Pickleball group will have to start paying for using the courts.

Graham has been negotiating with CBC and they have agreed the following terms which the T&P group are happy with:

Annual flat rate option:

- £60 per annum per court max 2 hours per day (9-11am)
- 8-9am we would be happy to offer this at no additional cost under one condition – the additional hour will be kept under continuous review and will only be granted subject to low season ticket and P&P demand. If demand increases we will aim to provide 1 months' notice to inform you that this booking time will be made available to other Parks Tennis users.
- Additional court to be charged at the same rate of £60 per annum (ratio max 1 court to 12 participants). Up to a maximum of two courts can be booked at a time to ensure one court remains available to book for Parks Tennis users.
- Bookings can be made 6 months in advance (in-line with the coaching provider. Coaching provider will have booking priority)
- Timing of payments –payments in advance. Invoices to be raised every 6 months.

- Review periods – to be reviewed every 6 months in advance of the next block booking and payment.
- Cancellations and refunds within ‘notice period’ – to fall in-line with our household season ticket terms and conditions and there would be no refund for unused sessions.

4. Folk Group

The singers and musicians who have kindly offered to play on the bandstand at our event on 23rd June will need to get together to decide the playlist, and rehearse. Meetings have been booked for this purpose at St Paul’s. John Hilder feels that it would be unfair to ask them to pay the attendance fee for these meetings. Does the Committee agree that these room fees (£18.50 per two-hour session) should be met from funds allocated to the cost of putting on the event.

5. Petanque Group

Jim has been very active in organising this group. It is proposed to start at the end of May.

We have 10 members interested, and Graham has brought forward two new members, Jackie and Tony Neale, who are apparently keen to take on the mantle of Group Leaders. They live close to West Green Park, which is a big advantage, as I currently have the boules donated by Alan Pay, and I do not drive (They are very heavy!!)

An early evening start has been suggested, with a picnic and liquid refreshments to add to the enjoyment. This would overcome the problem of clashing with members’ other groups.. We need to organise a brief meeting after Easter with Tony and Jackie, possibly in the afternoon of the monthly meeting, to discuss how we go forward, bookings with CBC, rules of the game, etc. Chris Mullins at CBC is very keen on the idea, and might even get us some free publicity in the local paper.

6. French Group

The French Group is downsizing from the Canteen to Room 6 with effect from 17th April.

7. Walkers

Sally Sansom will shortly be stepping down as Group Leader for Walkers 1 group. They plan to have a Planning Meeting to organise the changeover and plan future walks.

Phil Light and Alan Pay have kindly volunteered to take over as joint Group Leaders of the group.

Members Coordinator (Jacqui Mercer)

Seven new members have joined over the last month.

Access Coordinator (Janet Newson)

1. Survey to Group Leaders on Access

- Collating returns from Out and About and Walking Groups
- Not yet had time to email the Indoor Activity Groups – to be done before end April.

2. Carers

- I had a query raised by the Season Outing organiser:

If a member needs someone to accompany them to a meeting or an outing, does the carer have to become a member of U3A or would they be exempt from joining? The carer may be a different person each time?

After discussion with the Secretary (Margaret) I established that the answer was No. They are exempt and do not have to join (whether a Professional Carer or a non-professional (e.g. relative/friend of one of our members)).

- However, this also prompted further thought regarding Insurance, and for info:

Informal carers (relatives, friends, but not professional carers) are considered to be an extension of the member and so are covered by our u3a insurance, whether on a trip or an indoor activity, even if they are not proper members. Professional carers would be expected to have their own insurance.

- And lastly, the issue whether Carers (professional or otherwise) need to pay on any outing Being raised at Committee for discussion. Sent to Treasurer 25 March 2023.
Discussion between myself, Secretary (Margaret) and Treasurer (Graham) recognise that the carer will probably need to pay otherwise all the other Members would be contributing to the place (as well as the Carer taking up a seat which would otherwise have been taken by a paying member). There hasn't yet been a precedent on this as the trip last year to Eastbourne had a member of our u3a act as Carer for another member – and both paid for their places.

3. Suggestion of engaging with groups in Crawley

- An email was received by me and the Chair (Jim) in regard to engaging with two different groups within Crawley (the Ukrainian community, and also other refugees). Unfortunately, emails sent by me in response to Chair (Jim) were not received.

My understanding is that the Chair is replying to the sender directly regarding their suggestion.

- *This highlighted the issue of the Chair not receiving emails from me (see No. 4)*

4. Email Receipt

- Trying to understand why Chair / Jim is not getting emails from me.
- Sent 4 test emails:

Test email scenario:

- 1) Access Coordinator to Chair
- 2) Access Coordinator to Jim's personal email
- 3) My personal email to Chair
- 4) My personal to Jim's personal email

There is still some confusion as the Chair (Jim) replied to my 2nd test email advising he received them all, but in a telephone conversation he advised he'd only got 1 & 3. Yet to fully establish which emails don't arrive.

- I also identified a scenario when emails might not be received/bounce

If a u3a email account is used in the first instance when sending an email (whether to a u3a account or private account), then if the original sender replies to any replies (in the same email trail), but the original sender forgets to select their u3a email account, then emails may bounce when the receiver tries to send further replies.

Lesson Learned = always double check that when sending emails circulating through the Committee members that, if an account is held, the u3a email account is selected every time an email is sent.

5. Monitoring Member Support account whilst Ann Sole is away

- Replied/actioned any emails received
- No new member welcome meetings have been organised due to personal reasons

Agenda Item 4: Group Leaders 13th March Minutes, Actions Arising & Points for Future Meetings

Action for the Committee: To approve the Minutes and Contents of Annexes 1 & 2 so they can be sent out to Group Leaders



Minutes of the Group Leaders' Meeting Tuesday 13th March 2023

The Friary, 14:00 – 16:00

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 Co-ordinator), Peter Beckley (Groups' Co-ordinator, also GL O&A 6), Jacqui Mercer (Members' Co-ordinator), and Janet Newson (Access Co-ordinator, also GL Amblers Extra).

Group Leaders attending: Ana Achucarro (Painting & Drawing), Wendy Adams (RUGS), Jean Austin (French), Isabel Baker (Theatre, RUGS), Maggie Berrill (Gardening, O&A 4), Andy Bridge (Books), Maureen Bufton (Gardening, O&A 4), Margaret Daniels (Art Appreciation 3), Karen Darling (Painting & Drawing), Maureen Dawkins (Topical Discussion), Trevor Duffy (Table Tennis), Jane Guest (Mah-Jong), John Hilder (Allotment, Folk Music), Kathy Jameson (Bamboo Pipes), Bryan Kiely (Ukulele), Marion Lang (Science), Jean Manuel (O&A 1), Elena Thorne (Rummikub/Canasta), Monique Tovey-Mansfield (Smart-Phone Photography), Sue Mearns (RUGS), Sally Sansom (Walkers), Anne Thorn (Walkers Extra), Carolyn Wadley (Art Appreciation 2), Maureen Wicks (History, Quiz 1), Max Woodward (Short Mat Bowls), Christine Watson (Family History), Mary Watts (O&A 6), Bob Weddell (Folk Dancing), John Wynter (Bridge),

Group Leaders sending apologies: Gill Cooban (Film Circle), Julie Darlington (Storytelling 2), David Devere (Italian for Beginners), Phil Light (Amblers, O&A 7), Pat Roberts (Needles), Chris Sawyer (Singing for Fun), Jo Slack (Storytelling), and Liz Tennant (Speaker and Seasonal Outings Organiser).

Agenda Item 1: Introduction and Apologies (Chair)

Jim McGough opened the meeting at 14:00, stating that this was the first time the Committee voted in at the November 2023 AGM was meeting with the Group Leaders (GLs).

Each of the Committee Members introduced themselves and then the Group Leaders in attendance introduced themselves in turn. Jim then read out the list of GLs sending their apologies.

Agenda Item 2: EDI and Related Policies (Chair)

Jim explained that the Committee had been spending a lot of time over the last year on its legal obligations. The constitution had been updated and then attention had turned to developing an Equality, Diversity and Inclusion (EDI) Policy. Jim made the following points:

- 1) Crawley u3a had not previously possessed an EDI policy but nowadays charities, as well as all other organisation types, are expected to operate one, and the Third Age Trust (the national u3a umbrella organisation) urges all u3as to adopt EDI policies.
- 2) Linked to the EDI policy is the Safeguarding Policy, which recognises our duties towards those members whom we recognise as vulnerable. Group Leaders (GLs) are likely to be the first in the organisation to become aware of a situation in which a vulnerable member is experiencing some sort of harm or neglect, whether this arises outside the u3a, or within a u3a group.
- 3) The Committee has also updated its Complaints and Disciplinary Policies, so that members who experience anything within Crawley u3a which they believe contravenes the EDI policy, or the u3a Members Code of Conduct, or with which they are not happy, should speak first informally with the relevant GL or Event Organiser. Only if this fails to resolve the matter should the formal complaints policy be followed. Anybody wishing to raise a complaint, or to make a suggestion for any type of improvement, should contact the Secretary.
- 4) It is hoped that use of Complaints and Disciplinary procedures will be required only very rarely, and that the likelihood of any infringements of either our policies or the Code of Conduct is very low. However their existence is necessary to ensure that Crawley u3a is an organisation in which members can learn and socialise without experiencing any behaviour which causes them to feel uncomfortable.
- 5) All these policies either already are, or shortly will be, on the website and GLs should familiarise themselves with them, and are urged to contact the Secretary if they have any concerns.

