

## Agenda for Committee Meeting at 4.15 p.m. on Wednesday 13<sup>th</sup> September 2023

### Members Coordinator Home

No	Description	Lead	Pages
<b>Standing Items</b>			
1.	Apologies for absence (Treasurer, Groups Coordinator, & Access Coordinator)	Chair	
2.	(i) Approval of Minutes of 9 <sup>th</sup> August meeting and matters arising (ii) Review of Action Log as of 10 <sup>th</sup> September and actions arising	Chair	2 - 5 5 - 6
3.	Monthly Updates from Third Age Trust and Committee Members	Chair	7 - 9
<b>Non-Standing Items for Discussion</b>			
4.	Update on Membership Renewal (Full report to be presented to October 11 <sup>th</sup> meeting)	Members Coordinator	-
5.	Preliminary Discussion on 8 <sup>th</sup> September Open Day (Report to be presented to 11 <sup>th</sup> October meeting)	Comms Coordinator	-
6.	19 <sup>th</sup> September New Members Meeting	Chair/Members Coordinator	-
7.	Organisation of events for remainder of 2023: 2 <sup>nd</sup> Oct GLs meeting 30 <sup>th</sup> Oct Coffee Morning 17 <sup>th</sup> Nov RUGS event 8 <sup>th</sup> Dec Xmas party		10 - 12
8.	AGM 2023: Approval of Formal Notification Documents	Secretary	13 - 19
9.	Committee Structure after November 2023		-
10.	Draft Agendas for next two meetings		
10.	AOB	Chair	
Next Meeting: Wednesday 11 <sup>th</sup> October St Paul's Room 6			

## Draft Minutes of the Committee Meeting held 9<sup>th</sup> August at 4pm

### Saint Paul's Northgate

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

#### Agenda Item 1: Apologies for absence

None

### Report from and Discussion with Open-Day Working Group (WG)

#### Agenda Item 2: 8<sup>th</sup> September Open Day Proposed Arrangements

**In Attendance:** Isabel Baker (from the Open-Day WG)

Isabel was welcomed to the meeting. She stated that the floor plan was now complete.

The questions raised by the Committee were dealt with as follows::

1. **Laptop** It was agreed that there was little point in using this at the Open-Day, given the poor quality of the wi-fi signal at the Friary Hall. Graham would take the laptop to a suitable shop to get it unlocked when he has time.  
**Action:** Graham to unlock the laptop last used by the ex-Assistant Treasurer.
2. **List of Group fees** It was agreed this was not needed, given that visitors could ask the Group Leaders for this information, and that such information would be covered on Group one-page leaflets.
3. **Guest Fees.** These are designed for members of other u3as wishing to attend Crawley u3a groups but not wanting to become full Affiliate members. So far only the Folk Group had said they would be willing to admit members from other u3as paying Guest Fees.  
**Action:** Groups Coordinator to ask all Groups whether they are willing to admit members from other u3as paying Guest Fees.
4. **One-page leaflets for Groups** IT was agreed that the Group Leaders (GLs) for Groups represented at the Open-Day would be encouraged to produce these.  
**Action:** Groups Coordinator to send all relevant GLs the example for Poetry, stating that Sue Parker was able to provide copies of any relevant Group photos she had.
5. **Groups not represented.** All Groups with vacancies would be represented, and the Groups Coordinator provided a list of these.

The following actions were also agreed:

**Action:** The Working Group to confirm to the Treasurer what equipment he was to provide

**Action:** Secretary to produce new format Groups Directory

The next meeting of the Working Group is scheduled for Monday 21<sup>st</sup> August.

## Additional Item outside the Agenda

### **Additional Item: Improving Committee Performance**

The Chair summarised the content of the note “Improving Committee Performance” he had sent to Committee members, explaining that the protocols it laid out for the conduct of Committee meetings included none that were new or unexpected for committees of this type.

A couple of Trustees commented that they had perceived the note to be overly critical and unjustified, and that they were puzzled by the implication that the committee had gained a poor reputation for the quality of its meetings. A general discussion followed, moving on to the type of language we should use in communications to our members and a consensus that when both speaking and writing Committee members should aim to be as straightforward, clear and concise as possible so there is no confusion over the points being made.

## Standing Items

### **Agenda Item 3(i): Minutes of the 12<sup>th</sup> July meeting**

The minutes were approved with no amendments.

### **Agenda Item 3(ii): Review of Action Log at 5<sup>th</sup> August and Matters Arising**

The Secretary confirmed that there was nothing which needed to be brought to the Committee’s attention.

### **Agenda Item 4: Monthly Updates from the Third Age Trust and Committee Members**

#### **Secretary’s Report.**

The treatment of the Secretary’s five additional licences from her recent Microsoft renewal was agreed.

