

Agenda for Committee Meeting at 4.00 p.m. on Wednesday 14th June 2023

St Paul's Church

No	Description	Lead	Pages
Standing Items			
1.	Apologies for absence (Peter Beckley on holiday)	Chair	
2.	(i) Approval of Minutes of 10 th May meeting (ii) Review of Action Log as of 11th June and matters arising	Chair	2 - 5 5 - 8
3.	Monthly Updates from Third Age Trust and Committee Members	Chair	9 - 16
Non-Standing Items for Discussion			
4.	Budget Monitoring Report for the 8 months Sept 2022 to April 2023	Treasurer	17 - 25
5.	2023/24 Budget and Fees: Draft Papers for 30 th June Fees Meeting	Treasurer	26 - 29
6.	Progress on GDPR Compliance Actions including update of Beacon Access privileges	Secretary	30 - 34
7.	Appointment of External Examiner	Secretary	35 - 36
8.	Update on Membership Forms for 2023/24	Secretary/Members Coordinator	37 - 41
9.	Draft Agendas for next two meetings	Chair	42
10.	AOB	Chair	
Next Meeting: Wednesday 12 th July St Paul's Room 6			

Agenda Item 2 (i): Minutes of 10th May Committee Meeting

Action for the Committee: To approve

Minutes of the Committee Meeting held 10th May 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 of the 12th April meeting

Approved with no amendments.

Agenda Item 2(ii): Text for Group Leaders on Charitable Objects

The text was agreed, but reservations were expressed around what it was expected to achieve, in that if we were expecting Group Leaders (GLs) to identify the learning element of each activity then this would be seen as yet another of those bureaucratic burdens which discourage members from becoming GLs, and if we were not expecting GLs to do anything then what was the point of it?

The Chair and Secretary argued that learning and personal development were supposed to be essential components of all u3a activities, and that members are made aware of this when they join by means of the Principles of the u3a Movement and the Members Code of Conduct. Hence we should remind GLs of this, though it is not expected that they document in any way the learning components of activities.

It was agreed that the text should not be shown on the Web Risk Assessment sub-page, or on any other webpage page, but that it should be included within the next, expanded, edition of the Group Leaders' Procedures Guide (to become the Group leaders Handbook).

Action: Secretary to add to list of items to go into the Group Leaders Handbook

Action: Comms Coordinator to incorporate a short piece into the June Newsletter reminding all members that they welcome to attend meetings of the Committee as an observer.

Agenda Item 2(iii): Review of Action Log

On item 11 on the colour printing allowance it was pointed out that a consensus had NOT been reached that the cost of home colour printing was around 8p. The Treasurer said the unit cost can vary considerably depending upon the printer and cartridge type. He confirmed that he would refund actual costs where they were higher than 8p per side, if he received details on the cost of the cartridge and the extent to which it was used for u3a purposes.

Action: Treasurer to seek Stuart Sole's help in linking the u3a printer to the Members' Coordinator laptop.

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

On the Third Age Trust it was noted that a zoom event “Conversation with the CEO, Sam Mauger” was scheduled for the next day, May 11th, at 14:00. The Chair and Secretary were intending to book a place [subsequently moved to 26th June 14:00].

The Chair stated that he had been informed by the GL of French that their member numbers appeared to have stabilised for now and that they had decided to continue as usual for the rest of this term and take stock in the autumn once enrolment for the 2023/24 year was confirmed.

An additional point for the Groups Coordinator report was that the manager of St Paul’s had asked all organisations using the premises whether they wished to advertise themselves on the new rolling screen installed in the welcome hall, at a cost of £5.00 per month. The Committee agreed we should take up this opportunity.

Report from Sub-Committees

Agenda Item 4: Report from Out and About (O&A) Phase 1 Working Group Meeting 25th April

The Treasurer reported that the consensus had been that the existing O&A groups (1, 4, 6 and 7) were operating well and that to impose any changes, other than providing additional support to help co-ordination when required, would be counterproductive.

Although O&A Group 2 members had not, unlike those of O&A Group 5, paid group fees for 2022/23, some of them were still keen to be absorbed into other groups in the way planned for O&A Group 5 members.

Another meeting of this Phase 1 Leadership Issues Working Group not felt to be necessary. The actions listed were approved and would be followed up, apart from the action around the launching of new “Focussed Interest” groups which would be further considered by the Committee when looking at the development of new groups generally.

A working group with a slightly different composition (including Maggie Berrill and Liz Tenant) would now be formed for Phase 2, looking at the Management and Operation of Trips (see 8th February committee meeting papers, Agenda Item 6, for the list of tasks for Phase 2).

Action: Ensure all actions agreed by the Phase 1 WG are completed

Action: Treasurer & Groups Coordinator to arrange the first meeting of the O&A Phase 2 Working group.

Non-Standing Items for Discussion

Agenda Item 5: 2023/24 Financial Year: Budget & Fee Levels (2nd of 3 reports)

The Committee approved the content and presentation of the 2023/24 budget with only the following concerns raised:

- (i) The cost of Quickbooks, which seemed high compared to the revenue it was currently used to collect. The Treasurer explained that:
 - a) Although he uses spreadsheets to do much of the accounting work using Quickbooks is the only way he can format the invoices and access the internet to send them out.
 - b) The finance module within Beacon is only suitable for u3as for which one membership fee covered everything, it does not allow for the separate charging of group fees. The Third Age Trust does have plans to look at developing Beacon so that it can do this in future.
 - c) It should be possible to find a way of producing and distributing invoices using a combination and Microsoft and Beacon and if we can do this we can save the cost of Quickbooks. Work started on this when Phil Light was Treasurer, and the current Treasurer will be asking the members who were working on this if they are willing to restart this project.

For now the full year Quickbooks' cost should be included in the 2023/24 budget. The cost is charged on a monthly basis and can be cancelled easily if no longer required.

- (ii) The lack of an hour rate for the Baptist Church on Annex 3, venue hire. This is because Crawley u3a has no official rental agreement with the Baptist Church over the use of a room for the Mah-jong group. The informal arrangement is that we pay £1 per person for each meeting.

The committee agreed Decision 1.

On Decision 2 and the strategies identified to move towards financial sustainability it was agreed that the wording of the 2nd one, on identifying and optimising all sources of income, would be amended to make it clear that this included looking at charging for some member events (such as the Christmas party) currently free of charge.

On decision 3 it was agreed that the discussion on whether or not to print membership cards be deferred until the 2023/24 renewal process is discussed.

Agenda Item 6: Update of Beacon Access Privileges and progress on GDPR compliance

The secretary agreed that, to avoid confusion, a clearer table would be produced, showing how current Trustee and Support roles mapped to Beacon roles.

The Access Coordinator said that members had to be removed individually from any groups in which they were included once they were no longer current otherwise the group would continue to include them.

The Secretary stated that the number of members within each poll included members who were no longer current.

The Committee agreed to all the proposals relating to Beacon. On GDR compliance it was agreed that we should aim to move to a position in which no member's personal e-mail address was shown on the web, by making more use of the special "Contact" name facility.

Agenda Item 7: Copyright and Licences

All proposed actions were approved.

Agenda Item 8: Progress on Crawley u3a website update and improvement

The Comms Coordinator spoke briefly about the improvements made since January.

Since the paper was sent out the Access Coordinator has made a few suggestions on further improvements, which will be acted upon.

It was noted that many other u3a SiteBuilder websites had not yet been fully updated since the November 2022 problems, and still included links which do not work.

Agenda Item 9: Access Location Guide

The Committee agreed this was a very useful document. It was suggested that a Venue sub-page be set up on the website with photos of each venue from the outside, and that upon clicking on a venue name the detailed information listed here would appear for that venue..

Action (i): Access Coordinator to add the Holy Trinity venue and also, for each venue, to state whether there is access to wi-fi or not (and how to obtain the password).

Action (ii): Communications Coordinator to collect pictures of the venues and set up the venue sub-page

Agenda Item 10: Group Development and Management

The Chair briefly explained his thinking behind his proposal to set up a sub-committee, though it was agreed it would be preferable to use the term Working Group (as was done for the O&A group) as this sounded less bureaucratic and emphasised its fixed-term nature.

Action (i): Communications Coordinator to include an article in the June Newsletter asking for volunteers.

Action (ii): Chair to approach particular GLs he believed could make valuable contributions.

Agenda Item 11: Proposed Agendas for next two meetings

These were approved, subject to moving one of the items listed under the June meeting to the July one.

The meeting closed at 17:57

My only observation is in regard to:

Agenda Item 2 (ii): Action Log as at 11th June 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.

Comments in green indicate that the Committee needs to make a decision.

Meeting	Agenda Reference	Action	Progress/Comments
26th 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 and material going back to 2008/09 sorted. Yielding some useful info. Also seeking missing newsletters issued between 2009 and 2017.</i>
22nd Nov	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>On agenda for 12th July meeting</i>
15th Dec	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.	<i>Have started setting up the Licences – intend to continue very shortly</i>
12th April	8. Trustee ownership of Crawley u3a policies and documents	Members' and Comms coordinator to determine how the information included in the Members Handbook might be provided to new members more efficiently.	<i>To be done before start of 2023/24 membership year</i>
10th May	2(iii) Review of Action Log (Action 22 nd Nov 3.1)	Treasurer to seek Stuart Sole's help in linking the u3a printer to the Members	Failed to link successfully.