Jim then asked if anybody wished to raise any questions and the following matters were raised:

- i) The Digital Divide. Jean Austin explained that a couple of members of her Weekenders Group did not use smart phones or access e-mail. This was a particular problem for running Weekenders, as by its nature it relies on its individual members letting others know about ad-hoc activities at short notice. If she is unable to contact these members by land line phone then they miss out.

Whilst GLs agreed that members should not be excluded because they feel they are not able to operate e-mail it should also be recognised that this can cause extra burdens for GLs. Outdoor groups, for which events sometimes have to be cancelled at very short notice due to adverse weather, do require that members use WhatsApps.

- ii) Ethnic Mix. The observation was made that Crawley u3a was very far from being as diverse as the town of Crawley in terms of ethnic mix. Maureen Wicks responded by saying that, when she was Chair, the Committee had made a lot of visits to various groups run by the different ethnic communities within Crawley, and had found that these communities tended to operate their own organisations similar to the u3a which they preferred to attend.

The question was asked as to the ethnic diversity of the u3a nationally. Graham Friday responded by saying that the Third Age Trust did not collect ethnicity data, as it was a protected characteristic with GDPR implications, but that many u3as did express difficulty in recruiting from non-white ethnic groups. Margaret Lloyd said that a look at pictures on the websites for u3as operating in cities known for having ethnically diverse populations (such as Birmingham and Bradford) suggested that these places fared no better than Crawley u3a, although some of the London u3as appeared to be more ethnically diverse (though this perhaps reflected the less ethnically segregated character of London).

- iii) Disabilities. Janet Newson stated that she had already contacted the GLs of outdoor groups, and would shortly e-mail indoor group GLs, to ask whether any members of their members currently experienced sight, hearing or mobility issues which impacted upon their experience. She was also asking what additional measures could be taken to assist such members.

Agenda Item 3: Term 1 2022/23 Budget Monitoring Report (Treasurer)

Graham briefly explained the report sent out with the agenda, and made the following points:

- 1) The room-based groups appeared not to have recovered their membership levels back to pre-Covid levels but financially they were doing better than at this point last year, breaking even overall. The increase in group fees was responsible for this.
- 2) The balance sheet was very healthy, with a large level of reserves, £13,000 of which represented the net surplus generated over the years by groups. He was keen that GLs put forward proposals to spend some of these funds, for example by replacing outdated equipment, buying items to enhance health and safety, and improving accessibility. Any spending plans must adhere to the u3a's objects. This £13,000 also meant that no groups would need to be closed on financial grounds.

Carolyn Wadley asked if her Art Appreciation group could obtain DVDs from Amazon, now that the closure of the u3a Resource Centre meant she could no longer borrow them from there. Graham confirmed she could do so.

Agenda Item 4: Update on Financial Policies for Groups (Treasurer)

This was the standard agenda item looking at financial policy changes since the last GLs meeting.

- (i) Deferral on indoor group fees Graham explained the circumstances, rather wider than the existing ones, under which members of indoor groups meeting monthly (or fortnightly but adhering to the monthly rather than weekly group process of paying in advance), would be permitted to carry over fees already paid to the next term/session.

Max Woodward commented that the rules around deferral of fees meant that members of weekly groups were treated more favourably than those in monthly groups. Graham responded that the Committee had realised this, but thought that the advantages in terms of simplifying the administration for weekly groups outweighed the inequality of treatment. This appeared to be supported by the majority of GLs. Moreover if all groups adopted the "pay as you go" principle the level of group fees would need to be raised to ensure that total rental and other costs across all groups were covered.

The new guidance around fee deferrals would become effective at the start of Term 3, April 2023. Given that the request for deferral still needs to come from members themselves the deferral policy would be explained both in the newsletter and on the web. There would be no need for GLs to inform the Treasurer directly of deferrals, though they should use the attendance forms to keep records for their own purposes.

The question also came up of whether all indoor groups should be subject to the same fee level, despite the variations in their costs and numbers of members. In response, the point was made that all the Crawley u3a groups are interdependent to some extent, and most GLs preferred not to be accountable for achieving a break-even position. If no groups generated a surplus then loss making groups would have to close and the diversity of groups offered across the u3a would be reduced.

- (ii) Guest Members Graham set out the rationale for introducing this new policy, expressing the hope that it would enhance member numbers for those groups with vacancies, especially those operating activities (such as short mat bowls), which were not offered by neighbouring u3as. He also hoped it would encourage neighbouring u3as to offer reciprocal schemes to Crawley members. It would become effective from the start of Term 3, April 2023.

It was agreed that the Treasurer would need to confirm how such members could be dealt with, if at all, on the Beacon system.

- (iii) Group Fee Waivers for Group Leaders All members of a group who assisted in the administrative duties of that group would be entitled to free membership of that group, if they chose, from the start of Term 3 in April 2023. These members must be indicated as such on Beacon.
- (iv) Invoicing of Annual Outdoor Group fees Most of the outdoor group GLs said this had worked well, but Anne Thorn of Walkers Extra stated that she had found it to be more problematic than the previous method merely collecting the fee at their annual planning meeting.
- (v) Activities to meet charitable object Graham reminded the GLs that all u3a activities needed to meet the u3a objects “the advancement of education, and in particular the education of older people and those retired from full time work, by all means including associated activities conducive to learning and personal development in Crawley and the surrounding district”. Hence learning in some form should be embedded in all events.

Agenda Item 5: Out and About Groups Working Group (Chair)

The Chair introduced this and made the following points:

- (i) The Working Group (WG) was not intended to amend what these Groups do, but to build in more resilience and support to ensure continuity so that we are not faced with groups having to cease because of lack of a Group Leader.
- (ii) It was intended that it would report before the start of the 2023/24 membership year.
- (iii) Graham and Peter would be the Trustee representatives on the group, and it was hoped that three or four other people, with some experience of running outdoor groups, would volunteer.
- (iv) The Working Group would review how members who sign up to O&A groups, pay their fee, but then never attend any outings, would be dealt with.

Points raised from the floor included:

- The Horsham O&A group makes it a requirement of membership of the group that every member organises a visit once every two years.
- The Crawley Walkers Extra Group operates a rotating GL system, whereby there is always a Deputy GL who becomes the GL for the next year.
- The question of what happens to the current O&A 5 members, who have paid their annual £3.80 for the year but have had no opportunity of trips.

Agenda Item 6: Communications Update (Communications Coordinator)

GLs expressed their high level of satisfaction with the Newsletter, and Sue Parker reminded GLs that she was always in need of photos and brief articles on group activities, for both the newsletter and the website. She was trying to visit each Group herself to take photos but if any GL does not want a photo to be taken of their group please let her know.

She apologised for not progressing faster with the website redesign, but she had been busy recently preparing the updated leaflet, which she held up and invited GLs to take a closer look at during the refreshment break.

Jean Austin volunteered to assist in writing articles on the monthly talks for the newsletter.

Agenda Item 7: Celebration (Communications Coordinator)

Sue apologised for not being able to confirm the proposed date of Friday, 23rd June for this event but she was still waiting for Crawley Council to confirm the hire of the bandstand in Memorial gardens.

Refreshments were served

Agenda Item 8: Date of Next Meeting (Chair)

The Secretary reminded the meeting that the 2023 AGM would be taking place on Friday 10th November. In addition, all Crawley u3a members would be invited to the meeting, to be fixed shortly for late June, to approve the proposed fees for 2023/24.

It was agreed that a suitable date for the next GLs meeting would be Monday 2nd October, at the Friary and starting at 14:00.

Jim McGough thanked everybody for attending.

The meeting closed at 16:00

Margaret Lloyd, Secretary

Annex 1: Relevant developments since the 13th March meeting

1. Progress on actions

Agenda Item	Action	Progress
2	Secretary to ensure all approved policies are on the website	Done
4(i)	Treasurer to draft paragraph on new fee deferral policy for inclusion in Newsletter and on web	New fee deferral policy detailed in "Financial Policy- Delegated Decisions" on website. To be covered in May newsletter.
4(ii)	Treasurer to confirm how Guest members will be dealt with on Beacon, or otherwise	E-mail from Groups Coordinator to GLs 23/03/23 confirmed that guest members would not be recorded on Beacon and that GLs would need to collect and store these members' emergency contact details themselves

2. Agenda Item 5: Confirmation of Out & About Groups Working Group Members

Chair and Secretary:	Graham Friday (Trustee)
Meeting Organiser:	Peter Beckley (Trustee)
Other participants:	Sue Parker (Trustee & O&A participant)
	Isabel Baker (ex O&A Leader)
	Jean Manuel (Leader O&A Group 1)
	Phil Light (Leader O&A Group 7)
	Monique Tovey-Mansfield (Horsham O&A participant)

The first meeting has been arranged for April 25th.