## Non-Standing Items for Discussion

### **Agenda Item 5: Membership Renewal:**

The Members Coordinator stated that she had found the amount of criticism received as a result of the 28<sup>th</sup> “Advance notice of renewal” e-mail frustrating and demoralising. She pointed out that although the e-mail had been sent from Ann Sole’s e-mail account she herself had approved it; Ann had sent it because she herself was about to go on holiday. She did not learn that Ann herself was going on holiday during early August until later, and she now required assistance to gain access to the [membership@crawleyu3a.org.uk](mailto:membership@crawleyu3a.org.uk) e-mail account to pick-up members’ responses.

The Crawley u3a Privacy Policy states that paper membership forms are kept to the end of the financial and membership year following that to which the document relates. This is to (i) check the information input into Beacon against should the need arise and (ii) provide a back-up to the Beacon system (run by the Third Age Trust) if we were to lose access to it.

The Secretary pointed out that the Beacon Administrator saved the Beacon data down to a spreadsheet each week, but agreed it could be useful to keep the paper copies for a while, as long as they were kept secure and GDPR processes followed. It was also pointed out that only a minority of members would be updating their membership details electronically.

**Action:** The Access Coordinator to assist as soon possible the Members Coordinator in accessing the relevant e-mail account.

**Action:** Chair to draft a response to each of the members who posed questions, and to check them with the Members Coordinator before sending.

**Action:** The Members' Coordinator to ensure that the renewal process was fully documented for future use.

**Action:** Members Coordinator to ensure that, as part of the work done on documenting Trustee and Support roles, that Ann Sole's role and title (to be reflected in her e-mail address) would be defined and agreed by the Committee.

#### **Agenda Item 6: Priority Seating on Coaches and Friary Meetings**

The Committee agreed this proposal. The Access Coordinator explained that O&A leaders did already ensure that the front seats in coaches were reserved for those who required it, but that it would be helpful to be able to have reusable laminated notices.

**Action:** Access Coordinator to amend the proposal to take on board the Committee members' suggestions before sending to the leaders of the RUGS and/or the O&A Leaders to seek their views on the practical and best approach to implement this idea.

#### **Agenda Item 7: Planning for the 2<sup>nd</sup> October Group Leaders' (GLs) Meeting**

The draft agenda was agreed by the Committee. The final draft agenda to be brought to the September 13<sup>th</sup> meeting for final approval.

#### **Agenda Item 8: AGM 2023 Draft Timetable**

This was agreed by the Committee. It was pointed out that administration of the option to vote by proxy would require some care.

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

The general approach outlined broadly met with approval, but trustees needed more opportunity to consider the various options and submit their views before anything could be agreed.

The Committee appreciated all the valuable work undertaken by the Groups Coordinator and supported his proposal that he continue to perform most of his tasks after November, even though he will cease to be on the Committee. Further discussion was needed on how Groups would be represented at Trustee level.

**Action:** Secretary to ask all Trustees to forward her their comments on the proposals. She would then incorporate these into sections 4 and 5 and recirculate before the next meeting.

**Action:** Secretary to fix a session (no more than half a day) at an informal location to enable the Committee to agree on the preferred structure post AGM, and the process for recruiting to the Trustee and other vacancies (see [Agenda Item 10](#)).

#### **Agenda Item 10: Trustee Recruitment**

It was agreed that recruitment to Trustee roles should be dealt with as part of the work arising from [Agenda Item 9](#).

The Treasurer suggested an amendment to part of the amended "Information for Members Interested in becoming a Trustee) so that it could be used in future years.

**Action:** Secretary to amend and place on website

#### **Agenda Item 11: Draft Agendas for next two meetings**

The agenda for the September 13<sup>th</sup> meeting was provisionally agreed.

## Agenda Item 12: Any Other Business

1. The delays experienced by the Chair with his [Chair@Crawleyu3a.org.uk](mailto:Chair@Crawleyu3a.org.uk) e-mail were discussed. The Secretary reminded the Committee that these u3a web-linked accounts would soon be migrating to a new system (see under [Agenda Item 4](#) Secretary's monthly report item 4), and this might help to resolve the problems.

**Action:** Chair to get the settings of his account looked at and if he continues to experience delays when sending and receiving messages to revert to using his personal e-mail address.

2. The Chair explained he had had a meeting with the Group Leader of Short Mat Bowls earlier in the day about the inability of the current fees charged to cover the costs of hall hire.

**Action:** Chair to propose the action to be taken to address the deficit situation and to obtain the views of the Committee. This needed to be done soon, so action could be taken before the start of the 2023/24 year.