		Coordinator laptop.	Committee to make decision on way forward.
	4. O&A Phase 1 WG report	(i) Groups Coord & Treasurer to organise a meeting for members of O&A 5 (and ex-members of O&A 2 still not in another group) to find GL(s) from within their number.	<i>Yet to be arranged</i>
		(ii) Existing O&A groups to review membership to see if they have capacity to offer spare places to O&A 5 then O&A 2 members	<i>Have O&A leaders been asked to do this yet?</i>
		(iii) Groups Coord & Treasurer to launch a new O&A Group, 8, with revised operating guidelines including automatic periodical rotation of GL and every member organising events	<i>Yet to be arranged</i>
		(iv) Groups Coord & Treasurer to develop and agree with O&A a role profile for a new O&A Group support role	See Annex 1 below for Role Profile. Committee to approve this.
		(v) O&A GLs to send listing of all visits and outings to Comms Coordinator so they can be displayed on the notice boards.	Listings received from three O&A group leaders of trips taken since the resumption of activities post Covid
	4. O&A Phase 2	Groups Coord & Treasurer to organise 1 st meeting of Working Group for Phase 2 (WG to include Seasonal Outing coordinator and reps from the Walking, Ambling, Theatre and Gardening groups).	<i>Yet to be arranged</i>
	7. Copyright & Licences	Check with TAT on the position on disseminating poetry still under copyright on the Crawley u3a Facebook.	See Annex 2 below for correspondence. Committee to confirm agreement with Secretary's proposed action.
	9. Access Location Guide	(i) Access Coordinator to add the Holy Trinity venue and also, for each venue, to state whether there is access to wi-fi or not (and how to obtain the password).	<i>Outstanding</i>
		(ii) Communications Coordinator to collect pictures of the venues and set up the venue sub-page	All photos collected <i>except for Holy Trinity</i>

	10. Group Development and Management WG	(i) Article in June newsletter asking for interested members for a WG (ii) Chair to approach any GLs he believes would make a valuable contribution to this.	<i>Article appeared but no response to date. Chair to approach a few current and past GLs shortly.</i>
--	---	---	--

Annex 1: Role Profile - Assistant Groups Coordinator (Out & About Groups)

Overview

To provide a support link between both the various Out & About Group Leaders (GLs) and the Groups Coordinator.

Key roles

1. Establish and maintain a database of information on past trips and outings.
2. Encourage GLs to share information on future trips and outings to avoid clashes of dates and compile a forward calendar of when trips and outings are being undertaken.
3. Support GLs in marketing and allocating opportunities to go on trips and outings in a fair and transparent manner.
4. Provide support and guidance to GLs to help them determine how to best run their groups to ensure they accord with Crawley u3a policies.
5. With the help of existing GLs, actively seek to identify potential new Leaders, and then provide support and guidance to get them established.

Initial tasks

- Compile a listing, then database of all trips undertaken within the last few years.
- Compile the calendar of future planned trips and outings.

Decision required: Does the Committee approve this role profile?

Annex 2: Correspondence with the Third Age Trust on poems subject to copyright being read out on Facebook

From Secretary Crawley to TAT

17 May 2023, 14:24

I have read the Third Age Trust very comprehensive guidance document on copyright law.

There is one aspect of our operations which I would like expert advice on.

Our u3a, Crawley u3a, runs an open Facebook site Crawley u3a | Facebook. Every day one of our members posts himself reading out a poem, and he normally includes the text of the poem in the post too. He selects these poems from his large range of poetry books and many of them must still be within copyright. He always very clearly shows the title and author of the poem at the start of the post. He originally started this initiative back in March 2020 at the time of the first Covid lockdown and intended it to be both educational and supportive.

I am not sure whether the fact that it is an open Facebook group might mean it could be seen as a marketing initiative, in which case he should avoid using any poems still within copyright. What do you think? He enjoys reciting these poems and I would hate to have to ask him to stop.

From Georgia Laws TAT to Secretary u3a

Monday, May 22, 2023, 4:40 PM

Hi Margaret,

Apologies for the delay coming back to you.

Copyright is a very nuanced and tricky area. Literary works can be shared within a private group setting for educational purposes, which allows for poetry to be shared within most u3a group settings. Copyright law does sometimes allow for works to be shared in a public space if the purpose of sharing is strictly for 'review' and this usually only allows for a small extract to be shared. The sharing of the works should not mean that someone is then less likely to actually purchase the poetry book. If the member is, over time, reading out entire anthologies, then this would very much be a breach of copyright and even if the author were happy for their work to be shared in this way (which they may not be) the publisher would very likely issue a fine if this became known to them. Extracts from an anthology would be less likely to cause any issues, but this is still open to interpretation.

You can read more about UK copyright law online and, specifically, about the fair dealings rule - exception to copyright for educational purposes.

I hope this is helpful, All the best, Georgia

From Secretary Crawley to TAT

Sent: Tuesday, May 23, 2023, 9:23 AM

Georgia,

Thank-you for your response. Our member who reads out a poem every day on our Facebook page has an enormous (a few hundred) collection of poetry books, both single poet collections and anthologies. He reads from a different book each day. As long as he continues to move between books and does not select a poem from any individual collection more than a couple of times a year then it would not be possible for a publisher or author to spot that a particular collection or anthology is being used. He tends not to cover poems written within the last few years and for which the original collection is still in print. Hence I think the risk of us being accused of breaching copyright law is very small, and given that this activity is intellectually and spiritually uplifting, as well as being educational, the benefits outweigh the tiny risks involved.

Margaret Lloyd, Secretary, Crawley u3a.

No response received from TAT.

The Secretary proposes that the member should continue with his poetry reading, as the risks being sued for breach of copyright are extremely small. She will advise him to take care to not read poems from the same collection more than a couple of times per year.

Decision required: Does the Committee approve the Secretary's proposal?

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. 12th May Mailing

- National Volunteers Week 1st – 7th June. Third Age Trust keen to demonstrate u3a's role.
- The Trust's Safeguarding Guidance and Template Policy has been extended to include a lot more practical guidance.
- The Trust has issued policy guidance on Risk Management.

2. Finance News Extra Received May 23rd

The main items on this were:

- The Trust's preliminary year-end results show a surplus for the year to end March 2023, in contrast to the deficit indicated by the budget.
- The Trust hopes to publish a year-end report in June in the same format as the issued Half yearly report. It will be a preliminary version of the full audited End of Year Accounts which will be one of the papers for the AGM.
- The budget for 2023/24 (April 2023 to March 2024) has been approved by the Board and summary will be published in the year-end report.
- There will be no resolution at the October 2023 AGM to increase the Membership Fee for 2024/25 from the current £4.00

3. Reports from TAT Meetings

These can be found on <https://www.u3a.org.uk/trust-and-trustee-updates>

The most recent addition is the Summary Report Board Meeting 17th May 2023. I have also received from Susie Berry (SE Region Board Member and Trustee), via Pam Davidoff (Chair WSN) a copy of the Summary Report on Pilot Council Meeting 17th May 2023. Susie Berry is Chair of this Pilot Council and I expect it will soon be placed on the same webpage.

4. Meetings and Events

- (i) Equality & Diversity coffee morning on Wednesday 7th June 10:30 – 12:00 (see report from [Chair](#) below).
- (ii) Network Link Summer meeting on Beacon and SiteWorks via Zoom **13th June at 10:00am**
Secretary to attend and will produce report for 12th July meeting
- (iii) Conversations with the Trust via Zoom:
 - **Tuesday 13th June 2pm** Internal Services
 - **Monday 26th June 2pm** CEO [Book Here](#) Chairman to attend.

5. SiteWorks

The May update for this project is on [Latest – SiteWorks \(u3a.org.uk\)](#). Under "April" there is a very comprehensive set of FAQs.

Third Age Trust: Regional Level

A West Sussex Network (WSN) meeting took place by Zoom Meeting on Friday 19th May and was attended by the Chair (see [Chair's report](#) below). The notes are included in the West Sussex Network Meeting Notes 2023 document on [Crawley u3a: For Trustees \(u3asites.org.uk\)](#).

The next WSN meeting takes place on Friday 18th August at 10:00am by zoom.

Chair (Jim McGough)

1. 19th May West Sussex Network Zoom Meeting

I participated in this. With a sparse agenda the bulk of the meeting was devoted to a discussion on free membership and briefings from our regional rep, Susie Berry. Susie's reports on the new modes of member involvement and representation can be found on <https://www.u3a.org.uk/trust-and-trustee-updates>.

It was interesting to discover that many of our neighbouring u3as offered some form of free membership for various categories of entitlement, e.g. long and distinguished committee service. Susie Berry's views on this were unequivocal, that under Charity Commission rules this must not happen.

2. Lunch with George Stringer, Chair of Horsham u3a, 22nd May

On the 22nd May the Secretary, Treasurer and I lunched with George Stringer, Chair of Horsham u3a, and an Associate member of Crawley u3a, at the Star in Rusper to discuss the possibility of his taking on the role of examiner of our accounts (covered under [Agenda Item 7](#)). He is willing to take on this role and this will be announced at the all-members meeting on the 2023/24 fees on 30th June. We shared our willingness to cooperate on other matters, and in particular to give assistance in helping Horsham get to grips with Beacon.

3. Equality & Diversity Zoom Coffee Morning 7th June

This had around 15 participants, many, as happens frequently, new to the u3a and therefore seeking general advice, and commenting on issues in their areas including blatant sexism and homophobia by some chairmen (sic)! We were taken beyond the statutory protected characteristics and asked what other characteristics might be at the centre of potential discrimination. In a lively discussion, I volunteered the possibility that a basic lack of income was a factor which prevented potential members from approaching us, and existing members from extending their participation..

4. Monthly Friary Meeting 9th June

Two issues arose:

- (i) One member fainted outside and scraped her knuckles on a rough wall. She recovered quickly and had some superficial bleeding arrested by Isabel Baker using a venue first aid kit. Isabel later raised the question of whether we needed a first aider on site, and what our general duty was in the Friary Hall. We will seek a reasoned view on this.
- (ii) I was also asked by Agatha to uncover the identity of a member whose car was blocking an exit. Agatha pointed to a piece of paper visible in the car and displaying the barrier code, an action she determined to be a security breach, which would lead her to alter the barrier code. While we did not have time to have a discussion there and then, I feel that we need to discuss how far the use of the code spreads, and to whom it should be communicated.