3. Agenda Item 7: Mid-summers Eve Celebration event

Crawley Council has now confirmed that we may hire the Memorial Gardens bandstand on Friday 23rd June. The event is scheduled to take place 11:00 – 14:00.

4. Agenda Item 8: Next Group Leaders meeting and meeting for members to agree 2023/24 fees

We can now confirm that the next Group Leaders meeting will take place on **Monday 2nd October, at the Friary and starting at 14:00.**

The meeting open to all members to agree the 2023/24 membership and group fees has now been arranged to take place on **Friday 30th June, at the Friary and starting at 10:30.** This will be communicated to all Crawley u3a members via the newsletter and the website. Pre meeting material will be e-mailed out (and placed on the web) a few days beforehand.

Annex 2: For next meeting (Monday 2nd October)

1. Organisational points for next meeting

- (i) The layout of the room worked well.
- (ii) To obtain an additional microphone for questions from the floor as GLs at one end struggled to hear questions coming from the other end. This could then be passed around as required.
- (iii) Collect attendees' names on doors as they arrive.
- (iv) Emphasise more clearly that starting time is 14:00, **not** 14:30

2. Provisional Agenda for 2nd October meeting

Chair	Aims for the new membership year Availability of Third age Trust advisors and support for Groups
Treasurer	<ul style="list-style-type: none">• 2022/23 Final Accounts• Collection of outdoor group fees• Guest members
Access Coordinator	Accessibility Guidelines & Procedures
Secretary	Compliance with Data Protection Policy (Secretary)
Membership Coordinator	Progress report on membership renewal
Communications Coordinator	General update

Additional items will be added depending upon the Committee's business between now and then.

Agenda Item 5: 2023/24 Financial Year: Fee and Budget Assumptions

Action for the Committee: To approve the proposals (in green) below

1. General comment

To determine the fees for the coming Membership year and an associated financial budget, the Committee needs to determine a number of assumptions and principles that will inform the construction of the detailed budget and associated fee levels.

The purpose of this report is to agree those assumptions to enable the detailed budget to be constructed and proposed Membership Fees and Activity Fees to be considered at the special General Meeting in June, before final approval by this Committee in July.

2. Inflation

The assumptions made last year, especially in terms of potential increase in room hire charges, were slightly more pessimistic than what actually occurred. The general assumption was for a 20% increase in room hire charges, where the actual increases ranged from 10-15%. Though we are still awaiting to hear what increase The Friary are to make to their charges.

The current rate of inflation is 10%. The Bank of England is forecasting that inflation will drop to 4% by the end of the year and continue to drop in future years to around 2%.

Looking forward and learning from the experiences in 2021/22, a proportion of our general expenditure is on “one-off” purchases such as Publicity, Advertising, Special Events (annual celebration), where the costs can be controlled or matched to the expectation of what can be delivered. Any impact from price inflation can be controlled without affecting the underlying level of fees we charge. Also now having a year of post Covid experience on costs we are in a better informed position to cost up “one-off” items of expenditure. We also have the back-up option of making a separate charge for individual items or events, such as the annual celebration.

The major element that is impacted by wider economic factors and subject to inflationary pressures is venue hire. The inflationary pressure on our venue providers is energy related. The general predictions are that energy prices are going up this April but should then start to fall back during the rest of 2023 and then level out during 2024. This means we should have some confidence that our venue providers will not be seeking any further increases in their charges during our 2023/24 financial year. Given this, and the fact we over-provided for inflationary pressures in our 2022/23 budgets, and have sufficient reserves to meet any unforeseen increase, then it would be safe to assume no increase in venue hire charges during 2023/24.

Proposal 1: From 2023/24 onwards, “one-off” budgets should be costed on an annual basis determined by the underlying need and the levels of costs currently being incurred.

Proposal 2: Agree assumption that there will be no increase in venue hire costs during 2023/24.

3. Membership Numbers

A key element to setting the budget is the assumption on what the Membership numbers will look like next year. This will be impacted on by a vast number of different issues, including but not exclusively, the impact of the cost-of-living crisis on people’s disposable income, peoples general feeling of well-being over their future and remaining concerns over Covid. In addition, whether the developments now being started within the u3a will have a positive impact on recruitment of new members (e.g. recruitment drive).

This assumption is a 'chicken and egg' situation, but a board assumption must be made to determine the level of the annual Membership Fee. The 2022/23 assumption was for an equivalent paying membership level of 566, the current actual level is 563.

There are three broad positions/assumptions that can be taken at this time.

1. Assume all the current Membership will renew in September (neutral)
2. Assume that because of the cost of living or health reasons Membership numbers will go down. (reduction)
3. Assume that Membership numbers will increase once, the impact of the promotion and recruitment drive will have a positive and sustained effect. (increase).

Proposal 3: For Fee setting purposes a neutral position on Membership numbers will be assumed.

4. Joint Membership Discount – Membership Fee structure

The u3a currently offers a discount for couples who reside at the same address. The discounted offered this year was 23%. The discount was an historic position, which does not truly reflect the u3a current position on equality and fairness, with every member having the same rights and privileges to attend and consume u3a general activities. It is therefore proposed to remove the Joint Membership discount and simplify the fee structure.

The Annual Membership Fee consists of three elements:

- Basic fee – which covers the u3a's own general administration, insurance and general programme of meetings and events.
- The Third Age Trust (TAT) annual capitation charge – which is paid by all members.
- The Third Age Magazine (TAM) – which is provided by the Third Age Trust on a subscription basis, with can be either accounted for as part of the Basic Fee or as a separate charge.

The 'Basic fee' and the 'TAT capitation' charge have to be paid by all members of the u3a. The TAM has up to now been assumed within the annual fee, with an option for Members to opt out of receiving it but with no reduction in the fee.

Future options for TAM are set out separately below.

The new proposed fee structure would be:

Annual Fee - Basic fee + TAT Capitation

Joint Membership -Annual Fee (Basic fee + TAT Capitation) x 2

Associate Fee – Base fee only as the Associate Member would have paid their TAT Capitation and TAM through their primary u3a.

Joint Associate Fee – Associate Fee x2

If TAM is determined to be a separate charge, then this will be charged and collected as part of the annual renewal process.

Proposal 4: Agree to remove Joint membership discounts and adopt the new proposed fee structure for all future membership years starting from 2023/24.

5. Third Age Trust annual membership fee

The Third Age Trust has indicated that there will be no increase, on the current £4 capitation charge during the next financial year.

6. Third Age Magazine (TAM)

The TAM charge covers the distribution costs of the five versions of the magazine each year. The TAT covers the production costs through advertising revenue. The current TAM charge is set at £3.60, but does not include the latest April 23 postal increases. It would therefore be prudent to assume a further increase will be forthcoming during 2023/24.

Proposal 5: Assume the TAM charge will be £4 for the 2023/24 financial year.

The financial issue for Crawley u3a, is whether we can recover Gift Aid on TAM. Based on the £4 and both the number of households it could be sent too and the percentage of Members who allow us to claim Gift Aid on their Membership fee this is worth around £120 per year to us.

To comply with Gift Aid guidance from the Third Age Trust and HMRC, the costs of TAM much be fully incorporate as an indistinguishable part of the general 'basic' membership fee, payable by all Members (including Associates).

This is based on TAM being a non-personal benefit for any member, and a core element in the cost of running the charity. If it was a personal benefit then the costs would have to be excluded, and members would have to be charged the £4 as a separate cost on top of their Basic membership fee. This could be done as part of the Annual renewal process.

Issues for us, if we want to claim Gift Aid on TAM

1. We made the commitment last year to be transparent in separating out the different elements of the fees in our presentations and communications. If we want to claim Gift Aid on TAM, then we cannot show it as a separate item, as per last year's budget report.
2. Last year we did not fully incorporate the cost of TAM in with the basic fee, but charged it separately to members, so did not ask Associate Members to pick up any of the costs. To be fully compliant Associate Members would pick up part of the costs in paying the Basic fee.
3. We currently allow Members to opt out of receiving TAM, but with no refund or deduction in their Fee, their reasons for doing this are varied, and potentially include cost/affordability issues, environmental issues and GDPR. Being seen to be asking Members to pay for the postage on something they do not want, might be perceived as unfair, and create a controversial issue that might be raised at the Members meeting in June.

A value for money judgement is required, is it worth the time and effort that would be needed to address the above issues to chase the £122, when by opting to charge it separately could be seen as providing the Membership with more personal choice.

Proposal 6: Options open to the Committee:

1. **Determine that TAM is a personal benefit, exclude it from the Basic Fee calculation, forgo £122 of Gift Aid and provide Members with the option to purchase TAM as an additional element of the annual membership Fee process.**
2. **Determine that TAM should be included as part of the Basic Fee, maximise Gift Aid and determine how to address the issues identified above.**
3. **Put options (1) and (2) to the Membership at the June meeting.**

7. Annual Basic membership Fee

Per the recent 2022/23 Financial Monitoring report, if we assume that we are going to roughly break even this year then the reserves available at the end of year will be around £18,600.