*The meeting finished at 17:50*

## Agenda Item 2 (ii): Action Log as at 10th September 2023

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

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

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

Meeting	Agenda Reference	Action	Progress/Comments
26 <sup>th</sup> April	11. Contents of crates handed over by Janet Boniface	Sort and log the historic items and old u3a papers held by Janet Boniface	<i>Work in progress. Yielding some useful info.</i>
14 <sup>th</sup> June	3. Comms Coordinator	Comms Coordinator to produce an Events Checklist - a list of actions which need to be carried out prior to monthly meetings, coffee mornings, and other events.	
	6. Outstanding Beacon Access Privileges and GDPR actions	General Management Items 4 & 6: Secretary to establish processes to ensure and demonstrate compliance	<i>In progress</i>
		Amend Beacon Roles as approved and communicate to all Beacon users once done so	All Committee and the Seasonal Outing & Speaker Organiser ones done. <i>Others still o/s</i>

<b>12<sup>th</sup> July</b>	Newsletter hard copy distribution	Communications Coordinator to update the hard-copy Newsletter delivery and postage list for early September	
<b>9<sup>th</sup> August</b>	O&A Phase 1 WG report May 2023 (update from Groups Coordinator e-mail to Group 2 & 5 members 10/08/23)	Non-participating members of O&A Groups 1, 4, 6 & 7 to be contacted to determine if they wish to continue to be members, to assess scope to take on more members (Groups 1 & 6 have already confirmed they do have some scope).	Groups 1 has some vacancies. Non-participating members have now been removed from O&A Groups 6 and it has some vacancies. Group 4 and 7 yet to respond but believed they are reluctant to accept new members.
	6. Priority Seating on Coaches and at Friary Meetings	Access Coordinator to amend the proposal to take on board the Committee members' suggestions before sending to the leaders of the RUGS and/or the O&A Leaders to seek their views on the practical and best approach to implement this idea.	In progress – waiting for views to be submitted.
	9. Committee Structure after November 2023	Secretary to fix a session (no more than half a day) at an informal location to enable the Committee to agree on the preferred structure post AGM, and the process for recruiting to the Trustee and other vacancies	Session fixed for Wed 4 <sup>th</sup> October 14:00. Length and location to be discussed – see <a href="#">Actions Arising</a> below
	12. AOB 2 Short Mat Bowls deficit situation	Chair to agree with GL actions to reduce the deficit going forward.	Discussions in progress

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

## Actions Arising

Need to agree length and location of 4<sup>th</sup> October meeting on future Committee structure and filling the vacancies

(N.B. the first 20 minutes of this meeting to be taken up with the Treasurer leading us through the 2022/23 accounts).

## **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. Annual Report and Accounts**

This was signed on 26<sup>th</sup> July 2023. See <https://u3asites.org.uk/crawley/page/123801> for a copy

##### **2. From mailings 31<sup>st</sup> July**

- New u3a Facebook to discuss the future of the u3a movement (<https://www.facebook.com/groups/u3aforthefuture>)
- New focus groups about learning within u3a (to join contact [learning@u3a.org.uk](mailto:learning@u3a.org.uk))
- u3a Festival 17 - 19 July University of York 2024

##### **3. From mailings 21<sup>st</sup> August**

The third Pilot Council meeting will take place on Wednesday 20 September. Please let us know any items that you would like on the agenda by emailing [Council@u3a.org.uk](mailto:Council@u3a.org.uk)

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

The notes from the meeting of the West Sussex Network held on Zoom on Friday 18<sup>th</sup> August have been added to the West Sussex Network Meeting Notes 2023 on the "[For Trustees](#)" page of the website.

The Chair and Secretary attended this meeting and raised the matter of the Third Age Trust grants.

The next WSN meeting will be held on Friday 18<sup>th</sup> October 2023 at 10:00am.

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

##### **1. U3a Chairs' Forum**

I participated in two zoom engagements this month at a regional and national level. The first of these, on 14 August, was the Chairs' Forum, an unofficial collective of u3a chairs who will gather periodically to share views on items of both local and national issues. Since this first meeting a Facebook Group has been setup.

Somewhat unfortunately the initial get together was devoted entirely to discussion of the only two motions going forward to the TAT AGM. In brief, the first motion asks the Trust to give greater prominence and power to smaller networks and clusters. This provoked little debate and, ironically, I learned at the WSN meeting that it was a SE Region proposal, likely to be withdrawn soon! The other motion, in essence, urged the TAT to mount a national campaign with the aim of increasing the u3a membership to 500,000. While there were one or two substantial, and reasoned, contributions on both sides of the question, the rather large zoom participation presented a scattergun of responses, and the meeting was soon over. I was impressed by the Chair of a u3a with 3,000 members who cautioned against an uncontrolled expansion of interest which might overwhelm existing infrastructures.

Unsurprisingly, the next Forum will discuss the key, and perennial, issue of committee recruitment!

##### **2. WSN**

The WSN (West Sussex Network) met on the 23<sup>rd</sup> of August, with some connection problems meaning that some u3a's were unable to participate. It took me almost 15 minutes to get in. The value of these meetings lies not only in attempts to solve and provide advice on shared problems, it also allows us to get some authoritative rendition of current TAT perspectives from our Regional representative, Susie

Berry, who was on hand to fend a question from our Secretary on the location of our earlier grant application! We are still waiting

While a record of the meeting can be found elsewhere (see under WSN Notes 2023 on the [For Trustees](#) page of the website) the list of topics raised included :- dealing with the deaths of members, Christmas Celebrations (they all vary) over-attentive members (a delicate situation), the position of members in full time work (not a bar).