Secretary (Margaret Lloyd)

1. Follow-up to 10th May Agenda Item 7 Copyright and Licences

- Sent e-mails to all Group Leaders and Event Organisers informing them that the FAQ guidance was on the web, but that as long as they adhere to the photocopying restrictions [which were clearly stated] they should not be in danger of infringing copyright. No feedback received.
- E-mailed the Group Leaders of Singing for Pleasure, Folk Music and Ukulele asking them whether or not they photocopy copyright music scores and lyrics for use at public events. Received a response from the Group Leader of Folk Music stating that two of the songs he had planned to perform at the Midsummers Eve celebration had been written since 1960 and so he was investigating whether or not they were still in copyright. If they were then he would exclude them. No response received so can only assume they do not. No response yet from Singing for Pleasure or Ukulele.
- Reminded the Painting and Drawing Group on the importance of acknowledging third party artists and photographers when placing their work in the public domain;
- On the matter of poems being read out and copied to the Crawley u3a Facebook see [Agenda Item 2\(ii\) Action Log 10th May Item 7](#)

2. List of Crawley u3a Policies and Documents

This has been updated to reflect:

- The latest documents issued by the TAT (see under Third Age Trust National Level 1. above
- More information, for documents requiring updating, on the changes to be made

No changes have been made to owners of the documents, except that the Chair will take on the ownership of the planned Risk Management document.

The latest version (1st June) is now on the [For Trustees](#) page of the web.

3. Events Attendance

Month	Speaker	Title	Attendance
January	Roger Hind	Life & Music of Gershwin	97
February	John Griffiths-Colby	How Far Can Retreo Go?	82
March	James Dickinson	A "Virtual Tour" of the Cathedral City of Chichester	94
April	Frances Hurd	Secrets and Lies	73
May	Karen O'Connor Choir	Karen O'Connor Choir	55
June	Kathryn Ferry	History of the British Seaside	78

Attendance includes everybody who comes through the doors, including RUGS.

The May attendance was low due to the warning sent to members in advance warning that there might not be sufficient room for more than around 60 members. Also there was clash with a delayed Friends of the Hawth meeting which was attended by around 10 u3a members who normally attend the Friary monthly meetings.

Seasonal Trips. 28 members attended the April 26th seasonal outing to Kensington & Holland Park

For the Autumn outing Liz Tenant has settled on Fishbourne Roman Palace and Gardens on Tuesday 19th September 2023. There is a headline in the June newsletter announcing the date and the destination and

the July newsletter will include a booking form. The usual notice to all the membership will also be sent out then.

Coffee Mornings We have not been operating a sign-in book for these, so have no statistics on the number of members attending though it was obvious that the attendance at the May 30th event were particularly low. Isabel Baker has offered to operate a signing-in book for future coffee mornings and I think we should accept this offer.

4. Website Update

Managed to do some of the web updates agreed with the Communications Coordinator in early May. In particular I set up a subpage to Members called "Other Sources of Learning and Fun" (not sure about the title).

5. Incidents

There have been 2 incidents in early June (though the second does not technically qualify since it did not take place on Crawley u3a premises), seemingly neither with severe consequences but in both cases the members involved admitted to experiencing poor balance.

- A member fell during the Amblers walk between Ditchling and Keymer on 2nd June. She fell over on a path which ran between two fields - there was a slight gap/ridge in the middle of the path, and this may be what caused her to trip and fall over. Other than a slight cut to her leg she seemed unharmed, if somewhat shaken. She turned down the offer to use the 1st Aid kit, stating that she would treat it once she was at home. It transpired that she had a cold, that her balance was not good that day and that, in her own words, she had nearly not come on the walk.
- Another member who fell on the pavement near the Friary entrance just before the monthly meeting started on June 9th. Isabel Baker found the 1st Aid kit and tended to her she had grazed her elbow but no broken bones. This was another case of someone who should not have left home as she thought that her medication was making her unsteady.

Treasurer (Graham Friday)

1. **Banking** Original complaint was separated into two. First complaint has been reviewed and we have received £75 in compensation. Second complaint still ongoing.
2. **Quickbooks** are discontinuing supporting the application we use from the 30th June. This means we will still be able to access our data locally but will not be able to send invoices to members electronically. I'm looking at an alternative option of using Beacon with Ann Sole, if this does not work then will need to purchase a licence to another accounting software application, or abandon collecting the Outdoor Membership subs centrally and put responsibility back on Group Leaders.
3. **Disposal of records** – All membership and accounting documentation held by the Treasurer (including those passed to him by the previous Treasurer) relating to years prior to the 2018/19 Membership year has been safely disposed of. This excludes gift aid declarations and claims which are being kept separately and which need to be kept for a minimum of 6 years after the end of the tax year to which they relate.

Communications Coordinator (Sue Parker)

1. Report on Publicity Drive held on Tuesday 6th June 2023 in County Mall

- Two-three hours is long enough for such an exercise. Less than two hours is probably not worthwhile, but after about two and a half hours of standing, energy levels start to flag
- We started at 10.00am. Jim was correct in observing that next time we should start at 10.30am, when more people are around, aiming to finish around 12.30-1.00pm
- We were located opposite Mr Simms Sweet Shop, which is not far from Boots. This was a good location as plenty of people coming in via the main entrance walked past us. We frequently saw them coming back the other way, which gave us a second chance if they had not engaged with us the first time
- It was unfortunate that we were (eventually) given a stand decorated with Royal British Legion Poppies. This deterred some people as they thought that we were collecting for charity, rather than simply handing out leaflets
- I covered the stand with leaflets and copies of the newsletter, plus a supply of membership forms. Jim observed that it would be good to have a small noticeboard (more transportable than the ones used at the monthly meetings) on which to display a few photos and some key information about our u3a. Banners would also be good but this is in hand
- We were informed that we were not allowed to stray from the stand we were given so we were unable to move far from it to intercept people, which was a drawback at times
- While Jim and I remained at the stand, Peter, Carol and Pat ventured outside the Mall, covering Queens Square, The Martlets, etc., handing out leaflets

Was it a success? Yes, definitely. We handed out a lot of leaflets and, more importantly, four people took away membership forms with them. As a result of the leaflet, two new people attended Friday's monthly meeting. One signed up on the spot and another took away a membership application form with her.

Should we do it again? Yes, absolutely. Even if we do not get a stand in County Mall every time, we should aim to hand out more leaflets at regular intervals, along with a poster advertising our Open Afternoon before it takes place on 8th September, as well as carrying on distributing leaflets once it has taken place.

2. Progress on Other Tasks

- (i) June Newsletter was emailed and posted to members on Monday 5th June. I have decided not to issue a newsletter in August, opting instead for a slightly larger edition in September.
- (ii) I am told that our advertisement is up on the screen in St Pauls (see Group Coordinator's Report Item 1 below). The member who told me about it thought that it was very good. Credit must go to Isaac and his colleague, as well as Nicola, for their help with this.
- (iii) Midsummer Event on 23rd June. This has been publicised in Crawley North Pages, Crawley South Pages and RH Uncovered. I will shortly write a letter to the Crawley Observer. The Events Sub-Committee are due to meet on the morning of Thursday 15th June to finalise arrangements. Once I have done the local history pre-walk on Friday 16th June with Graham Crozier and Wendy Adams I will complete a risk assessment of the route. I will also send a u3a risk assessment to the Council before the date.
- (iv) Time permitting, I am planning to undertake a complete, or at least partial, overhaul of the noticeboards before 23rd June. I am not going to remove all of the old material, but I will move things around, add new items and aim to cover both sides of the noticeboards.
- (v) I have made a start on distributing our leaflets to places such as the Library. Jean Austin has asked for a small supply to put out at Crawley Museum which I handed to her at Friday's monthly

meeting. Jean Manuel took away a supply with her at the monthly meeting to hand out at her golf club and see whether her GP surgery would take some. I told her to mention social prescribing. Once the Midsummer Event is over then I will move leaflet distribution to the top of my list of priorities.

3. Still to be done is a list of actions which need to be carried out prior to monthly meetings, coffee mornings, etc., so that we can avoid the situation at the end of May's coffee morning when no tables or chairs had been put out. This was not the end of the world, but I will draw up a list after 23rd June.
4. I also need to revisit the Comms Strategy. Again, this will be done post 23rd June.
5. I still need to update the flyer and poster. This will have to wait until after the Midsummer Event.
6. Please note that I will be travelling to Bristol on Sunday 18th June and will not be back in Crawley until Wednesday 21st June. I will not be checking emails as regularly as usual. The proximity of the trip to the Midsummer Event is unfortunate but is out of my hands

Groups Coordinator (Peter Beckley)

1. U3a screen advert at St Pauls

Thanks to Sue, Nicola and Isaac at St Paul's, our advert is now live and available in the Welcome Hall for all to see. There is a nominal charge of £5 per month (see [Annex 1](#) for copy of the advert).)

2. French group

Following a drop in group members, a meeting was held to discuss how to make the group more appealing (See [Annex 2](#) Group for the report from Jan Austin)

3. Cycling group

Now that the weather has improved, Andy and Judy Bridge are going to get the group started. Activities will be organised on an ad hoc basis.

4. Petanque group

13 members attended the first meeting on 18th May at West Green Park. All but one of the members has now taken part. We normally meet at 16.30 on a Thursday afternoon, and at 14.00 on alternate Mondays for those who cannot do Thursdays. Average attendance so far is ten. A WhatsApp group has been set -up.

6. Fitness groups

Graham is in the process of organising two new groups: Exercise Afternoon and Sports Evening.

7. Art Appreciation (AA) Groups

The Leader of AA3 is standing down at the end of July. The group leader of AA2 is currently in hospital awaiting surgery. The future of these groups is not looking good. Following discussions with Maureen Wicks the last four meetings of the AA2 group for this term have been cancelled as the GL's recovery is likely to take some time, and no-one can access her flat to obtain the DVDs or take over running the group at short notice. We will not be charged for the room.

8. Family History

Now some good news!! Group leader Christine Watson has recruited a new member, Ken Toll, who is an expert in Genealogy and has agreed to give talks to the group

Annex 1: Advert



No Longer Working Full time?

u3a learn, laugh, live
u3asites.org.uk

The u3asites.org.uk has now been replaced by u3asites.org.uk/crawley/home

Annex 2: Report on French Group (from Jean Austin)

The group leaders, Jean Austin and Joelle Dumetz, together with Jo Slack and Kathy Bennetts-Brown, met recently to discuss the future of the French group. The group started in 2013, with Joelle taking over in 2015, and we very much hope to continue the friendships we have made over the years.

Numbers have fallen, so most meeting attendances are in single figures. This is not a problem as regards covering the cost of the room; the committee advises that other groups make a profit, thus covering the overall costs of all groups. However, we wanted to look at why numbers have fallen, and to look at ways we can retain current members and attract new ones.