Our overall planned expenditure for the current year was £12,700, with a planned use of £5,955 of the reserves to partially fund that expenditure.

Our Financial Policy set our minimum level of reserves at the equivalent of six months of expenditure which would be £6,350. (£12,700/2).

This means after retaining the minimum reserves we would have £12,250 (£18,600 - £6,350) of reserves to be used.

This gives us sufficient reserves to maintain our planned spending at the same level as this year; and allows us to consume roughly £6,000 (or ½ of the available reserves) to maintain the Basic Fee at £12.10 (rounded to £12 for easy of communication and collection) for a further year. This would allow time for the other changes and the impact of the developments to take effect.

Proposal 7: Agree that the basic fee be retained at a level of £12 for the 2023/24 financial year.

8. Activity Group – Fees

The financial monitoring report showed that the Room based groups were making a small surplus, though the spending on equipment and learning support was still extremely low. This indicates that the current charge of £2 per attendance is broadly at the right level. Given the level of specific reserves we have for supporting these groups and with no foreseeable increase in venue hire costs, it would be prudent to keep the attendance charge at the same level for 2023/24.

Proposal 8: The Room Based charge for 2023/24 remains unchanged at £2 per attendance.

The charge for Outdoor Groups needs further consideration. Where information from previous years accounts is available it shows that over a lengthy period of time the income collected from the Outdoor Groups have supported and covered the deficits incurred by the room-based groups. As the Room based groups attendance fee is now set at a level which looks to be able to collectively cover their costs; and we are now collecting Room based groups attendance data this will enable the Committee to be in a position to adjust the attendance fee in future years to ensure that these Groups maintain a collective break-even position.

This then raises a question on whether the members attending the Outdoor Groups are receiving value for money from the £3.80 they pay annually. The nature of the activities covered under this grouping is wide (Allotment, Walking/Ambling, O&A, Sports (Tennis & Pickleball and Social Cycling) & Theatre) each of which incur differing levels of costs. Plus, some operational costs are built into the costing of the trips and outings undertaken by the groups. Also, some costs, such as Health and Safety equipment (Hi viz jackets & First Aid kits) are paid for from a central operating budget funded from the annual membership fee.

Some examples of the differing cost being incurred are:

Allotments – solely the annual rental fee from CBC.

Theatre – printing of tickets (which alternatively could be built into the Ticket price for each Trip).

O&A – Occasional room hire for planning meetings, and some small items of equipment and general literature for planning trips. Plus, occasional reconnoitring trips for planning purposes.

Walking/Ambling – Photocopying.

Tennis/Pickleball – Tennis balls, Pickleball bats and balls, plus the new court hire charge coming in from April 2023.

Social Cycling – yet to get started.

As seen in the 2022/23 Financial Monitoring report the levels of costing being incurred by the Outdoor Groups (£92.61 to 31 Dec) does not compare to the income generated from the £3.80's for the whole year

(£1,518.60). This raises the question as to whether these groups are being asked for a higher contribution than needed to cover their costs.

This year's income was collected by a centralised invoicing process that worked well and ensured that all Members contributions were collected and accounted for.

The task for the Committee is to consider whether we should continue to charge a single outdoor membership fee or charge different amount for different activities and what the level of the charge should be. The options for consideration are:

1. Retain the current single fee and keep it at £3.80 for next year.
2. Retain the current single fee, but reduce the level of the fee for next year to £?
3. Introduce a separate fee level for each Group, set and agreed annually with the Group Leader, but still collected centrally.

Proposal 9: The Committee need to determine which option to proceed with.

If option 3 is chosen, then further consultation with relevant Group Leaders would take place before the final decision is taken.

Graham Friday, Treasurer, 5th April

Agenda Item 6: 2023/24 Membership Renewal Process

Action for the Committee: To approve the proposed procedures for the 2023/24 renewals process and the draft forms

Outcome of meeting 14th March between Members Coordinator and Treasurer

Graham and I met on 14th March and discussed the possible procedures for renewals this year and have decided that we will do a full postal renewal in the hope of avoiding/repeating any of the errors made last year.

To this end we have also designed new application forms both for Renewals (**Annex 1**) and New Members (**Annex 2**), and a new Gift Aid form (**Annex 3**).

We hope that this will help to avoid all the previous problems with Gift Aid confirmations and also some of the other problems that have been seen in the past.

In order to achieve this we have separated the actual application form from the gift aid declaration and hope this will clarify things for members this year and in the future.

I am attaching a copy of the forms for committee appraisal (of course the fees levels themselves, and whether or not TAM is treated separately, await full committee and membership approval).

In order to achieve a full postal renewal we propose that I print off all the letters and forms and address labels and arrange an afternoon/evening meeting at a convenient location with other volunteer members to collate the paperwork and get it all ready for posting.

It is undecided at this time whether we will ask to use our distribution network (used for newsletters etc) to hand deliver or the Post Office.

Approximate date for this meeting would be sometime in late July or early August.

Annex 1: Draft Membership Renewal Form for 2023/24 Membership Year



CRAWLEY U3A : Registered
Charity N. 1029004

Members Renewal Application Form

Membership N°

(Membership Year runs from 1st September 2023 to 31st August 2024)

(office

use only)

Subscriptions are paid in advance and are £20.00 single or £32. for two members at the same address.

If you pay a full subscription to another u3a (primary), you will be an associate member of Crawley u3a.

Primary u3a Name.....Your membership number there:

Associate membership is £12 single or £24 for two members at the same address.

MEMBER DETAILS

	1st Member	2 nd (Joint) Member (if relevant)
Title		
Forename		
Surname		
Email address		
Mobile Phone		
Emergency Contact (Name & phone no) Relationship to you		
Previous Occupation (Voluntary)		

Your Address	Your Home Phone
Postcode	

PTO

Please sign below to indicate your consent to the use of your Data and the amount you are paying

Signature(s): Date:
(Note: both members must sign)

PAYMENT DETAILS:

I/we have paid £ by bank transfer / enclose cheque £

1. ONLINE BANKING or BACS transfer paid to:

Lloyds Bank Ltd, 1-3 The Boulevard, CRAWLEY, RH10 1DU

Sort Code 30-90-89

Date :

Account Number 35821468

Account Name Crawley U3A

Membership Account Reference Your

Full name

This is our preferred option but please take care when making such a payment as it is your responsibility to ensure that you set up the correct information.

2. CHEQUE Payable to Crawley u3a with your full name(s) on the back.

Please ensure you return both pages of this signed application form with either a cheque or date of bank transfer to:

The Membership Coordinator at 27 Padstow Walk, CRAWLEY, RH11 8RZ

Jacqui Mercer telephone 01293 407060 for any queries

GENERAL DATA PROTECTION REGULATIONS 2018. Crawley U3A requires members to provide their personal information so that you can be kept informed about events and activities which we offer as part of your membership. In collecting your information Crawley U3A will store it securely, use it to communicate with you as a U3A member, share it with group leaders for those groups you are a member of and send you general information about the Third Age Trust. Crawley U3A will also send your name and postal address to the organization who oversee the distribution of the Third Age Trust magazines.

For a detailed description of our Privacy Policy please go to our website at <https://u3asites.org.uk/crawley> or request a paper copy from the membership coordinator.

Annex 2: Draft New Membership Form for 2023/24 Membership Year



CRAWLEY U3A : Registered Charity N. 1029004

New Member's Application Form

Membership N° ---

(Membership Year runs from 1st September 2023 to 31st August 2024) (office use only) Subscriptions are paid in advance and are £20.30 single or £31.20 for two members at the same address.

As from 1st March 2023 the fees are reduced to £10.15 single or £15.60 for joint membership (£7.80 each)

If you pay a full subscription to another u3a (primary), you will be an associate member of Crawley u3a.

Primary u3a Name.....Your membership number there:
Associate membership is £12.10 single or £18.60 for two members at the same address.
Reducing to £6.05 single or £9.30 for two members at the same address from 1st March 2023

MEMBER DETAILS

	1st Member	2 nd (Joint) Member (if relevant)
Title		
Forename		
Surname		
Email address		
Mobile Phone		
Emergency Contact (Name & phone no) Relationship to you		
Previous Occupation (Voluntary)		

Your Address	Postcode	Your Home Phone
--------------	----------	-----------------

PTO

Please sign below to indicate your consent to the use of your Data and the amount you are paying

Signature(s): Date:
..... (Note: both members must sign)

PAYMENT DETAILS:

I/we have paid £ by bank transfer / enclose cheque £

3. ONLINE BANKING or BACS transfer paid to:

Lloyds Bank Ltd, 1-3 The Boulevard, CRAWLEY, RH10 1DU

Sort Code 30-90-89

Date :

Account Number 35821468

Account Name Crawley U3A

Membership Account Reference Your

Full name

This is our preferred option but please take care when making such a payment as it is your responsibility to ensure that you set up the correct information.