### 3. Group Resilience

While I am still working on the topic of Group resilience, with the aim of encouraging some discussion at the Group Leaders' meeting on 2<sup>nd</sup> October, I am being helped enormously by the educational expertise of Graham Crozier. The issue of quality figures highly in our examination since we argue that it is one of the elements underpinning resilience of groups and sustained interest in our activities. It will help in suggesting ways in which we can offer practical support to Groups.

### Secretary (Margaret Lloyd)

#### 1. Migration of @Crawleyu3a.org.uk e-mail accounts to new platform

The webmaster, Stuart Spreadborough, has been co-ordinating this. The signs are so far that it has gone smoothly though at least one e-mail user has yet to alter their server settings.

#### 2. Migration to WebSites from SiteBuilder

Both Stuart Spreadborough and myself are registered with the WebSites project as Website Managers. We received this from the SiteWorks Communications Team on 24<sup>th</sup> August

##### **The August update on WebSites**

The new website platform – SiteWorks – is now almost complete and is expected to begin rolling out in the autumn.

As with any website platform there are a number of contracts, terms and conditions, legal notices and agreements that need to be finalised and once these have been signed off roll-out can proceed. These Terms & Conditions are on the agenda for a Third Age Trust Trading Limited (TATTL) board meeting around the 3rd week of September. We are hoping these will be agreed and communicated soon after.

Before any u3a can join the programme, it will be necessary for the u3a committee to agree to the SiteWorks Terms and Conditions.

The Implementation and Engagement Team will then contact the web manager(s) to begin the process. **Please be aware that will over 700 Site Builder sites and roll-out expected to take 18+ months it may be some time before contact is made.**

More detail on the training process is given here [siteworks.u3a.org.uk Latest news](https://siteworks.u3a.org.uk/Latest%20news)

#### 3. Trustee Calendar for 2023/24

This has now been set up, in a slightly different form than last year, and the Calendar, Notes & Committee Meetings documents as at 11<sup>th</sup> September have been sent out to the Trustees.

Otherwise I have been working on preparation for the AGM ([Agenda Item 8](#)), and on the Committee Structure after November 2023 ([Agenda Item 9](#)).

### Treasurer (Graham Friday)

No report

### Communications Coordinator (Sue Parker)

- 1) The **September newsletter** was emailed and posted to members on Monday 4<sup>th</sup> September. Work has begun on the October newsletter. In 2024 I plan to change the cover photo from seasonal(ish) flowers to photos I have taken in Crawley over the years. Some will be instantly recognisable, others less so.
- 2) **Open Day publicity drive.** The Chair and I visited Bewbush and Broadfield Community Centres to deliver flyers for the Open Day as well as leaving a supply of leaflets behind. On our final stop we were disappointed to find Maidenbower Community Centre shut up and looking very sorry for itself.
- 3) **Open Day Report.** I have produced an interim report while the key points of the day are fresh in my mind, to be discussed at next week's Committee meeting. The Working Group's post Open Afternoon meeting will not take place until around 21<sup>st</sup>/22<sup>nd</sup> September, after which I will produce a fuller report.
- 4) I had hoped to find time to go through the **newsletter distribution list** this month, but it was clear that to do so would be at the expense of work on the Open Day. It also occurred to me that it might be a pointless exercise as some people who receive hard copies may not renew their membership. I will therefore push this back to the end of September when it will be a more productive exercise.
- 5) My **priorities** for the rest of the month are the October newsletter, the distribution list for the newsletter (see item 4 above), revisiting the Communications Strategy, wider distribution of our new leaflet, creating an events checklist and belatedly redesigning our flyer.

### Groups Coordinator (Peter Beckley)

1. Out & About 2/ 5. Seven members have joined O&A 6. Two are interested in O & A 8. Both groups closed on 1st September.
2. In my O&A 6: of 15 members who never attend, 3 have dropped out and 3 wish to stay. I have removed the other 9 from the group.
3. Guest Fees: 18 groups agreed to accept Guest members, though some are full. Some could upgrade to a bigger room if needed.
4. All 2023/2024 dates of group meetings have been entered on Beacon. St Paul's contracts signed with digital copies in my Google Drive account
5. Wendy Townend has kindly offered to lead Needles Group. I will meet up with her after my holiday
6. 2024 dates for the Friary have been confirmed.
7. Out & About 1 has vacancies. No response from 4 or 7 yet.
8. Karen Deasey has said she will take over as Welfare Officer (8<sup>th</sup> Sept 23). It has been agreed that Brenda Ashenden will cease at the end of September.
9. As at 9<sup>th</sup> September, we have 9 members in Out & About 8, and 7 in the Air Rifle group. Expecting more following the recent September newsletter and the Open Day.