One problem is that we are a group of very mixed abilities, so those who are beginners feel lost, in spite of support from other members, while the more fluent get bored. We ask for input from people, suggesting topics of conversation, but some do not ever contribute anything, while others contribute more than their fair share. Do people not contribute because they lack confidence? Are they expecting more formal teaching? In response to the latter, we decide to call the group FRENCH EXPERIENCE, rather than just "French", which could be a bit misleading.

Anecdotally members seemed to like our original format, where we sat in small groups, to converse, for the first hour or so. After a coffee break, we came together to share a topic of French life, with the use of television clips, "Bien Dire" magazine, and so on. From time to time the whole session is devoted to a French film, with sub-titles. We decided to stay with this format, which will work better now that we have moved back to a smaller room, hoping that smaller groups will help with the mixed ability problem. As before, topics are suggested beforehand, so that members can jot down some useful vocabulary before the meeting if they wish. However, of course, people are free to talk about any subject they choose. For the more formal post-coffee session the group leader, Joelle, will choose a topic on French life.

Should we meet less frequently? We wondered if bi-monthly meetings were too much for some, and discussed meeting once a month, with the possibility of informal meetings in a café or private home in between times. However, we agreed that for this term at least we would stick with the current frequency of meeting on the first and fourth Monday of each month.

At the end of this term, in July, we will again discuss if the group will be viable to continue in September. In the meantime, we will be speaking to other u3as to see how they do things.

Members Coordinator (Jacqui Mercer)

565 members were reported at the May 10th meeting. Since then 9 new members have been enrolled, 7 individuals and 1 couple. This brings us to 574 members.

Access Coordinator (Janet Newson)

No update for this meeting. Work is ongoing on finalising the report summarising the responses to the surveys sent out to Group Leaders on Access

Agenda Item 4: Budget Monitoring Report for the 8 months Sept 2022 to April 2023

Action for the Committee: To approve content of report and the projected outturn

Financial Report for the period September 2022 to April 2023

General comments

This is the second monitoring report for this year which includes comparisons to the budgets set for the year.

This report is divided into five sections:

Income and Expenditure summary – *This shows the overall financial positions for the period September 2022 to April 2023.*

General Operations – *This provides a more detailed analysis of the Membership and other income generated compared to the general operational costs incurred in running the organisation.*

Group Activity – *This provides an analysis of the income and expenditure incurred in running the various activity groups, both indoor and outdoor.*

Trips & Events – *This provides a financial summary of the income and costs that have been incurred on trips and events undertaken by the various activity groups.*

Balance Sheet – *This shows the organisations assets and liabilities, as at the 30th April 2023*

Income and Expenditure summary

The following table summarises the income and expenditure that has been incurred.

	General Operations	Group Activities	Trips & Outings	Total
	£	£	£	£
Income	10,613.65	12,241.70	27,843.55	50,698.90
Expenditure	3,589.13	10,393.08	26,734.41	40,716.62
Surplus / Deficit (-)	7,024.52	1,848.62	1,109.14	9,982.28

This shows that the u3a has generated an overall surplus of £9,982 during the first 8 months of the year. This position would be expected at this time, since the two of the main income streams (Annual Membership fees and Outdoor Activities membership fees) are collected at the beginning of the year but expenditure is spread throughout the year, with such items as the Third Age Trust annual payments not due until May each year. The overall financial objective for the Group Activities and Trips & Outings is to financially break even by the end of the year.

General Operations

This section of the report covers the general operations undertaken by the u3a that are financed from the Annual Management Fee and associated income streams.

Annex 1 sets out a detailed comparison of the costs incurred and income received against the budgetary plans for the year.

As at the 30th April, this account is showing a surplus of £7,024. Based on current information the Treasurer has included a projection of what the likely position will be at the end of the financial year.

This shows that the organisation is likely to be nearer to a break-even position, requiring a small draw on reserves compared to the budget assumption which assumed the need to make a significant draw on reserves.

This change has occurred because of several factors, which have been reported in both the previous monitoring report and 2023/4 fee setting documentation.

- Inflation, the budget assumed a potential higher level than was actually incurred.
- The anticipated Annual Celebration event has been downscaled from a major indoor event to an outdoor event in the Memorial Gardens. This is primarily due to not having an Event Coordinator to drive the initiative.
- There has been a marked increase in the number of members with email addresses, which has saved on the anticipated level of monthly members newsletter sent out by post.
- Lack of resources on the Committee has restricted the level of planned development and expansion activity being undertaken.

Group Activity

Financial summary of groups activities up to end of December is set out below.

Group Activity summary						
	Room Based		Outdoor		Total	
	Full year budget	Actual to date	Full year budget	Actual to date	Full year budget	Actual to date
	£	£	£	£	£	£
Income	16,910.00	10,656.40	1,840.00	1,585.30	18,750.00	12,241.70
less: Expenditure						
Venue hire	15,390.00	9,845.16	560.00	79.96	15,950.00	9,925.12
Expenditures/consumables	1,520.00	350.63	1,280.00	117.33	2,800.00	467.96
	16,910.00	10,195.79	1,840.00	197.29	18,750.00	10,393.08
Surplus / Deficit (-)	0.00	460.61	0.00	1,388.01	0.00	1,848.62
Attendance numbers	8460	5328				
Number of meeting held	530	378				
Number of memberships			491	430		

A more detailed breakdown by individual group is set out in [Annex 2](#). This includes both financial analysis and attendance data.

Key points to note are:

- As part of the budget the definition of what expenses could be claimed was extended to both encourage more focus on bringing learning into the scope of group activities and to modernise equipment, and having sufficient group engagement for planning through allowing for two planning meetings per group. The actual level of take up has been very low.
- Room based activity groups' numbers are down when compared to the budget.
- Outdoor membership numbers are down, after allowing for the loss of Out & About 2.
- The analysis shows that most Room based groups are now in surplus or making very small losses compared to last year. This shows that the increase in the 'Attendance Fee' has achieved its objective to bring them to a collective breakeven position.

Trips and Outings

The following table provides a summary of the activity on the trips and outings undertaken to date.

		£	£
Trips & Outings fees			27,843.55
less	Transportation	5,739.00	
	Entrance fees	20,646.91	
	Other expenses	348.50	26,734.41
	Surplus / Deficit (-)		1,109.14

A detailed analysis by individual trip and outing is set out in [Annex 3](#).

Balance sheet / Reserves

[Annex 4](#) is included to provide a clear picture of the net worth of the organisation.

As at the 30th April the organisation had £49,882 in cash, with £48,014 in available reserves (£25,638 in unrestricted funds and £23,376 in restricted funds).

By the year end the unrestricted reserves will be around £19,000. The recommended level of unrestricted funds that should be retained is in the region of £4,000. This means the organisation has in the region of £15,000 available for it to use.

Action for Committee

To approve content of report and the projected outturn for the year

Report by the Treasurer

Dated: 1 June 2023

Crawley u3a

Management Accounts for the period Sept 2022 to April 2023

2021/22		Actual to date	Projected Outturn	Budget	Variances	Reason for variance
£		£	£	£	£	
Expenditure						
290	Management Committee	370.70	540	590	50	
	Room Hire	153.55	240	240	0	
	Exepnses	107.19	150	300	150	
	Miscellaneous	109.96	150	50	-100	
300	Accountancy / Audit expenses	330.00	330	330	0	Includes TAT 40th £32.96, AGM Gilfs £77.00
1,631	IT Licences	237.92	1,025	1,160	135	
	Beacon	0.00	564	560	-4	
	Zoom	0.00	0	160	160	Not renewed
	Quickbooks	120.00	360	360	0	
	Website	100.64	101	80	-21	
2,127	General Equipment	319.98	400	700	300	Membership IT, Carry Cases Display Boards
179	Health & Safety equipment	0.00	100	200	100	
60	General operting licences	0.00	70	70	0	
0	Communications	518.26	1,400	4,000	2,600	
	Newletter	156.26	400	0	-400	
	Publicity	362.00	1,000	4,000	3,000	
Events & Meetings						
1,353	Monthly meetings	437.50	1,625	1,710	85	
	Room Hire	75.00	635	720	85	
	Speakers	355.00	900	900	0	
	Refreshments	7.50	90	90	0	
138	AGM	278.81	368	90	-278	
	Room Hire	87.50	138	90	-48	
	Refreshments	151.95	180	0	-180	
	Printing	39.36	50	0	-50	
314	Coffee Mornings	0.00	180	300	120	Budget was for 3 meetings per annum
	Room Hire	0.00	150	270	120	
	Refreshments	0.00	30	30	0	
0	New Members	25.40	26	0	-26	
	Room Hire	23.30	24	0	-24	
	Refreshments	0.90	1	0	-1	
	Printing	1.20	1	0	-1	
0	Rearly Useful Group	110.00	110	0	-110	
	Room Hire	45.00	45	0	-45	
	Refreshments	65.00	65	0	-65	
0	Group Leaders	89.55	90	340	250	
	Room Hire	75.00	75	300	225	
	Refreshments	14.55	15	40	25	
0	Annual Open Day	105.00	105	230	125	
	Room Hire	75.00	75	120	45	
	Refreshments	0.00	0	10	10	
	Advertising/ publicity	30.00	30	100	70	
534	Christmas Party	359.38	359	440	81	
	Room Hire	105.00	105	120	15	
	Refreshmnets	166.37	166	190	24	
	Raffles	37.05	37	120	83	Cost of raffle net of £113.95 cash received
	Printing /stationery/Quiz	50.96	51	10	-41	
0	Annual celebration event	18.50	450	1,300	850	Downscaled from indoor to outdoor.
	Room Hire	18.50	250	1,000	750	
	Refreshments	0.00	100	200	100	
	Advertising / publicity	0.00	100	100	0	
989	Membership and Welfare	388.13	1,160	2,040	880	
	Postage	203.20	900	900	0	Still to include 2023 Renewal Process
	Stationery	7.25	80	500	420	
	Printing	170.48	170	300	130	
	Welfare	7.20	10	340	330	
7,915	Gross Expenditure	3,589.13	8,338	13,500	5,162	