4. CHEQUE Payable to Crawley u3a with your full name(s) on the back.

Please ensure you return both pages of this signed application form with either a cheque or date of bank transfer to:

The Membership Coordinator at 27 Padstow Walk, CRAWLEY, RH11 8RZ

Jacqui Mercer telephone 01293 407060 for any queries

GENERAL DATA PROTECTION REGULATIONS 2018. Crawley U3A requires members to provide their personal information so that you can be kept informed about events and activities which we offer as part of your membership. In collecting your information Crawley U3A will store it securely, use it to communicate with you as a U3A member, share it with group leaders for those groups you are a member of and send you general information about the Third Age Trust. Crawley U3A will also send your name and postal address to the organisation who oversee the distribution of the Third Age Trust magazines.

For a detailed description of our Privacy Policy please go to our website at <https://u3asites.org.uk/crawley> or request a paper copy from the membership coordinator.

Annex 3: Draft Gift Aid Declaration form for 2023/24 Membership Year

(Guidance on how to determine whether you are a UK taxpayer yet to be updated for 2023/24)



CRAWLEY U3A: Registered Charity N. 1029004

GIFT AID DECLARATION FORM

Did you know that you can Gift Aid Crawley u3a membership?. The Gift Aid scheme means the Government will provide a further 25% on top of your membership fee to help make the u3a funds go further in the activities it provides. If you are willing to Gift Aid your annual membership fee, please read the rest of this form, complete it and sign in the space provide to confirm your acceptance of the both the declaration and your consent to the use of your personal data.

In terms of joint memberships, each individual member will need to complete their own Gift Aid form, if either are not UK taxpayers and cannot provide a completed declaration. Then any claim will be based on the portion of the fee that related to the Member who provides a signed form.

If you are not sure whether you are a UK Taxpayer, please read the guidance provided on the back of this form.

Should your tax position changes once you have provided a completed from (e.g. you stop paying tax) then you should inform the Crawley u3a Treasurer.

Gift Aid declaration

I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years to Crawley u3a. I am a UK taxpayer and I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of the Gift Aid claimed on all my donations to this and other organisations in that tax year it is my responsibility to pay any difference

MEMBER DETAILS

Title			
Forename(s)		Surname	

Your full address

GENERAL DATA PROTECTION REGULATIONS 2018. Crawley U3A requires members to provide their personal information to claim gift aid from H.M Revenue and Customs. The data is held for a period of six years in accordance with HMRC requirements it is then securely disposed of. This information is stored in paper form and is separate from the Crawley u3a membership records. For a detailed description of our Privacy Policy please go to our website <https://u3asites.org.uk/crawley> or request a paper copy from the Secretary.

Please sign below to indicate your consent to the use of your Data and the Gift Aid declaration.

Signature(s): Date:

Agenda Item 7: Publicity Campaign and Member Recruitment Drive

Action for the Committee: To approve and submit further suggestions

From meeting between Communications Coordinator and Chair 5th April

1. Publicity via the leaflet

Now that we have 5,000 copies of the updated leaflet, we need to consider where and how to distribute it. I suggest the following:

- Ask permission from County Mall to spend a few hours there handing out leaflets to passers-by (Communications Coordinator to speak to Carol Allen who has a contact there)
- Ask Group Leaders if they would like leaflets to hand out to members of their groups, with a view to GLs and their members passing them on to friends and neighbours who are not u3a members
- Ask members via the newsletter if they would like a supply of leaflets to hand out to friends and neighbours
- Take a large supply of leaflets to the Midsummer Celebration and ask a few RUGs and members if they would hand them out in Queens Square
- Community Centres, e.g. Broadfield, Bewbush & Maidenbower Pavilion
- Crawley and Broadfield Libraries
- Crawley Community Action at Gleneagles Court
- Town Hall (can the Chair help with this?)
- K2 (I have a contact in Crawley Wellbeing)
- Churches, e.g. St Paul's and St Andrews in Furnace Green
- The Friary
- Supermarkets
- GP surgeries (social prescribing)
- Neighbourhood noticeboards
- Railway stations

This list is by no means exhaustive and will be expanded over time.

2. Timetable for leaflet distribution

- After Easter contact GLs asking if they would like supplies of the leaflet
- After Easter start distributing leaflets to the places listed above
- Late April/early May for County Mall leaflet distribution
- Request for members who would be prepared to hand out leaflets to friends and neighbours to go in the May newsletter, issued on 1 May

3. Poster/flyer.

Original thoughts were to produce 500 copies of an A5 flyer with a few photos of groups in action. Arguments for A5 are that it will take up less space on walls where we would like it to be displayed. Arguments for A4 are that it will be more noticeable, and we can fit more photographs on it rather than a few cramped ones on A5. The Chair suggested a small supply of A3 posters might be worth considering. Having revisited the Brand Centre when finalising the leaflet, I wonder whether, rather than opt for a flyer with photos, we should go for something a little more sophisticated with u3a

branding and swooshes. I will experiment with this as soon as possible and submit a few alternative designs to the Committee for their consideration.

4. Publicity for the Midsummer Celebration: timetable

- Copy deadline for Crawley South free magazine is 11 April. Requested insertion of a short article on the Midsummer Celebration along with a link to the website
- Copy deadline for Crawley North free magazine is 11 May. Will request insertion of short article before 11 May
- Crawley Observer – a letter for publication on the letters page will be sent to the Observer in early June with a request to publish it in the paper the week before 23 June
- Communications Coordinator to design a poster advertising our Midsummer Celebration, possibly to hand out at the same time as leaflets in County Mall, as well as asking for it to be put up in other places such as the Library
- Facebook. Before the June newsletter is issued I will ask a few people I know who live in different parts of Crawley if they would be prepared to advertise the Celebration on their neighbourhood Facebook page. I can cover Furnace Green and Margaret can do Pound Hill. In the June newsletter I will ask for volunteers for areas not already covered by the Committee and others

5. Recruitment

We need to find more places like Tilgate Forum to visit in order to promote and encourage people to join Crawley u3a.

When time permits I will give more thought to where we can go to promote the u3a and recruitment in general.

Sue Parker, Communications Coordinator 8th April 2023

Agenda Item 8: [Crawley u3a Policies and Documents and Trustee Ownership](#)

Actions for the Committee: [To agree on the responses to the questions below](#)

Purpose of this document

- To set out the various policies and documents Crawley u3a intends to produce, so we can schedule those still to be developed or requiring renewal within the next few months into the committee meeting schedule.
- To show which Trustee currently “owns” the document, that Trustee being the one responsible for drafting any updates.

Points to note

1. All documents placed on the Crawley u3a website are included, with the exceptions being
 - Meeting papers and minutes
 - Forms (accounting forms, incident forms)
 - The Annual Report and Accounts, and other items relating to the AGM, since by definition these must be produced annually.
 - Those which are Third Age Trust (TAT) policies and codes of conduct (listed in [Annex 1](#))
2. Many of the policy documents are based on Third Age Trust (TAT) template/sample policies, though in some cases substantial amendments have been made. The Trust lets Chairs, Secretaries and Treasurers know whenever their sample/template documents are updated via the twice monthly “mailings” e-mail. The Secretary checks whether these changes are significant (i.e. more than merely updating of references and formatting changes) and if so will report this as part of their monthly report, and amend the future committee meeting schedule to include a review.
3. In September 2022 TAT issued a sample Environmental Policy. This is the only TAT policy we currently do not intend to adopt.
4. The current work on Beacon Access Privileges and the tasks necessary to ensure compliance with GDPR may well mean more documents being added to the list.

Terminology

A governing document is a legal document which represents the rule book for the way in which an organisation (will) operate. A governing document usually contains information about an organisation's purpose and goals, and how decisions are made and by whom. Our Constitution document is Crawley u3a's governing document.

A policy is a set of principles to guide actions in order to achieve a desired outcome.

A procedure is a written set of instructions that describe the approved and recommended steps to achieve a particular policy. Procedures supplement policies and describe how the policy will be implemented and met.

Guidelines are general recommendations which are not mandatory or required.