### Members Coordinator (Jacqui Mercer)

No report received

### Access Coordinator (Janet Newson)

No report received

## Agenda Item 7: 2023 Events and Meetings other than the AGM

**Action for the Committee:** To satisfy themselves that all events are being properly organised and respond to the question in green on Christmas Party charging

Monday 2<sup>nd</sup> October Group Leaders Meeting 14:00 Friary

### Logistics

Event time & venue	Friary Hall, 14:00 – 16:00
Period venue booked for	13:00 – 16:30
RUGS booked & refreshments	Yes, special cakes from Tilgate Bakery
Special layout at venue	Circular in corner
Equipment required	2 microphones, 1 for Trustees, 2 <sup>nd</sup> for GLs
Organised by	Margaret Lloyd, Secretary
Trustees Attending	All
Expected numbers	Probably 20 – 40

### Meeting Papers

9 <sup>th</sup> August Committee Meeting	Trustees approved draft agenda
Friday 1 <sup>st</sup> September	Secretary sent draft agenda to GLs, with request for additional topics (1)
Monday 25 <sup>th</sup> September	Secretary to send final agenda with some supporting papers (2)
Thursday 28 <sup>th</sup> September	Secretary to inform RUGs of likely numbers

(1) So far the only extra topic suggested is Risk Assessments

(2) Final agenda to be approved by Trustees before-hand.

Monday 30<sup>th</sup> October Coffee Morning at the Friary Hall

### Logistics

Event time	10:30 – 12:00
Period venue booked for	10:00 – 12:30
RUGS booked & refreshments	Yes. Assume refreshments just drinks & biscuits
Organised by	RUGS
Trustee Contact	<i>Sue Parker (tbc)</i>
Other Trustees Attending	<i>Tbc</i>
Expected numbers	Probably 20 – 40
Other activities	<i>League of Friends Crawley Hospital (contact Ros ????) Second-hand book sale? Jigsaw swap?</i>

The last coffee morning, held on Tuesday May 30<sup>th</sup> did not go well, in that:

- 1) Stephen, the person at the Friary responsible for setting up the tables and chairs, arrived at 10:30 (when the booking started, the events being advertised for 11:00) with no prior knowledge of the event (it was this incident which made us realise we need an Events checklist);
- 2) Attendance was very low, probably less than 20 or so – we have not been keeping attendance records for these events though Isabel Baker agreed that she will do so in future. It was not clear why attendance was so poor, as it had been advertised in the May newsletter. Possibly the fact that the date fell within Crawley schools' half-term was to blame.

The Committee subsequently agreed that if numbers did not improve for the October coffee morning than serious thought will be given to whether we continue with these in the current format.

Many u3as hold "drop-in" style coffee mornings at a coffee shop or café, on a more regular basis (e.g. one morning and one afternoon a month). This would save hire costs, refreshment costs (members would buy their own) and would require the presence of no more than a couple of Trustees or other volunteers.

### Friday 17<sup>th</sup> Nov RUGS Event at Holy Trinity

#### Logistics

<b>Event time</b>	14:30 – 16:30
<b>Period venue booked for</b>	14:30 – 16:30
<b>Budget for refreshments</b>	£50.
<b>Organised by</b>	Chair to buy food at Tilgate Bakery with Isabel beforehand
<b>Other Trustees Attending</b>	ML, GF, JM, others?
<b>Expected numbers</b>	35 RUGS in total but not all will attend.

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

<b>Event time</b>	14:30 – 16:00
<b>Period venue booked for</b>	13:00 – 17:00
<b>RUGS booked</b>	Yes
<b>Organised by</b>	Xmas Party WG: Sue Parker, Peter Beckley, Jacqui Mercer, Isabel Baker, <i>Jean Elmer?</i>
<b>Trustee Contact</b>	Sue Parker
<b>Trustees Attending</b>	Assume all unless notified otherwise (but Trustees to avoid sitting together)
<b>Expected numbers</b>	Hall capacity 120 (but this needs to include RUGS & entertainers).
<b>Entertainment</b>	Quiz, possibly additional

Report on the 2022 party:

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

#### Comments made by Trustees 25<sup>th</sup> Aug via E-mail

- Could we have Xmas music on a C.D playing quietly in the background (Peter has a portable CD player and some Xmas C.Ds)
- Charge a small fee to be spent on improved food?
- Peter can provide a Xmas quiz, which gets people talking to each other. I think we should still have the raffle, financed by a £1 charge, but not allow extra ticket sales, so everyone has an equal chance of winning.
- Checking notes from last year, we provided mince pies, sausage rolls and Isabel's home-made Christmas cake (which went down very well). I agree that a Christmas quiz is the perfect ice breaker.
- To answer Peter's question. Technically we do not have a **budget** for any of the Events. For the purpose of setting the Membership Fee I do include an **estimate** of what each event will cost. The estimated costs are based on the previous year's actual costs. Within the estimate for this year's Xmas party there is an assumed spend of £180 on refreshments.

#### **Treasurer's comments 25<sup>th</sup> August**

There is nothing in our Financial Policy that stops us introducing a charge for attending the party, but I feel we will need to be able to justify any additional charge given that the Membership have already technically paid for it within their annual Membership Fee. There is no right or wrong answer on this one, just us being seen to make an informed decision which could become a very divisive and controversial issue in the Membership eyes.