2021/22 £		Actual to £	Projected £	Budget £	Variances £	Reason for variance
7,915	Gross Expenditure	3,589.13	8,338	13,500	5,162	
Income						
0	Gift Aid	0.00	800	600	200	
0	Interest received	113.15	200	200	0	
277	Other Income	208.40	350	0	350	SUN repayment
277		321.55	1,350	800	550	
7,638	Net Expenditure	3,267.58	6,988	12,700	4,612	
Third Age Trust						
2,308	Membership subscription	0.00	2,132	2,566	-434	Levy £4, budget assumed £4.40
1,532	Third Age Magazine	0.00	1,457	1,730	-273	Inflation increase 7%, budget assumed 10%
3,840		0.00	3,589	4,296	-707	
5,522	Membership Income	10,292.10	10,300	11,141	-841	
-5,956.00	Surplus / Deficit (-) for year	7,024.52	-277	-5,855		

ACTIVITY GROUP FINANCIAL ANALYSIS - 2022/23 (Sept 22 to April 23)

	Receipts	Venue hire	Expenses	Payments	Surplus / Deficit (-)
	£	£	£	£	£
Art Appreciation 2	306.00	277.50	22.98	300.48	5.52
Art Appreciation 3	136.00	97.14	0.00	97.14	38.86
Bamboo Pipes	190.00	192.00	0.00	192.00	-2.00
Book Group 1	130.00	109.60	33.00	142.60	-12.60
Bridge for fun 1	1,048.00	1,200.00	0.00	1,200.00	-152.00
Bridge for fun 2	946.00	990.00	0.00	990.00	-44.00
Earth Matters	0.00	0.00	0.00	0.00	0.00
Family History	60.00	74.00	0.00	74.00	-14.00
Film Circle	250.00	129.50	17.39	146.89	103.11
Folk Dancing	382.00	442.22	0.00	442.22	-60.22
Folk Music/Group	184.00	152.63	5.00	157.63	26.37
French	205.00	298.10	97.60	395.70	-190.70
Gardening	659.60	203.91	38.83	242.74	416.86
Gardening 2	607.80	121.50	38.84	160.34	447.46
History	280.00	186.40	0.00	186.40	93.60
Mahjong	630.00	295.00	0.00	295.00	335.00
Painting Crafts and Drawing	692.50	980.00	0.00	980.00	-287.50
Poetry	364.00	279.81	9.44	289.25	74.75
Quiz 2	295.00	154.30	3.00	157.30	137.70
Quizzing	320.00	163.10	0.00	163.10	156.90
Rummikub & Canasta	186.00	166.50	41.19	207.69	-21.69
Science for non-scientists	134.00	83.28	0.00	83.28	50.72
Short Mat Bowls (Mon)	198.00	533.82	0.00	533.82	-335.82
Short Mat Bowls (Wed)	246.00	495.69	0.00	495.69	-249.69
Singing for Fun	356.00	458.82	10.00	468.82	-112.82
Smart Phone photos	64.00	111.02	0.00	111.02	-47.02
Table Tennis	1,181.00	1,037.00	0.00	1,037.00	144.00
Topical Discussion 1	214.50	215.13	0.00	215.13	-0.63
Topical Discussion 2	0.00	18.50	0.00	18.50	-18.50
Ukulele	391.00	378.69	33.36	412.05	-21.05
Room based Groups	10,656.40	9,845.16	350.63	10,195.79	460.61
Allotment	7.60	0.00	0.00	0.00	7.60
Ambers	135.60	0.00	0.00	0.00	135.60
Ambers Extra	82.30	0.00	4.90	4.90	77.40
Cycling For fun	0.00	0.00	0.00	0.00	0.00
Out and About 1	126.60	9.20	0.00	9.20	117.40
Out and About 4	197.60	20.90	19.04	39.94	157.66
Out and About 5	136.80	17.48	0.00	17.48	119.32
Out and About 6	171.00	9.25	20.40	29.65	141.35
Out and About 7	178.60	0.00	9.99	9.99	168.61
Tennis / Pickleball	30.40	0.00	0.00	0.00	30.40
Theatre	334.60	0.00	63.00	63.00	271.60
Walkers 1	93.00	13.88	0.00	13.88	79.12
Walkers Extra	91.20	9.25	0.00	9.25	81.95
Outdoor Activity Groups	1,585.30	79.96	117.33	197.29	1,388.01
TOTAL	12,241.70	9,925.12	467.96	10,393.08	1,848.62

ACTIVITY GROUP FINANCIAL ANALYSIS - 2022/23 (Sept 22 to April 23)

	A	B	D = A/B	
	Total paid attendance (Receipts /£2.00)	Number of meeting paid for	Average (Paid) attendance per meeting	Minimum required attendance per meeting (Room hire cost /£2.00)
Art Appreciation 2	153	15	10	10
Art Appreciation 3	68	6	11	9
Bamboo Pipes	95	14	7	7
Book Group 1	65	6	11	10
Bridge for fun 1	524	34	15	15
Bridge for fun 2	473	32	15	15
Family History	30	4	8	0
Film Circle	125	7	18	10
Folk Dancing	191	13	15	18
Folk Music/Group	92	7	13	12
French	103	13	8	13
Gardening	330	7	47	15
Gardening 2	304	7	43	12
History	140	8	18	12
Mahjong	315	22	14	NA
Painting Crafts and Drawing	346	28	12	15
Poetry	182	15	12	10
Quiz 2	148	8	18	9
Quizzing	160	7	23	12
Rummikub & Canasta	93	9	10	12
Science for non-scientists	67	6	11	8
Short Mat Bowls (Mon)	99	14	7	20
Short Mat Bowls (Wed)	123	13	9	20
Singing for Fun	178	14	13	12
Smart Phone photos	32	7	5	10
Table Tennis	591	34	17	16
Topical Discussion 1	107	15	7	8
Ukulele	196	13	15	15
Room based Groups	5328	378		

TRIPS AND OUTINGS SCHEDULE - 2022/23

			Receipts	Transport	Entry	Other	Payments	Surplus / Deficit (-)	Attendance
			£	£	£	£	£	£	No
September 2022 to August 2023									
07-Sep-22	Gardening	RHS Hyde Hall	648.00	545.00		40.00	585.00	63.00	48
10-Oct-22	Gardening	RHS Stowe	370.00	525.00			525.00	-155.00	35
12-Dec-22	Gardening	Christmas Lunch	1,485.50		1,496.00		1,496.00	-10.50	66
22-Feb-23	Gardening	Old Vicrage Washington	420.00		420.00		420.00	0.00	30
31-Mar-23	Gardening	Beth Chatto	1,437.00		780.00		780.00	657.00	40
21-Apr-23	Gardening	Pastley Manner	1,308.00		705.00		705.00	603.00	47
04-Oct-22	O&A 1	IWM Duxford	352.00	352.00			352.00	0.00	8
30-Nov-22	O&A 1	Winchester Xmas market	242.00	242.00			242.00	0.00	11
19-Dec-22	O&A 1	Christmas Lunch	618.00		618.00		618.00	0.00	25
11-Apr-23	O&A 1	Museum of Brands	78.30		78.30		78.30	0.00	13
06-Feb-23	O&A 1&4	Verrio tour of Christ Hospital	690.00		690.00		690.00	0.00	23
05-Apr-23	O&A 1&4	Audley End House & Garden	750.00	695.00			695.00	55.00	50
19-Sep-22	O&A 4	The Savill Garden & River Boat trip	2,014.50	525.00	1,380.00	40.00	1,945.00	69.50	16
16-Nov-22	O&A 4	Vintners tour	132.00		132.00		132.00	0.00	11
05-Dec-22	O&A 4	Christmas Lunch	145.00		145.00		145.00	0.00	29
16-Feb-23	O&A 6	Gatton Park	156.00		156.00		156.00	0.00	13
08-Jun-23	O&A 6	Brick Lane Music Hall	765.00		765.00		765.00	0.00	17
21-Oct-22	O&A 7	Royal Hospital Chelsea	345.00		345.00		345.00	0.00	22
22-May-23	O&A 7	Holland trip	2,650.00		2,600.00		2,600.00	50.00	53
11-Apr-23	O&A 7+	Winchester	706.50	595.00			595.00	111.50	39
06-Sep-22	Seasonal	Tower of London	2,602.00	595.00	1,976.00	172.00	2,743.00	-141.00	53
26-Apr-23	Seasonal	Holland Park & Leighton House	1,189.00	545.00	756.00	60.00	1,361.00	-172.00	28
14-Sep-22	Theatre	Mirror Cracked	433.50		434.50		434.50	-1.00	18
20-Oct-22	Theatre	Noises Off	851.00		837.56		837.56	13.44	23
24-Nov-22	Theatre	Lavender Hill Mob	572.00		575.80		575.80	-3.80	22
21-Dec-22	Theatre	Royal Albert Hall carols	911.50	625.00	250.00	36.50	911.50	0.00	47
11-Jan-23	Theatre	The Lion King	700.00		700.00		700.00	0.00	20
01-Feb-23	Theatre	Best Exotic Marigold hotel at CFT	1,684.00	495.00	1,188.00		1,683.00	1.00	33
26-Feb-23	Theatre	Beyond the Barricades	589.00		620.00		620.00	-31.00	19
22-Mar-23	Theatre	Wish you her Dead	831.25		831.25		831.25	0.00	25
19-Apr-23	Theatre	Blood Brothers	660.00		660.00		660.00	0.00	20
07-Jun-23	Theatre	Wicked	562.50		562.50		562.50	0.00	26
29-Aug-23	Theatre	Sound of Music	945.00		945.00		945.00	0.00	27
							0.00	0.00	
			27,843.55	5,739.00	20,646.91	348.50	26,734.41	1,109.14	

Balance Sheet as at 30th April 2023

£

Cash

Lloyds Bank accounts	General	458.45
	Deposit	49,213.15
	Membership	35.60
Cash Floats	General	122.54
	Allotment	22.57
	Table Tennis	30.00
Cash Balance		49,882.31

Currents assets

Stock	Stationery	192.27
	Postage	150.80
Debtors		516.50

Current Liabilities

Creditors	under one year	-2,592.45
	over one year	-135.00
		-1,867.88

NET ASSETS**48,014.43****Represented by**

£

Unrestricted Funds

Brought forward at 1st Sept 2022	36,772.57
Transfer to Restricted Funds during year	-18,159.00
Surplus or deficit as at 30th April 2023	7,024.52
	25,638.09

Restricted Funds

Trips & Outings	1,536.34
Activities	15,840.00
Equipment reserve	5,000.00
	48,014.43

Agenda Item 5: Proposed Fees for the 2023/24 Financial Year

Action for Committee: (i) To approve the proposed 2023/24 fees (ii) To agree on what material is sent out to Crawley u3a members in advance of the 30th June meeting

Crawley u3a

Report from the Treasurer on proposed Fees for the 2023/24 Financial Year.