Questions for the Committee

1. Do you approve the composition of the list below or should there be additions and/or deletions?
2. Is the Trustee(s) assigned to each of the policies the correct one(s)?
3. Should we continue with the Members Handbook (see note 3)

List of Crawley u3a Policies & Documents

No	Policy	When approved by the Committee	Trustee	Notes
(A)	Legally Required			
1	Constitution (2022 version)	Approved at Crawley u3a at AGM on 11/11/22. Obtained TAT approval for the change on 23/02/23.	Secretary	
2	Data Protection Policy	April 2nd 2023	Secretary	
3	Privacy Policy			
4	Legitimate Interest Assessments for: <ul style="list-style-type: none"> • Membership • Emergency Contacts 			
5	Copyright and Licenses		Secretary	Prioritise -schedule for 10 th May meeting
(B)	Policies to protect our members and strongly recommended by TAT			
1	Equality, Diversity & Inclusion (EDI)	January 11 th 2023	Chair	
2	Accessibility Policy	March 8 th 2023	Access Coordinator	
3	Safeguarding Policy	March 8 th 2023	Chair	
4	Disciplinary Policy	Dec 15 th 2022	Secretary	
5	Complaints Procedure	Dec 15 th 2022	Secretary	Not strictly a policy, but referred to by policies
(C)	Policies, Procedures & Guidelines required to operate Crawley u3a			
1	Committee Procedures	n/a – none previously	Secretary	Scheduled for June 14th
2	Financial Policy	March 8 th 2023	Treasurer	
3	Financial Policy: Delegated Decisions	March 8 th 2023	Treasurer	Additional items to be approved on April 12th
4	Communications Strategy	November 2022	Comms Coordinator	Procedures to keep web site up-to-date scheduled for June 14th

No	Policy	When approved by the Committee	Trustee	Notes
5	Trustees Handbook	December 2022	Secretary	Additional information to be added shortly
6	Trustee Induction Checklist	December 2022	Secretary	GDPR and Beacon Access Privileges to be included
7	Role Profiles	See Note 1 . An update scheduled for June 14 th	All Officers	See Note 1 . An update scheduled for June 14 th
8	Trustees Tasks		Secretary	
9	Procedures & Reference Guide for Group Leaders	September 2022	Groups Coord with others	See Note 2 Treasurer & Secretary to assist where necessary
10	Guidance on Insurance	November 2022	Secretary	
11	List of Policies & documents with Trustee assigned	To be considered at the April 12 th meeting	Secretary	
12	Equipment held for Groups and other volunteers to borrow	January 2023	Treasurer	
(D)	Documents for Members			
1	Members Application form	2023/24 version to be brought to the May 10 th meeting	Members Coord	
2	2023/24 Membership Fee Payment Options	Early September 2023	Treasurer	
3	Members Handbook (currently in two parts)		Members Coord	Do we still need this? See Note 3
4	Groups Directory	Updated by Comms Coordinator monthly	Comms Coord	Could this be made more automatic by connecting to Beacon?
5	Covid-19 Guidance (exactly as TAT template)	No approval. No changes made to TAT guidance.	Secretary	

Note 1 Role Profiles and Trustees Tasks

Role Profiles includes all the Trustee and Committee Support roles. The current version shows Officer Roles as agreed by the Committee on 28th June 2022 and the provisional new Access Coordinator role agreed on 22nd November 2022. The other non-officer Trustee and support roles are a combination of the June 2018 document and amendments proposed as part of proposed re-organisation developed in Summer 2022. The work on this was never completed as the re-organisation is not feasible until we have recruited more volunteers for both Committee and support roles.

The intention is that the profiles of roles currently filled will be condensed down to essentials with the more routine tasks listed on a separate Trustees Tasks document.

Note 2 Procedures & Reference Guide for Group Leaders

This will be co-ordinated by the Groups Coordinator but all other Trustees will be responsible for contributing specific components e.g.

Chair	Reference to policies listed under (B) above
Secretary	Data Protection & Privacy
Comms Coord	Material for Newsletters and other publicity
Members	Welfare (assuming still responsible for this)
Access Coord	Accessibility Procedures and Guidelines

This will be discussed more fully once the next update is planned.

Note 3 Members Handbook

Do we still require this given all the information included is available elsewhere on the Members page? For the very relatively few members who do not have access to the internet it would be easier to just print off the relevant documents.

Margaret Lloyd, Secretary 8th April 2023

Annex 1: Third Age Trust Policies & Code of Conducts

	Documents & Policies Fixed by the u3a Third Age Trust (the Trust) with no scope to amend		
	Updates and dissemination only required when TAT makes changes		
	Title	Crawley u3a web	Last Crawley web update
	For all U3a Members (made available to all new members)		
1	Motto, Vision, Mission & Principles	Combined under Documents	Nov 2022 (to reflect branding changes)
2	Member Code of Conduct		
	For all u3a Trustees (Committee Members)		
(A)	Trustee Responsibilities	Combined under “For Trustees”	Nov 2022 (to reflect branding changes)
(B)	Trustee Code of Conduct		
(C)	Terms of Membership of the u3a Trust		

Agenda Item 9: Updates to Financial Policies

Actions for the Committee: To agree responses to the questions below

1. Accounting for Paid Tutors & Speakers.

Following the recent Group Leaders meeting, requests are now coming forward to engage learning support through external people. This raises two questions:

- 1) What is the employment relationship with these people?
- 2) Who pays the additional cost?

In term of the employment status, unless the external person is engaged on a “self-employed” basis the u3a will be law need to comply with PAYE regulations and set up Crawley u3a as an employer. This is a significant administrative task that I would like to avoid.

The current employment regulations issued by the HMRC, says in summary, that any payment made to an individual for services provided will need to be accounted for as income to that individual and reported accordingly as PAYE earning. If that individual has not made their own accounting and payment arrangements with the HMRC then the liability rests with the paying organisation.

TAT current policy position is based on the Mutual Aid Principle, that u3a’s should not be paying for Tutors or Speakers.

The TAT current financial guidance provides a general separation of this type of external support into two categories “Speakers” and “Paid Tutors”, but does not provide any detailed definition of what is meant by each heading. It does imply and assume that “Speakers” are likely to be engaged on a one-off basis and therefore as long as the costs are agreed up front and the costs are paid via an invoice provided by the Speaker, the risks to the u3a of infringing the employment regulations are low. This may not be the case for a “Paid Tutor” where the support may extend over a longer period of time and for a number of repeat sessions. (e.g., Yoga teacher). In this case the risks to the u3a increase unless the engagement is undertaken in a formal way that ensures the Tutor is self-regulated for taxation purposes.

To provide a platform to start to manage this situation, the first step would be to agree a definition for both “Speaker” and “Paid Tutor”. The second step would be for the Treasurer to put in place a written procedure that should be followed for the engagement of both a Speaker and a Paid Tutor. This should include any specific insurance issues that need to be taken into account.

The Committee is asked to agree the following definitions:

Paid Tutor - Someone who by working with an individual member or group of members imparts skills and knowledge on a regular basis over an agreed period of time.

Speaker – Someone who imparts skills and knowledge though a single lesson or event.

The second issue is who should pay for the costs of the Speakers or Tutors. The current Speakers being engaged for the monthly meetings are funded from the annual membership fee.

Our Financial Policy already states that the cost (fees or expenses) of a Paid Tutor should be fully funded by the Group that benefits from the services, as it would be unfair to expect other activity groups to fund/subsidise those costs through the £2 Attendance fee arrangement.

This leaves the issue of who should pay for any Speakers who are engaged by an activity group. There are two options for the Committee to choose from.

- 1) The additional cost is to be funded by a supplementary contribution from the members of that group.
- 2) The costs are allowed within the definition of “Consumable Expenses” and funded from the standard Attendance Fee. If this option is chosen then to be fair to all groups a limit would need to be put in place on the number of times a single group could engage a Speaker in any term or year.

The Committee is asked to determine which option to apply.

2. Update to Financial Policy – Charitable Objective / Trips

Following on from the Secretary’s and Treasurer’s emails. The Committee is asked to endorse the approach set out within those emails, which is:

1. Add a new sentence, into both Section 5.4 Activity Groups and Section 5.5 Social Activities.

All activities undertaken must be compliant with the Crawley u3a’s charity objectives as set out in its published constitution. A copy of which is available on the website.

This will make it clear to anyone reading either section in isolation that the charitable objectives apply to both routine activities and Trips/Outings.

Does the Committee agree to this?

2. The following wording agreed at our January 2023 meeting be added to the Financial Policy delegated decision schedule. (The wording in Red is additional to the original minute).

It was agreed that trips involving nights away, ~~and which were~~ **are** judged to be holidays rather than study trips, should not be treated as falling within Crawley u3a’s activities as they do not align with Crawley u3a’s charity objects. Hence deposits for such trips should not in future go through Crawley u3a’s bank account or financial accounts **and members would need to pay the organiser or holiday operator directly.**

3. In addition the following definition of what constitute a ‘holiday’ as opposed to a ‘study trip’ be adopted and be included in the FP delegated decision schedule.

A Holiday will be defined as a trip involving merely travel to a destination, staying at least one night at that destination, and then travelling back to Crawley with no compulsory programme of activities.

A Study Trip would be the same as a holiday but would include some compulsory structured programme of activities or visits, designed to impart learning.

Does the Committee agree to this?

4. That further consideration be given to incorporating the need to meet the Charitable Objective as a risk to be included within our Risk Management guidance and templates.

Does the Committee agree to this?

5. That revised guidance be issued to GL’s as part of the next update of their procedural guide. The guidance to include the following:

If a potential Member decides to run a holiday, it will be a non-u3a holiday as long as.

- (i) they do not adopt u3a branding or use the u3a term in any way (to avoid being seen as ambassadors).

- (ii) seek to use the u3a bank account to hold deposits or any other receipts or payments in respect of the Holiday
- (iii) do not use any other u3a or TAT resources e.g. advertise in newsletters, using Beacon for admin, or the TAT insurance

The Committee is not involved in such holidays, nor does it have to be informed.