My personal view is that if we introduce a charge, then it would need to be justified against an increase in the 'refreshment' element of the event, as that would create a direct link between the Members paying and receiving the additional benefit. We do have the reserves to fund an enhanced food provision without the need for introducing a charge and there could be a line of justification that the Members attending the Party tend to be our longer servicing members who have probably contributed to those reserves over the years.

I can see the positives and negatives of introducing a charge, so on this one I'm going to sit on the fence and go with the collective decision of everyone else.

#### **Question for the Committee**

How do we go about looking at the question of whether we charge or not? Should we put it on the agenda for the 11<sup>th</sup> October Committee meeting.

Should we ask the GLs what they think about this on 2<sup>nd</sup> October?

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

**Action for the Committee:** To approve draft documents (subject to later approval by Trustees not present) and arrangements for the entertainment

The Draft AGM timetable approved at the 9<sup>th</sup> August meeting has been extended to include additional elements and is shown in [Annex 1](#)

You should note the following:

1. Because of the Constitution's requirement that there be at least 21 days between members receiving the trustee nomination forms and the deadline for submission of these forms we need to send out the formal notification documents on the 6<sup>th</sup> October i.e. before our 11<sup>th</sup> October committee meeting.
2. Moreover the 6<sup>th</sup> October date is just two days after our extra Committee meeting to agree on the Committee structure for 2023/24, so we will have two days to agree on the list of Trustee posts and the accompanying text explaining the new Committee structure.
3. I have not yet designed a proxy voting form (though I have found a couple of good examples on other u3a sites). I am hoping that no members make a request to vote by proxy, as unless any proposed resolution arouses opposition or there is a contested Trustee election it is difficult to imagine why anybody would bother. But if anybody does make a request I will have to produce a form.

[Annex 2](#) shows the draft Formal AGM Notification, to be sent out on Friday 6<sup>th</sup> October.

### **Proposal for entertainment to accompany the tea after the main business has been completed**

In 2021 the Ukulele Group played whilst tea was being served. Last year the Folk Group performed.

An idea the Communications Coordinator came up with was that we put on a short slide show, "Highlights of 2022/23" incorporating a representative sample of the photos Sue has received over the last 12 months for the webpage and newsletters, possibly including some of the Smart Phone Photographic Group photos as well.

Margaret Lloyd Secretary 10<sup>th</sup> September

### **Annex 1: AGM 2023 Timetable**

W/C (Mondays)	Action
w/c 7 <sup>th</sup> Aug	9 <sup>th</sup> Aug Committee: AGM 2023 Draft Timetable approved
w/c 28 <sup>th</sup> Aug	31 <sup>st</sup> August (Thursday) End of Financial year 2022/23 1 <sup>st</sup> September (Friday) Draft Timetable placed on Crawley u3a AGM 2023 webpage
w/c 4 <sup>th</sup> Sept	9 <sup>th</sup> September (Saturday) e-mail to the Third Age Trust requesting pre-AGM approval of resolution to amend paragraph 10 of the constitution (advance approval of fees by members)

w/c 11 <sup>th</sup> Sept	Wednesday 13 <sup>th</sup> September: Committee approves of AGM 2023 Draft Formal Notification Documents (subject to later approval by Trustees not present)
w/c 18 <sup>th</sup> Sept	
w/c 25 <sup>th</sup> Sept	
w/c 2 <sup>nd</sup> Oct	2 <sup>nd</sup> October: Group Leaders meeting (could impact the draft formal notification)
	Monday 2 <sup>nd</sup> October Newsletter issued. Secretary to provide brief statement on AGM, plus existence of AGM 2023 web page. Newsletters delivered by hand or post to be delayed slightly so the AGM formal notification can be included.
	4 <sup>th</sup> October: Trustees meeting to confirm Committee Structure. <b>Attachment 3</b> of the AGM Formal Notification will need to be amended to reflect the outcome of this.
	<b>Friday 6<sup>th</sup> October: Formal Notification of AGM</b> (members must <u>receive</u> this at least 28 days before the 10 <sup>th</sup> November i.e. by 13 <sup>th</sup> October) The covering letter and relevant documents are included within <b>Annex 2</b> . <u>Distribution</u> : Those who receive hard copy newsletters to receive hard copies with their October newsletters; all other members will receive electronic versions by e-mail.
w/c 9 <sup>th</sup> Oct	Wednesday 11 <sup>th</sup> October Committee Meeting: Update on preparation for the AGM & approval of draft Annual Report and Accounts (pre-External Examiner approval)
w/c 16 <sup>th</sup> Oct	
w/c 23 <sup>rd</sup> Oct	Monday 23 <sup>rd</sup> October: Deadline for submission of any resolutions to amend the Constitution (to give us time to obtain approval from the Third Age Trust)
w/c 30 <sup>th</sup> Oct	Tuesday 31 <sup>st</sup> October Deadline for Trustee nominations (must be at least 21 days after notice of election is given)
	Wednesday 1 <sup>st</sup> November: Final papers (including the Annual Report and Accounts) e-mailed out to members and placed on website (spare copies to be provided at the AGM for members with no internet access). Final papers to include a reminder of proxy vote arrangements.
w/c 6 <sup>th</sup> Nov	Monday 6 <sup>th</sup> November Newsletter issued. Secretary to provide article on the AGM
	Wednesday 8 <sup>th</sup> November Committee Meeting: Update and final arrangements
	<b>Friday 10<sup>th</sup> November AGM</b>
w/c 13 <sup>th</sup> Nov	Secretary to circulate 1 <sup>st</sup> draft minutes
w/c 20 <sup>th</sup> Nov	Friday 25 <sup>th</sup> deadline for notifying the Charity Commission & Third Age Trust of any changes to the Constitution
w/c 27 <sup>th</sup> Nov	
4 <sup>th</sup> Dec	Monday 6 <sup>th</sup> November Newsletter issued. Secretary to provide report on outcomes of the AGM
w/c 11 <sup>th</sup> Dec	Wednesday 13 <sup>th</sup> December Committee Meeting. 1 <sup>st</sup> meeting of New Committee. To review draft minutes, actions arising and agree what could be done differently next year.