1. Background

The 2022/23 financial year was the first post Covid. The Committee had to determine the fees based on a lot of unknown factors, such as potential membership numbers, speed with which activities would return to pre Covid level, or if they would at all. This within an environment of potentially increasing inflation starting to be driven by higher energy costs. Plus, with an aspiration to ensure that the u3a came alive again after Covid.

Though inflation drove a significant increase in the venue hire costs the overall impact was not as bad when compared to the assumptions made when setting the 2023 Fees. Membership numbers have reduced but are beginning to recover, and Indoor activity groups are generally operating on lower attendance numbers than pre Covid.

With key vacancies throughout the year the Committee has not had the resources to fully achieve its objectives and aspirations to bring the u3a out of Covid and grow, with key celebrational and development activities having to be scaled back.

The Third Age Trust were making similar post covid assumptions, wanting to spend on developing the organisation to bring it back to life and expand. To do this they were seeking an increase in the capitation fee to £4.40. This increase was voted down at the AGM on the grounds that the expansion plans were too extensive and not deliverable. The Third Age Trust scaled back their ambitions. Next year their intention is to develop at a slower pace and use up their excess reserves before seeking any further increase in their capitation fee.

In financial terms, this has meant that expenditure is below the anticipated level and reserves have not been used to support the Membership fee as planned.

With a healthy level of reserves and having a year of post covid costs and organisational data available; the determination of the 2023/24 Fees can be based on a sounder platform. The Committee has reset its objectives to better match resources and time available. The overall healthy financial position and this revised approach does provide the opportunity to consider a review and simplification of the Fee structure to ensure that all the fees are on an equitable and fair basis for all Members.

2. Proposed Annual Membership Fee and Third Age Magazine

The Annual Membership Fee covers the general operational costs and services of the u3a that every member is entitled to receive and consume.

The Fee is made up of two elements:

- The Basic Fee – which covers the u3a's own costs, and
- The Third Age Trust, annual capitation fee which is payable by everyone who is a member of a u3a throughout the country.

Unrestricted reserves currently stand at around £19,000, which is £15,000 above what is required to be held as the minimum level to comply with Charity Commission guidance. This provides the opportunity to

consider absorbing any cost increases incurred during next year and maintain the Basic Fee at its current level. It is therefore proposed that the Basic Fee for 2023/24 is set at £12 per person, this is slightly down from the £12.10 charged this year.

With the objective of wanting to use this year to both simplify the fee structure and make the fees more reasonable and equitable across the board a key change being proposed is the removal of the Joint Membership discount. It is felt that this discount is not equitable across the whole membership when each individual member has the same access and rights to consume any of the services provided by the u3a. This will increase the fee for the members affected, but it is hoped those Members will still view their fee as being good value for money for what services are being provided.

The Third Age Trust have already set the capitation fee (levy) for 2023/24 at £4 and have indicated that they will be taking a financial approach similar to the Committee's views of looking to hold their fee at the current level until the level of their reserves have been reduced to a more acceptable level.

In previous years, the annual cost for receipt of the Third Age Magazine (TAM) had been treated as a standard charge levied by the Third Age Trust on all members. The Committee has now acknowledged the feeling from within the membership that TAM may not be something that all members find both useful or relevant or want to receive. Therefore, with effect from 2023/24, the cost of TAM is being removed from the basic fee and Members will be offered the opportunity to subscribe separately to the receipt of TAM. This will be a separate charge of £4 per household who choose to subscribe and will be collected as part of the annual membership renewal process.

The following table set out what the proposed fees will be for each category of membership, with a comparison to this year's fees.

Membership category	Basic Fee	TAM	TAT levy	Total	Basic Fee	TAT levy	Total
				2022/23			2023/24
				£			£
Individual	12.10	3.80	4.40	20.30	12.00	4.00	16.00
Joint Membership	18.60	3.80	8.80	31.20	24.00	8.00	32.00
Associate individual	12.10	12.10	12.00	...	12.00
Associate Joint Membership	18.60	18.60	24.00	...	24.00

If a household opts to receive TAM a further £4 will be payable in addition to the above Individual and Joint Membership fees making them Individual £20.00 and Joint Membership £36.00

3. Room Based Activity Fee

The Fee was increased to £2 for this year. The current year's level of collective activity across all the indoor room-based groups indicates that the £2 is covering the costs of these groups. It is therefore proposed to maintain the fee at £2 per attendance for the 2023/24 year.

4. Outdoor Activity Group – annual membership Fee

In previous years the charge for Outdoor Groups has been used to support and cover the deficits incurred by the room-based groups. The Room based groups attendance fee is set at a level which is collectively covering their costs; and we are now collecting room-based groups attendance data that will enable the Committee to be in a position to adjust the attendance fee in future years to ensure that those Groups maintain a collective break-even position. This allows us to consider the Outdoor fees is isolation and whether they are providing value for money.

This provides an opportunity to review the structure of the fee charged for Outdoor activities and align them more effectively to the costs being actually incurred by individual activities.

The nature of the outdoor activities being undertaken is wide - Allotment, Walking/Ambling, O&A, Sports (Tennis & Pickleball and Social Cycling) & Theatre each of which incur differing levels of costs. Some operational costs are built into the costing of the trips and outings undertaken by the groups and some 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.

This means that the application of a standard £3.80 annual charge may not be fair or equitable. Though as all Groups are encouraged to have planning activities and will incur some administrative costs a standard charge may still be considered applicable.

The proposal for 2023/24 is that a standard charge of £2 per person will be charged to cover the planning and basic administrative costs, except for the Theatre group where because of the size of the group the fee will be £1 per person.

In addition, where Groups such as Allotments and Tennis/Pickleball are incurring a combination of rental costs for the facilities they use and consumable equipment costs, a further charge determined on an annual basis by the Group Leader and the Treasurer will be added to the standard charge for those groups to cover these costs.

5. Cost recovery – remuneration rates

To comply with the u3a Financial Policy, each year as part of the budget, reimbursement rates are set for some common elements of costs used in recovering expenses incurred through Expense Claim Form 4. This makes it easier for Members to determine their expense claims without needing to provide any supportive documentation.

The proposal is to maintain the reimbursement rates for 2023/24 the same as 2022/23.

	2022/23	2023/24
Car Mileage	45p per mile	45p per mile
Home computer printing copies - black and white	8p per sheet	8p per sheet
Home computer printing copies - colour	8p per sheet	8p per sheet

It is acknowledged that setting a standard home computer printing cost is difficult, as it will depend on the age and type of printer being used. Modern inkjet printer's unit costs will likely be below the 8p standard, but older Laser printers will have higher running costs.

The Committee will keep these under constant review through the year. If a member feels that their costs are not being adequately reimbursed through the use of the standard rates then they are free to have and agree a separate remuneration rate with the Treasurer.

Committee decision 1: To approve the following Fees for 2023/24:

- Annual Membership Fee - £16 per person, or £12 for each Associate Member.
- A separate fee of £4 for each household that wish to subscribe to receive the Third Age Magazine (TAM).
- Room based activities attendance fee – £2 per attendance.
- Standard outdoor activity annual membership fee - £2 per person.
- Supplementary outdoor activity fees, where applicable to be agreed annually by the Group Leader and the Treasurer.
- Standard reimbursement rates to remain at 2022/23 levels for 2023/24.

Committee decision 2: To agree on what material is sent out to Crawley u3a members in advance of the 30th June meeting.

Agenda Item 6: Update of Beacon Access Privileges and Progress on GDPR Actions

Action for the Committee: To agree proposals in green

1. Proposed change to Assistant Database Administrator

It is proposed that the Secretary, Margaret Lloyd, takes over from Anne Thorn in acting as back-up to John Walton. Anne is happy with this proposal.

Decision 1 for the Committee: Does the Committee support this?

2. Progress on Beacon Access Privileges and other Beacon Update Tasks since May 10th Meeting

1. Mapping of Trustee and Committee Support Roles to Beacon Roles

It was agreed that a clearer table would be produced showing this mapping.

Organisational Role	Beacon User Role	Holder
Trustee Officer Roles		
Chair	Default Trustee	Jim McGough
Vice Chair	Default Trustee	Vacant
Secretary	Secretary	Margaret Lloyd
Treasurer	Treasurer	Graham Friday
Trustee Non-Officer Roles		
Communications Coordinator	Communications Coordinator	Sue Parker
Groups' Coordinator	Groups' Coordinator	Peter Beckley
Members Coordinator	Members Coordinator	Jacqui Mercer
" " " " "	" " " " "	Ann Sole (1)
Events Coordinator	Outstanding until the role is filled	Vacant
Access Coordinator	Access Coordinator	Janet Newson
Committee Support Roles		
Webmaster Manager	Webmaster	Stuart Spreadborough
Beacon Administrator	Database Administrator	John Walton
Assistant Database Administrator	Administrator Assistant	Anne Thorn
Assistant Treasurer	Assistant Treasurer	Vacant
Webmaster Manager	Webmaster	Stuart Spreadborough
Membership Support	Outstanding until the role is filled	Vacant
Welfare Support	Welfare Support	Brenda Ashenden
Seasonal Outings Organiser	Combined under Seasonal Outings and	Liz Tenant
Speaker Organiser	Speaker Organiser	

A

(1) To be amended once decision made over Ann's future role

Decision 2 for the Committee: Does the Committee the format of this table and the mapping of Beacon User Roles?