If a holiday trip wants to make use of any u3a or TAT resources including branding or bank accounts, then it needs to be classified as a u3a Holiday and the Committee appropriately informed. The GL will be expected to be transparent in how any spare places will be offered to members, after the relevant Group members have had the opportunity to book a place.

Does the Committee agree to this?

6. A further separate question has now been raised from a Member on how the cost of evidencing the application of a “free” Group Leaders place on a Study Trip or Holiday should be accounted for. The issue of “free places” comes from TAT financial guidance that any benefits or discounts offered from holiday organisations should be equally shared across the members who are going on that trip or holiday. The Member involved, I think has confused this issue with the fact that we use the term “free place” to refer to Group Leaders not having to pay the appropriate fee for running and administering Activity Groups and Day Trips. The current wording on the Financial Policy is:

5.1.6 As Group Leaders have responsibility for the organisation and delivery of activities and events the Committee have the power to waive any associated attendance and management fees for those individuals.

To clarify the situation, I feel we need to make a clear statement that paragraph 5.1.6 only relates to Activity Groups and Day Trips and does not apply to Study Trip or Holidays.

The Committee is asked to agree to extend the decision made at the 11th January, which increased the number of Group Leaders who could be entitled to waiving of fees from 1 to 3 per group, by including the following wording in red.

“Group attendance and Outdoor membership fees are waived for up to three Group Leaders per activity/groups, this includes day trips. No waiver is applied to Study Trips or Holidays”

Does the Committee agree to this?

7. The second issue to be address is that, if a discount was offered on a Crawley u3a Study Trip or Holiday, how should it be accounted for and how can we as Trustees be assured that the discount has been fairly distributed across all members attending.

As Treasurer I do not want to complicate the accounts with unnecessary financial transactions come in and out of the bank account or hold onto Members money unnecessarily, but if the event has been deemed to be a u3a event then I do need to account for all the associated income and expenditure within the published accounts.

Paragraphs 5.2.1 and 5.5.3 of our Financial Policy (set out below) tasks the Committee with setting the guidance and rules for Group Leaders to follow.

5.2.1. The Committee will inform (via the Treasurer) Group Leaders as to the approved process for all payments made on the u3a’s behalf. Especially relating to:

- *When a trip is organised by and paid through the u3a or paid direct*

When payments may be claimed back by Group Leaders.

5.5.3 Before any trips, outings or events are undertaken the Group Leader or Event organiser will need to agree with the Treasurer and Group Coordinator what records need to be kept to:

- keep accurate accounts and comply with legal requirements,
- maintain transparency and trust for all concerned, and
- minimise risks and potential loss of funds.

The current guidance to Group Leaders is set out below:

6.2.6 On all trips run by the u3a Group Leaders should discuss potential costings and pricing with the Treasurer when they are considering or planning the trip or event to ensure that all financial risks have been considered.

In practice apart from a few exceptions this is not being followed.

The question of evidencing the application of a “discounts” or “benefits” can be covered within the way the costing of a trip is presented; without the need for any unnecessary money to flow in and out of the bank account.

A Study Trip or Holiday is different to a normal day trip or activity group. The costs are significantly higher, and the potential risks are also greater.

The Committee is asked to adopt the following policy position.

On a Study Trip or Holiday, the determination as to how any discount or benefits offered to the trip are applied will be down to the agreement of those Members who are attending that event. All cost implications must be accommodated within the overall costs of the trip.

For a Study Trip or Holiday to be accepted and endorsed as a u3a Trip, the Committee will need to be provided with both the full costings of the Trip and the Risk Assessment in advance of the Trip being advertised to Members, or branded as a u3a event.

Does the Committee agree to adopting these policy position?

3.Charging Carers

We need to agree and formally document our position on whether Carers should be charged for attending u3a activities and trips.

Our EDI policy establishes our position on Carers supporting our Members to get to and attend our activities, but does not cover the financial implications of them doing so in terms of the financial implications for the u3a.

Non-professional Carers (i.e. family and friends) are covered by the u3a insurance. Professional Carer should have their own insurance arrangements in place. So, insurance is not an issue.

The issue is covering the costs the u3a incur.

In terms of Carers being with the member at an activity group, so long as the attendance of the Carer does not cause the u3a to incur additional cost, such as needing a large room because their attendance cause us to exceed the rooms maximum capacity, then there is no reason to consider asking the Carer for a contribution towards our costs.

The Committee is asked to adopt the following policy stance.

As long as the attendance of a Carer does not increase the costs to the u3a then Carers will be able to attend Activity Groups free of charge.

In respect of Carers attending paid Trips and Outings the situation is different. The total costs of such trips are collectively paid for by the Members attending them, therefore by going on the trip the Carer is both taking a place that could be taken up by another Member and incurring costs which it would be unfair to ask the other Members going to pay for within their contributions. Therefore in financial terms the most

equitable and fair approach would be to have to ask the Carer to pay a equal contribution as any other Member towards the costs.

The Committee is asked to adopt the following policy stance.

If a Carer wants to go with the Member on a paid trip or outing then the Carer will have to pay the same level of contribution as any other Member would towards the costs of that trip or outing.

Graham Friday, Treasurer 7th April

Agenda Item 10: Process for the appointment of a new external examiner for the accounts (2)

Action for the Committee: To approve the proposed actions in green

The proposed set of actions to appoint a new external examiner was approved by the Committee at the March 8th Committee meeting, under Agenda Item 13.

Due to the number of other actions I had taken on from the March 8th meeting I did not manage to achieve all those actions scheduled to be done before April 12th, but I have made some progress. There is plenty of scope to catch-up and still achieve our intended deadline of appointing a new Independent Examiner at our 14th June meeting.

Actions taken since March 8th

1. Approached Crawley u3a members who might be qualified to act

On 3rd April I sent the e-mail message shown in [Annex 1](#) to eight Crawley u3a members (full and associate) who described themselves as accountants on their membership application forms. I arrived at this list by taking all the current members denoting themselves as having been an Accountant/Finance Director/Finance Controller and excluding:

- (i) Those who, to my knowledge, either are or have been Committee members and/or Group Leaders, and
- (ii) Those who have been members for more than 10 years, on the basis that their accountancy knowledge would probably be out of date by now.

Of these eight, two of which were Associate members, four responded declining the opportunity, three have not yet responded (I requested a response by 21st April, so there is still over a week to go), and one, George Stringer, an Associate member from Horsham u3a, expressed an interest. His response, and my subsequent reply, are shown in Annex 1.

2. Investigating what our neighbouring u3as do in terms of external examiner appointments

The table shows financial information obtained from the Charity Commission (CC) website for each u3a.

- a) This data comes from the on-line Charity Commission (CC) Annual Return (not to be confused with the Annual Report and Accounts (AAR) or the Third Age Trust Annual Return) which must be submitted to the CC within 10 months of the year-end (hence the most recent year-end for which data is shown should end earlier than 31st May 2021).
- b) The full Annual Report and Accounts need only be submitted with the Annual Return if income for that year exceeds £25,000.
- c) Hence East Grinstead is currently the only u3a which must, like Crawley, submit an AAR for the most recent year-end (this is why I have placed a thicker border around its income level). The three other West Sussex u3as have all exceeded the £25,000 income level in the past, noticeably before Covid-19 struck. This suggests that either the scope of their activities have reduced or they have changed their methods of accounting for trips and outings.

	From Charity Commission web-site				
	Charity Overview Tab				AAR Tab
U3a	Number no.	Most Recent FY			Most Recent
		Ending	Income	Expenditure	
West Sussex					
Burgess Hill	1037044	31-Dec-21	11,477	(8,070)	31-Dec-19
East Grinstead	1057226	31-Aug-21	44,509	(46,952)	31-Aug-21
Haywards Heath	1008994	31-Jul-22	24,254	(32,368)	21-Jul-20
Horsham	1054606	28-Feb-22	16,322	(16,845)	31-Aug-19
Surrey					
Horley	1057226	31-Dec-22	2,571	(2,344)	None - n/a
Reigate & Redhill	297529	31-Mar-22	22,264	(22,163)	None - n/a

- d) Likewise an examination of the accounts by an Independent Examiner is only required if income exceeds £25,000 (though Haywards Heath chose to continue with an independent examination for their year-end 31st July 2022).
- e) Of the four u3as for which full accounts are available at least for one year within the past five, only one, East Grinstead, appeared to use an accounting firm (a single person firm, Alexandra Durrant Ltd, now merged into the larger firm Richard Place Dobson). Their fee for the 20/21 year was £330 (19/20 £315). For 2021/22 Crawley u3a, with an income of £34,865, paid a fee of £300.
- f) Burgess Hill, Haywards Heath, and Horsham u3as seem to have used examiners who were not part of a practicing accounting firm. The examiner used by Haywards Heath did state his qualification (FCA indicating he was a fellow of the Institute of Chartered Accountants for England and Wales (ICAEW), meaning he had gained at least ten years post-qualification experience and training), but those used by the other two did not indicate their accountancy qualification. There is no way I can determine whether these examiners were members of the relevant u3a.
- g) Under the charities SORP (FRS 102) charities must disclose in the notes to the accounts the amount payable to their auditor or independent examiner. Only East Grinstead indicated the fee, so the examiners for Burgess Hill, Haywards Heath, and Horsham u3as must have acted pro-bono.
- h) It is common practice for accountants to act as Independent Examiners pro-bono in this way. The ICAEW (institute of Chartered Accountants for England and Wales), in its webpage "Giving back as a pro bono Independent Examiner" states " if you volunteer your services [as an independent examiner] or charge less than £100, you do not currently need a practising certificate if the charity's income is less than £250,000". Given that many chartered accountants never possess a practicing certificate (which requires working as an auditor for a further two years after qualifying) and that those who once did are unlikely to continue holding one after retirement (since it costs £395 per annum) this implies that most ex ICAEW accountants (and probably members of other accounting bodies) acting as external examiners do not charge a fee.