## Annex 2: Draft Formal Notification of AGM

### ***Covering E-mail/Letter***

Dear member

I attach the formal notification of the 2023 Annual General Meeting (AGM), to be held on Friday 10<sup>th</sup> November 2023 at 2.30pm in the Friary Hall.

This is the first AGM since we adopted the 2022 Constitution and this does mean a few changes to the procedures (references in parentheses are to the relevant paragraph of the 2022 Constitution).

- Under the 2022 Constitution nominations for Trustee posts can theoretically be received at any time prior to the meeting starting, though we will be encouraging members to submit nominations by 31<sup>st</sup> October so details can be included in the final papers. The deadline for submission of nominations must be at least 21 clear days after the notice of elections is given (paragraph 12(1)).
- Under the old constitution, if no candidate had come forward for a Trustee vacancy, then the Chairman of the AGM meeting could appeal for any willing member present to agree to stand. This is no longer possible under the new constitution. The trustees are still able to appoint a person willing to act to one of the still vacant Trustee posts at one of their subsequent meetings.
- Under the new Constitution we allow members to appoint a Proxy to attend the AGM and vote on their behalf, on condition that a special Proxy form is completed by the member appointing the proxy in advance (paragraph 15(2)&(3)). Any member wishing to appoint a proxy to vote in their place contact the Secretary either via [secretary@crawlley.org.uk](mailto:secretary@crawlley.org.uk) or by ringing 07922 824022. I will be reminding you of this again when I send out the final papers on 1<sup>st</sup> November.

### **Submission of Resolutions to amend the Constitution**

Changes to the Constitution can only be made by means of Resolutions voted on at an Annual General or Special General Meeting. For changes to Part 1 of the constitution (paragraphs 1 to 7) a two-thirds majority of members present and voting at a general meeting (including any proxy votes) is required; for Part 2 of the constitution a simple majority is required.

For all constitution amendments prior approval from the Trust is required. A copy of any resolution passed shall be sent to the Commission and to The Trust within twenty-one days of it being passed.

**Deadline for submission of any resolutions to amend the Constitution is Tuesday 31<sup>st</sup> October.** Members wishing to submit resolutions should use the format in Attachment 2 i.e. description of change, name of proposer(s) and supporting statement.

### **Documents Attached**

(copies on the AGM 2023 web-site page <https://u3asites.org.uk/crawley/page/130745>)

**Attachment 1:** Formal Notice of the 2023 AGM and Draft Agenda

**Attachment 2:** The draft minutes of the 2022 AGM held on 11<sup>th</sup> November 2022

**Attachment 3:** Resolution to amend Paragraph 10.1 of the 2022 Constitution paragraph 10(1) so that only Membership fees (and not group fees) are the subject of the recently instituted annual fee setting meetings in June/July

**Attachment 4:** Trustee Election Nomination forms (**deadline for return 31<sup>st</sup> October**) along with explanation of changes in Committee structure

## Attachment 1: Formal Notice and Draft Agenda



Registered Charity name and Number: Crawley University of the Third Age, No. 1029004  
A member of the Third Age Trust as an unincorporated members' association (commonly known as Crawley u3a)

### Notice of the Annual General Meeting on Friday 10<sup>th</sup> November 2023 at 2.30pm in the Friary Hall

Questions can be asked at the meeting or you can send questions prior to the meeting to the Secretary through email at [secretary@crawleyu3a.org.uk](mailto:secretary@crawleyu3a.org.uk) or for those without email by telephone 07922 824022.