The Beacon Administrator is making the necessary changes to the Access privileges as agreed at the May meeting (privileges were approved for all the Beacon User roles except for the Database Administrator and Assistant Database Administrator which are still outstanding). Once these are done an e-mail will be sent to

all the above users informing them of the changes and that they will see additional menu items such as u3a Offices on their home page as a result of these users being granted access to these.

2. Setting Up Logs Recording Committee Decisions

(a) Changes to Holders of Beacon User Roles

This will record all changes made to the Holders of Beacon User roles, normally arising from a change to the person holding the related organisational role. The date the Committee approves each change will be stated. Care will be taken to ensure that as well as granting the new Beacon User Holder the relevant access the access rights of the former holder will also be removed (not always done in the past).

The User Roles table (shown above) on the BeaconInfo spreadsheet will be updated accordingly and the Beacon Administrator informed.

(b) New/Deleted Beacon User Roles and Changes to Privileges within Roles

This will state the date the Committee approves any these, with an explanation of the nature of change and the rationale.

The Access Privileges tab on the BeaconInfo spreadsheet will be updated accordingly and the Beacon Administrator informed.

Decision 3 for the Committee: Does the Committee approve the creation and maintenance of these logs? Copies will be placed on the [For Trustees](#) website.

3. Updating non-Activity Groups

Those which the Committee agreed should be deleted were removed on 19th May. A log has also been set up to record the establishment, and deletion of, non-Activity Groups. There are now only three in operation:

- Beacon Users (GL Beacon Administrator)
- Group Leaders (GL Groups Coordinator)
- Out and About Working Group (GL Groups Coordinator). For temporary use only.

4. Updating Polls

The polls currently in existence are all to be discontinued wef 1st September 2023 except for the TAM one which will be fully updated in September 2023 for the new membership year 2023-24.

I am investigating with the Members Coordinator whether the TAM upload spreadsheet automatically deletes those members who have resigned. This poll will be fully updated in September case for the new membership year 2023-24.

I am liaising with the Communications Coordinator as to who should appear on a new poll showing those who require printed newsletters (those as shown as without e-mail on the left-hand side of the Members List plus those who have good reason for requiring a printed copy).

5. Procedures around use of Beacon and Committee Approval of Roles and Access Privileges

Logs have already been set up as described under 2. and 3. above. Procedures describing the Committee's role in approving changes to Holders of Beacon User Roles and Access Privileges will form part of the draft Committee Procedures document to be reviewed at the July 12th meeting.

6. Progress on GDPR compliance actions (Action list agreed 8th March 2023 meeting, updated with actions agreed at 10th May 2023 meeting)

Items completed shaded in green

Those items shaded in yellow are new additions to the list.

No	Action	Who	Progress
Induction & Training			
1	Ensure responsibilities around handling data are included within the Trustee Induction programme	Chair & Secretary. Secretary to amend Induction checklist.	To be included in next update -noted against Trustee Induction on the <u>Policies and Documents</u> list.
2	Group Coordinator to ensure responsibilities around handling data (e.g. all e-mails to be Group members to be sent bcc) are included within the training for new Group Leaders, the GL handover processes, and in the Procedures for GLs document (emergency contact data is currently covered but not other personal data).	Secretary to compose guidance	To be included in next Procedures for Group Leaders document update as noted on the <u>Policies and Documents</u> list.
General Management			
3	Appoint a Data Protection Officer (this will need to be the Secretary for now given the vacancies on the Committee but may change in future)	Role taken on by the Secretary and this made clear on the policies themselves and on the Web Contact page.	
4	Secretary to ensure that proper processes are established centrally to demonstrate compliance (e.g. log of members requests relating to personal data including withdrawal of consent for data submitted voluntarily), and inclusion of GDPR matters in Committee Member changes checklist.	Secretary	To be covered in the forthcoming Committee Procedures document to be reviewed on July 12 th .
5	The Crawley u3a Communications Policy to include a section on the implications of data protection, focusing particularly on the use of photographs and videos.	Communications Coordinator	To be included in next update - noted on the <u>Policies and Documents</u> update
6	Ensure that Trustees and Support Role holders who use personal data in their role: (i) Use computers and laptops with firewalls; (ii) The computer files are protected by strong passwords; and	Secretary	Note to ex Committee Members wef 2017 on 25 th May requesting them to delete all files with personal data (other

	(iii) Do not retain such data once they finish their role;		than those relating to Groups for which they are GL).
6	Investigate possibilities for keeping password protected files with personal data only within special Committee protected areas (Microsoft Teams or Drop boxes) rather than on personal computers and laptops.	Secretary/IT Group	
8	Committee to decide how long, subject to Gift Aid requirements, personal data is retained once a member resigns, dies or fails to renew. Consider including this in the Privacy Statement on the New Members Application Form	Secretary to include in a future meeting	
Beacon Roles and Privileges			
9	Reduce and simplify the system of Beacon Roles	Secretary	New Beacon roles agreed at 8 th October and May 10 th meetings subject to a few outstanding points. Latest mapping to current Trustee and Committee Support shown above.
10	Remove outdated Non-Activity Groups and Polls no longer used		List of Groups and Polls to be removed agreed 10 th May. Groups removed. Polls to be set up afresh as part of 2023/24 renewal.
11	Develop set of Procedures to keep the following up-to-date and regularly reviewed by the Committee: (i) Beacon roles (ii) Access Privileges for each role (iii) Non-Activity Groups (iv) Polls	Secretary	In progress. See paragraphs 2. & 5. above.
New Members Application and Members' Renewal Forms (see note below)			
12	Amend to make it clear that the question on previous occupation is voluntary	Secretary & Mems Coordinator	Covered by Agenda Item 8 Update on Membership Forms for 2023/24
13	Check that the note on GDPR currently shown is sufficient (we may need to state why we collect and hold Emergency contact data)	Secretary	

14	It needs to be made clear that a member has the option to opt out of receiving the Third Age Matters magazine	Secretary & Members' Coordinator	Not relevant now we have agreed to charge for TAM separately from the basic membership fee.
16	Consider asking whether a member consents to the use of photos including themselves (without any names being given) in newsletters and on promotional material.	Secretary/Communications Coordinator	Covered by Agenda Item 8 Update on Membership Forms for 2023/24
Website			
17	Remove the current Groups Directory document from the web as it contains many GLs personal e-mail addresses. All information which a prospective or existing member might require on a group should be included on the relevant Group web page. For those without web access we can send a Directory through the post.	Secretary/Communications Coordinator	

Margaret Lloyd, Secretary, June 12th

Agenda Item 7: Appointment of External Examiner

Background

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

At the 12th April meeting I reported that, as a result of my sending out an invitation to act as External Examiner to potentially eligible Crawley u3a members, George Stringer, a Crawley Associate member from Horsham u3a (for which he is Chair), had expressed an interest in taking on the role. I showed the communications between us in an Annex. The Committee agreed that we should proceed to meet him to discuss the matter further.

At the May 10th meeting I reported that the Chair, Treasurer and I had arranged to meet George Stringer for lunch at the Star in Rusper on Monday 22nd May.

Meeting 22nd May

As explained in the Chairs monthly report ([Agenda Item 3](#)) George Stringer confirmed his willingness to act as External Examiner and we are more than happy to appoint him, once we have Committee approval.

My subsequent correspondence with George, in effect a letter of engagement, is shown in the [Annex](#).

Decision 3 for the Committee: Does the Committee the appointment of George Stringer as External Examiner?

Annex: Correspondence with George Stringer following the May 22nd lunch

From: secretary@crawleyu3a.org.uk <secretary@crawleyu3a.org.uk>
Sent: Tuesday, May 23, 2023 9:56 AM
To: 'georgestringer@btinternet.com' <georgestringer@btinternet.com>
Cc: Chair@Crawleyu3a.org.uk; treasurer@crawleyu3a.org.uk
Subject: Acting as External Examiner

George,

We enjoyed meeting you yesterday and are delighted that you are happy to take on the role of External Examiner to Crawley u3a with effect from its 2022/23 financial year, which ends on the 31st August 2023. As I said yesterday, I would be willing to act in a reciprocal manner as External Examiner to Horsham u3a should you require this.

I am sure that you are familiar with the guidance provided by the Charity Commission [Independent examination of charity accounts: examiners \(CC32\) - GOV.UK \(www.gov.uk\)](#). It also provides a useful checklist ([CC32a Independent Examiners checklist v1 odt.odt \(live.com\)](#)).

Our Annual General Meeting (AGM) takes place each year on the 2nd Friday of November at 14:30 at the Friary (5 Haslett Avenue West, Crawley RH10 1HR) though it is not necessary for you to attend should this cause a problem. This year it will fall on 10th November.

We will be issuing an AGM and accounts preparation timetable no later than August and will of course be sending you a copy. We normally set up a dedicated AGM page on our website to hold all the documents - this is the link to the AGM 2022 page <https://u3asites.org.uk/crawley/page/126783> (we were agreeing a new Constitution at this AGM; we expect this year's AGM to be much more straightforward, particularly as this year we are holding a separate meeting at 10:30 am Friday 30th June at the Friary to obtain agreement on the proposed 2023/24 fee levels.

We will refund printing and associated expenses as described in our Financial Policy document, to be found on <https://u3asites.org.uk/crawley/page/128638>

Graham will also be in touch with you nearer the time to show you his accounting system and to explain his procedures.

Meanwhile should you have any questions or concerns please do get in touch.

Thank you again for your willingness to act in this way.

Margaret Lloyd, Secretary Crawley u3a Tel: 01203 514475

From: secretary@crawleyu3a.org.uk
To: georgestringer@btinternet.com
Sent: Thursday, 1 Jun, 23 At 09:44
Subject: Acting as External Examiner

George, are you happy for us to announce your appointment on the AGM page of our website?

Margaret

From: georgestringer@btinternet.com georgestringer@btinternet.com <georgestringer@btinternet.com>
Sent: Saturday, June 3, 2023, 2:40 PM
To: secretary@crawleyu3a.org.uk
Subject: Re: Acting as External Examiner

Margaret

Yes

Regards,
George

Agenda Item 8: Changes to Membership Forms for 2023/24

Action for the Committee: To agree responses to questions in green

These forms were first considered as part of **Agenda Item 6 “2023/24 Membership Renewal Process”** at the 12th April meeting.