3. **External Examiners used by Crawley Charities with income between £25,000 and £250,000 use**

It was difficult to find many Crawley Charities with income within this range. Most locally based charities with premises and staff (such as churches, Crawley Community Action, and Crawley Open House) usually require income considerably in excess of £250,000 and charities requiring neither premises nor staff, such as Crawley Audio News, tend to have lower income. Sports clubs usually do not operate as charities and are subject to different arrangements.

Crawley based charity	Year	Income	Independent Examiner	Fee
Gatwick Aviation Museum	30-May-21	84,920	Richard Place Dobson Services Ltd	3,200
Crawley Museums	31-Mar-22	99,853	Nic Allen, described as a company director.	nil
West Sussex Mediation Service	31-Mar-22	81,179	Sushma Clark (FCMA), Your Accounts Team Ltd, Brighton	nil
Olive Tree Cancer Support	31-Aug-21	114,935	Ian Lineham, ICAEW	nil
Crawley United Reform Church	31-Dec-21	117,616	GW Schulz ACMA, independent Examiners Ltd, Chichester	780
Gatwick Airport Community Trust	31-Dec-22	50,000	Graham Hunt, FCA. Kreston Reeves LLP, Horsham	660
The Easter Team	31-Dec-21	87,931	Alan Wigley FCA	nil

When looking at local Charities whose income exceeded £250,000 I did notice that a good proportion used Richard Place Dobson services ltd as their auditors. [Home | Richard Place Dobson | West Sussex](#)

They make a point in catering for charities and not for profit concerns, though they might charge more than we would want to pay.

Proposed Actions

- 1) That I, the Chair and Treasurer meet with George Stringer to follow up his expressed interest in becoming our new independent Investigator.
- 2) If either ourselves or George Stringer decide they are not interested in appointing him as examiner, then we will make further attempts to find a suitably qualified person who would be prepared to undertake the role pro-bono.
- 3) At the same time I draw up a shortlist of up to six potential accountancy firms in Crawley (and possibly surrounding areas), compose a draft standard letter inviting tenders, and ask the Chair and Treasurer to approve this before sending it out.

Annex 1: E-mail to Accountant Crawley u3a Members and Correspondence with George Stringer

E-mail to accountant members April 3rd

From: secretary@crawleyu3a.org.uk

To: Sent: Monday, 3 Apr, 23 At 10:43

Subject: Would you be interested in acting as Independent Examiner of Crawley u3a Accounts to give back to your u3a: Please let me know by April 21st

Dear xxxx,

I believe that when you joined Crawley u3a and were asked about your previous occupation you stated that you were an accountant, and this is why I am contacting you now. The Trustees of Crawley u3a are currently looking for a new Examiner of Accounts to carry out an independent examination of its accounts, starting for the year ending 31st August 2023. This would be an excellent opportunity to "give back" to your u3a.

I attach the Annual Report and Accounts for the year ended 31st August so you can see the format of the accounts. Crawley u3a is registered as a charity with the Charity Commission (registered number 1029004) and as its annual income is greater than £25,000 an "independent examination" is required. An independent examination is a "light touch" scrutiny involving the examiner checking for specific matters only. It does not involve forming an opinion as to whether the accounts are "true and fair". As our income is less than £250,000 you do not need a practising certificate, although we would expect you to have been a member of one of the recognised professional accounting bodies.

Other things to note:

1. Members of a u3a are permitted to act as an Independent Examiner of that u3a, as long as they are not connected to any of that u3a's trustees, past and present, or have held any role which could be termed "administrative", which we take to include Group Leader roles as well as Committee support roles.
2. A background knowledge of the charitable sector and the key governance and reporting requirements that are specific to charities would be useful, but not essential as the Charity Commission publishes full guidance (Independent examination of charity accounts: examiners (CC32)).

GOV.UK (www.gov.uk) <<https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-examiners-cc32>>).

The ICAEW (Institute of Chartered Accountants of England and Wales) also provides useful advice:

Giving back as a pro-bono Independent Examiner: <<https://www.icaew.com/technical/charity-community/articles/giving-back-as-a-pro-bono-independent-examiner>>

3. The Crawley u3a Treasurer, Graham Friday, would go through the accounting system with you and explain his procedures well beforehand. We would not expect the actual examination to take more than a day or so but it would need to be done during the fairly narrow window within October, so you can complete the exercise before the Annual General Meeting on November 10th.

If you are interested in finding out more could you let me know by April 21st? Please contact me by return if e-mail if you want to fix a telephone call to talk further (I was a Chartered Accountant and worked for a charity so I know what is involved). Be assured that an expression of interest at this stage does not commit you.

Thank-you for considering this,
Margaret Lloyd

Response from George Stringer April 3rd

From: georgestringer@btinternet.com georgestringer@btinternet.com <georgestringer@btinternet.com>
Sent: Monday, April 3, 2023 11:28 AM
To: secretary@crawleyu3a.org.uk
Subject: Re: Would you be interested in acting as Independent Examiner of Crawley u3a Accounts to give back to your u3a: Please let me know by April 21st

Margaret,

Thank you for your invitation.

Before I retired I was a practising Chartered Accountant. In 1992, I moved from Reading where I was a partner in Grant Thornton to Plymouth, where I bought a small practice. I retired from general practice in 2002.

I then joined the Abbeyfield movement in Plymouth and held various trustee roles in the South West. I also served as a trustee of the national Abbeyfield Society for some years.

I also joined the Plymouth U3A in 2002. Before we moved to Horsham in October 2021, I ran a modern history group. I also served a three year spell as chairman and one year as relief treasurer.

I am not aware of any connection with Crawley trustees. However, at the March meeting of Horsham U3A I was voted in as Chairman. This may effect the view of your trustees.

Regards

George Stringer

My Response to George Stringer April 6th

From: secretary@crawleyu3a.org.uk <secretary@crawleyu3a.org.uk>
Sent: Thursday, April 6, 2023 6:56 PM
To: 'georgestringer@btinternet.com' <georgestringer@btinternet.com>
Subject: Independent Examiner of Crawley u3a Accounts

George,

Thank-you very much for responding so promptly, and congratulations in becoming Chairman of Horsham u3a.

Being a Trustee of another u3a is not a barrier to acting as the Independent Examiner to another u3a as indicated by this paragraph in the Third Age Trust Guidance on Finance Matters:

The independent examiner can be a member of your u3a but cannot be a Trustee. They cannot be related parties to an EC member either, this includes familiar/in-laws or business partners. They do not have to have an accounting background. A good understanding of basic record keeping would suffice. A common practice is to ask a Treasurer from another local u3a to examine your accounts

We have one of our monthly Trustee meetings on Wednesday April 12th and I will let my fellow trustees know of your initial interest, and I will be in touch with you after that to possibly arrange an actual meeting if you are still interested. You may well find that acting as Chair is quite time consuming!

I hope you have a good Easter,

Regards,

Margaret Lloyd, Secretary, Crawley u3a

Agenda Item 12: Draft agendas for next two meetings

Action for the Committee: To comment

May 10th meeting		
2023/24 Budget Assumptions and Fee levels (2)		Treasurer
Use of reserves		Treasurer
actions to ensure GDPR compliance (inc Beacon access privileges)		
Appointment of new External Examiner : Progress report		Secretary
Progress on web-site update		Comms Coord/Secretary
Actions to recruit more volunteers		Chair/Comms Coordinator
Design of 2023/24 New Members & Membership renewal forms		Members Coordinator
Copyright & Licences document		Secretary
Activity Groups learning enhancement		Chair/Groups Coord
Access location guide		Access Coordinator
June 14th meeting		
Papers for 2023/24 Fees members meeting		Treasurer
Appointment of external examiner: Appointment approved		Secretary
Term 2 22/23 Budget Monitoring		Treasurer
Agree procedures to keep website up to date		Comms Coord/Sec
Options on investment of funds		Treasurer
Confirmation of Membership Renewal timetable		Members Coordinator
Trustee Tasks Lists and shortened role profiles		Secretary
Committee Procedures		Secretary