### Agenda for the Meeting

1. Welcome from the Chairman
2. To receive and approve the minutes of Annual General Meeting held on 11<sup>th</sup> November 2022
3. To receive and approve the Annual Report and Accounts for the year ending 31<sup>st</sup> August 2023
4. To appoint Tony Neale as external examiner for 2023/24
5. To vote on the following resolution(s) to amend the Constitution:
  - (a) Resolution to amend Constitution paragraph 10(1) of the Constitution so that only Membership fees (and not group fees) are covered at the recently instituted annual fee setting meeting in June/July (Attachment 2 for details)
  - (b) *Any other to be submitted by October 31st. Members wishing to submit resolutions should adopt the format in attachment 2 i.e. description of change, member proposing it and supporting statement.*
6. Introduction to Trustee Elections [*explanation of changes to Committee Structure*]

7. Election of Officer Trustees:

Chairman

Vice Chairman

Secretary

Treasurer

8. Election of other Trustees *[list of roles to be input after extra Committee meeting on 4<sup>th</sup> October]*

9. AOB by permission of the Chairman

*Tea will be served alongside slide show "Crawley u3a Highlights of 2022/23"*

**Attachment 2: Draft Minutes from the 2022 AGM held on the 11th November 2022**

Will include (<https://u3asites.org.uk/files/c/crawley/docs/agm2022draftminutes2nddecember2022.pdf>)

**Attachment 3: Resolution to amend Paragraph 10.1 of the Constitution**

**Current Wording:**

**10.1 Members advance approval of fees**

*The membership and group fees proposed by the Committee for the forthcoming membership year must be approved by a majority vote of the Crawley u3a members attending a meeting to be held at least one month before the start of the membership year to which the proposals relate.*

**Proposed Wording**

**10.1 Members advance approval of fees**

*The membership ~~and group~~ fees proposed by the Committee for the forthcoming membership year must be approved by a majority vote of the Crawley u3a members attending a meeting to be held at least one month before the start of the membership year to which the proposals relate.*

**Proposed by the Trustees of Crawley u3a**

**Supporting Statement *[to be reviewed again after the 2<sup>nd</sup> Oct GLs meeting]***

Since the 2022 Constitution was approved there have been some significant changes to the mix of activity groups being offered and the financial policies. Activity Groups are now split across three categories: Home-based, Room-based, and Outdoor, Sporting & Special Interest. Groups within this third category are characterised by a wide variety of delivery and associated costs and Group leaders set their own fees in consultation with the Treasurer. Room based groups which choose to meet at venues more expensive than

the default St Pauls venue are also permitted to charge higher fees than the minimum £2.00 group fee if otherwise they would incur a loss.

In short, the concept of “one size fits all” no longer applies in relation to the setting of Activity Group fees and it is now felt to be more efficient and appropriate the policies and levels of group fees to be discussed with and approved by the Group Leaders (GLs) rather than by all members. The number of GL meetings will be increased to three a year, with one held at a suitable point during the summer to discuss the group fee setting arrangements for the next financial year.

There is no move away from the principle that, overall, activity groups must pay for themselves. Thus the set of fees agreed by GLs for Groups should have no implication for the level of Membership fees, which will continue to be subject to members’ approval at an open meeting in June or July.

#### Attachment 4: Request for Nominations

*To include explanation of changes in Committee Structure, to be agreed, along with the updated version of the table below either at the Committee Meeting on the New Structure on the 4<sup>th</sup> October or between then and the 6<sup>th</sup> October.*

Current Trustee Role		Holder 2022/23	Status & Holder for 2023/24
<b>Filled in 2023/23</b>			
1	Chair	Jim McGough	Jim McGough willing to continue for 2023/24
2	Vice-Chair	None	Nominations sought
2	Secretary	Margaret Lloyd	Margaret Lloyd willing to continue for 2023/24
3	Treasurer	Graham Friday	Graham Friday willing to continue for 2023/24
4	Communications	Sue Parker	Sue Parker willing to continue for 2023/24
5	Members	Jacqui Mercer	<i>To be confirmed</i>
6	Groups	Peter Beckley	Peter Beckley has completed his term of office and is stepping down at the 2023 AGM. Nominations sought
7	Events Coordinator	None	Nominations sought
8	Access Coordinator	Janet Newson	<i>Role to be discontinued and converted to ????</i>
9	Non-Officer Trustee	None	<i>Role converted to ???</i>

The role of President, held by Maureen Wicks, is continual and does not require re-election.

#### Implications of Constitution 2022 to nomination process

- Under the old Constitution no existing trustees were able to nominate candidates for trustee posts. This restriction has now been removed
- The new Constitution states that the nomination form for a trustee, as well as being signed by a proposer and seconder, must also be signed by the nominee themselves to state that they are willing to act.

### Trustee Nomination Form

Position	Nominee	Nominated By	Seconded By	Nominee's Signature
Chair				
Vice Chair				
Secretary				
Treasurer				
Communications Coordinator				
Members Coordinator				
Groups Coordinator				
Events Coordinator				
tbc				
tbc				