Actions arising from review of the forms were:

Action 1. Secretary and Communications Coordinator to liaise with Members Coordinator on the further changes to be made to the draft 2023/24 forms to reflect the implications of the recent review of GDPR compliance (from the March 8th meeting Agenda Item 11) and the inclusion of a question on the New Membership form on how the new member had heard about Crawley u3a.

These are covered in **Section 1**, along with some other potential additions/changes I came across when looking at the membership forms used by other u3as.

Action 2. Secretary to review the Gift Aid advice paper.

Covered in **Section 2** below.

Section 1: Further changes to be made to the draft forms presented to the 12th April meeting

(a) For New Members Application Form only

(i) Agreeing to Terms and Conditions of Membership

This is taken from the Third Age Trust sample Membership Application Form. Most u3as now include it on their application forms as it assists the Committee in its duty to protect its members.

All members must:

- Abide by the [Principles of the u3a and Members Code of Conduct.pdf](#)
- Always act in the best interests of the Crawley u3a and never do anything to bring the u3a into disrepute.
- Abide by the terms and conditions of the Crawley u3a constitution.
- Treat fellow members with respect and courtesy at all times.
- Comply with and support the decisions of the elected committee.
- Advise the committee of any change in your personal details by contacting memberscoordinator@crawleyu3a.org.uk.
- Be aware that they should have the appropriate ability to take part in any activity of their chosen group

I/We apply for membership of Crawleyu3a and confirm that I/We will abide by the terms of membership as stated above. I/We confirm that I/We have completed the form myself/ourselves or have been assisted to do so.

I/We will make full payment of fees due as soon as is reasonably practicable.

Signed

Dated

Bullet point highlighted in mauve: This is not included in the TAT sample form but I saw it included on the Reading u3a form and thought it could be useful.

Question 1: Does the Committee approve the inclusion of this?

Question 2: Does the Committee think it might be worthwhile to include this on membership renewal forms also (for this year only to ensure that all existing members will have signed up to this)?

(ii) Insertion of a question “How did you hear about Crawley u3a?”

There will need to be a space for an answer of a sentence or so.

Rationale: To enable us to allocate publicity effort and spend more efficiently

The Secretary and Communications Controller did wonder about asking the applicant to tick one of a set of boxes (e.g. from a friend who is already a member, from a leaflet I picked up, from the West Sussex Libraries Clubs and Societies list etc) but decided this would take up too much space and would be more likely to require updating for future versions. The Communications Coordinator can always follow up ambiguous responses at New Members meetings.

Question 3: Does the Committee approve the inclusion of this?

(iii) Obtaining information on new members expertise and/or willingness to volunteer

In the current application form we ask members to state (on a voluntary basis) their previous occupation.

We could ask as an alternative something of this nature:

Do you have any skill/expertise that you could share with our u3a (e.g. computing, accountancy, event management, website development)?

Alternatively, we could include a longer statement emphasizing the self-help nature of the u3a and accustoming new members to the idea that some degree of “giving-back” is required:

The u3a is a self-help, self-managed, lifelong learning cooperative. Members share knowledge, skills and experiences and contribute to the organisation by different means. Some people help in practical ways, such as helping with administration or refreshments, and others enjoy sharing their knowledge, skills and expertise by giving talks or leading a group.

If you think you could help now or in the future, please give us a brief summary of what you can offer.

Question 4: Does the Committee believe it would be useful to include either of these?

(iv) Other amendments

Insert a note to “Email address” in the Member Details section stating that:

To reduce costs and keep the membership fee low the committee will communicate with you via e-mail where possible.

This will get across the point that the standard means of communication (for AGM notices, distribution of newsletters etc) will be by e-mail.

(b) For New Members' Application Form and Membership Renewal Forms: New Privacy Statement

2022/23 Version

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 you 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 Third Age Matters, the Third Age Trust magazine.**

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.

Proposed 2023/24 Version

Privacy Statement Crawley u3a requires members to provide their personal information so that you can be kept informed about events and activities which we offer you as part of your membership.

Crawley u3a's lawful basis for collecting this information is legitimate interest.

In collecting your information Crawley U3A will:

- store it securely for membership purposes
- use it to communicate with you as a Crawley u3a member, including sending you the Crawley u3a newsletters
- share it with group leaders for those groups of which you a member;
- Send you general information about the Third Age Trust (the national organisation to which our u3a is affiliated)
- Use any photograph for publishing in the Crawley u3a newsletter and publicity material.

I consent to my data being used for membership purposes as detailed above (please tick)

☐

A detailed description of our Privacy Policy is on our website at <https://u3asites.org.uk/crawley>. If you do not have access to the website a paper copy can be requested from the members' coordinator on memberscoordinator@crawleyu3a.org.uk

Reasons for change:

- To reflect the fact that we now use the legitimate basis, rather than the contract basis, to collect membership data and this should be stated in the Privacy statement.
- To reflect latest best practice across the u3a (using the term "Privacy Statement" and use of bullet points);
- Removing the statement on TAM (highlighted in **yellow**) from main part of the form and featuring it instead in the section asking the member whether they wish to the extra charge to enable them to receive TAM.

I consent to my data being shared with the company overseeing the distribution of the Third Age Trust magazine (please tick):

☐

Question 5: Does the Committee approve the inclusion of this?

Section 2: Secretary to review the Gift Aid advice paper

See the [Annex](#) for the amended version.

The only changes made to the 2022/23 version are the inclusion of the latest tax allowance (in fact the allowances for 2023/24 remain unchanged from 2022/23) and statutory. pension information.

Question 6: Does the Committee approve this version?

Question 7: To reduce the amount of paper being sent out as part of the Membership Renewal should this advice paper just be referred to on the Gift Aid status part of the Application/Renewal forms, with a link to the paper on the Crawley u3a website (advise those without internet to contact the Members Coordinator for a copy)?

Proposed Next Steps

The final forms cannot be finalised until after the Members' Fees Agreement meeting on 30th June, when the final fee levels will be agreed with the members.

Members Coordinator and Treasurer to bring to the July 12th meeting, along with the final Membership Renewal Timetable, the full set of forms (New Membership, Renewal of Membership, Gift Aid declaration etc) amended for what the Committee has agreed in response to the questions above.

To note with reference to the decision on whether **we send out membership cards or not:**

It seems quite common for u3as to send out a membership card by post *only* on receipt of an SAE. This would deal with the postage issue. This example is from Reading u3a.

Please tick ONE of the options below Either

Or

- ☐ I enclose a small STAMPED self-addressed envelope for my Membership card
- ☐ I will collect my new card from the next Monthly Meeting / AGM / Coffee Morning

Margaret Lloyd, Secretary 29th May

Annex: Gift Aid Advice Document

Are you able to Gift Aid your u3a Annual Membership Fee?

Who can Gift Aid <https://www.gov.uk/donating-to-charity/gift-aid>

Donating through Gift Aid means charities can claim an extra 25p for every £1 you give if the donor:

- Has paid the same amount or more in income tax or capital gains tax in that year, and
- Makes a Gift Aid declaration giving the charity permission to claim it. For Crawley u3a this means ticking the box on the annual membership renewal form (or new member's application form).

Making a gift aid donation does not cost the donor any extra money. Many retired people do not pay any income tax because their eligible income is below their personal allowance (£12,570) and so cannot gift aid their Crawley u3a membership (or any other charitable donations).

How do I know if I will be paying income tax in the next year?

Income Eligible for Income Tax

This is the total of:

State pension + occupational pension(s) + any current wages or salaries + investment income (excluding that on ISAs or Premium Bonds) + rental income (only if renting out a property, renting out just a room in the house where you live is not taxable) + any other eligible income

Note that:

- 1) For most retired people only the state pension and occupational pension are relevant as they have no other eligible income
- 2) Most state benefits for which retired people are eligible such as Attendance Allowance, Disability Living Allowance, Universal Credit, Winter Fuel Allowance and Christmas Bonus are not taxable, except for Bereavement Allowance (previously Widow's pension) <https://www.gov.uk/income-tax/taxfree-and-taxable-state-benefits>

Deduction of Personal Allowance (2023/24 £12,570, same as for 2022/23 & 2021/22)

Tax is then levied on the eligible income less personal allowance, at 20% unless this net figure exceeds £37,700.

If a retired person's total income is less than £12,570 then they will not be charged any income tax for the year.

If you receive an occupational pension the payer of the occupational pension deducts the tax relating to both the state and occupational pensions (<https://www.gov.uk/tax-on-pension>). Looking at your monthly payslip will indicate if you do pay tax (if you earn any non-pension eligible income and you think this could mean your total eligible income exceeds your personal allowance then you are supposed to complete a self-assessment tax return to declare it).

The full rate of the new State Pension is £203.85 per week for the tax year April 2023 to March 2024 (£10,600 for the year) but you may get more or less, depending on your National Insurance (NI) record. <https://www.ageuk.org.uk/information-advice/money-legal/pensions/state-pension/new-state-pension/>

M Lloyd, 27th May 2023 (secretary@u3acrawley.org.uk)

Agenda Item 9: Draft Agendas for Next Two Meetings

Action for the Committee: To agree

July	12th			
Membership Renewal: To Include			Treasurer/Members Coordinator	
	Timetable / Action List			
	Membership Cards			
	Final New Members & Members Renewal Forms			
	Fees collection methods			
Review of 30th June 2023/24 Fees Meeting			Treasurer/Secretary	
Future role for ex-Committee Members			Members' Coordinator/Treasurer	
Succession / Committee for 2024			Chair	
Committee Procedures			Secretary	
Trustee Task Lists and shortened Role Profiles			Secretary	
Open day arrangements			Group & Comms Coordinators	
Update of Safeguarding Policy			Chair	
O&A WG Actions			Treasurer/Groups Coordinator	
Groups Review WG			Chair	
August	9th			
Open day arrangements			Groups	
Actions to recruit more volunteers			Chair/Comms Coordinator	
Investment Policy			Treasurer	
Membership renewal process			Members Coord	
AGM 2023 Timetable			Secretary	
Risk Management and Contingency Planning			Chair	
Group Leaders Meeting 2nd Oct			Chair/Secretary	

Margaret Lloyd, Secretary 12th June 2023