



CRAWLEY

Notes of Group Leaders Meeting

17 June 2019

APOLOGIES: Maureen Wicks, Jan Morris, Clive Morris, Stuart Spreadborough, Heather Allen, Marion Lang, Brenda Ashenden, Audrey Lee, Anne Thorn

1. **Welcome** Vice Chair welcomed everyone to the meeting. Secretary- Anita Wright, GL for Amblers Extra – Janet Newcombe and Assistant Treasurer – Alan Pay were welcomed to their first GL meeting.
2. **Minutes** - Agreed and signed as a true record
3. **Matters Arising** – Nil
4. **Finance** – Treasurer reminded/updated GLs:-
 - Copy Assistant Treasurer into expenses requests enabling him to familiarise himself with the general nature of claims submitted
 - To use up to date forms. Those unable to access them via the website should contact the Treasurer.
 - To bring all claims up to date and submit by mid-July in time for end of year accounts to be completed
 - Anyone wishing to pay in group cash and cheques collected via self-banking should contact treasurer if they are not sure of the process
 - All to note that when paying you own membership fee online, the membership account is separate from the general account
5. **Group Funds** Prior to the meeting all GLs had received a copy of the paper proposing changes to the amount paid for attending a group meeting. The reason for the proposed change came about because some of the groups are making a large surplus. This can be seen in the monthly accounting figures sent to GLs. The proposal does not affect those groups meeting in a GLs home or those that are outdoor groups – i.e. Out & About, Walkers, Amblers. The Treasurer explained that while groups need to cover their costs, i.e. mainly rent, they do not need to make a surplus. In order to stop this happening each group will have its own budget managed by the Treasurer. This will mean that groups will pay different amounts depending on how often they meet, how many members they have and the cost of the meeting room. However, no group member will be asked to pay more than at present i.e. £1.50 per person per session. The proposals have been agreed by the Committee to commence on a trial basis from

the start of the year (August 2019). The Treasurer will carefully monitor each group's income and if necessary, adjust for the third term (Summer 2020)

Questions :

- why not have a year when no group pay any money? Or why not reduce everyone's fee? ***The Committee's preference has been to focus on the groups collecting too much money. The current financial situation gives an opportunity for outstanding expenses to be claimed and for GLs to apply to the Committee for teaching/learning aids. NB Surplus funds go into the General Fund which is only accessible via the Committee.***
- Why not use the surplus to fund a study trip? ***This and any other ideas for spending the accrued surplus should be submitted to the Committee via the Treasurer.***
- Should the proposal be agreed at the AGM in November before implementation? ***No – the Committee can decide and as the Charity Commission does not encourage a surplus beyond that needed for 6 months operation, the Committee is keen to trial these proposals from the start of the year (August)***
- Will specialist and new groups still get a helping hand if needed to break even? ***Yes, and as before, groups that run at a loss will also be encouraged to find ways to bring themselves into the black.***

Most GLs said they were willing to give the proposals a try.

- **Action** – GLs to let Treasurer know of any ideas they have for spending the already accrued excess surplus

- 6. Emergency Contacts** The Membership Secretary asked everyone to ensure they have with them at each meeting, a list of the group members emergency contacts. These details are available on Beacon and the Beacon Administrator or the Membership Secretary can help GLs download these details if needed. The contact given should not be someone also at the same group meeting. Cards obtained from the Third Age Trust are available from the Groups Coordinator. They record emergency contact details and medication needs. If these cards are used, GLs are asked to check that the information matches that on Beacon
- 7. Facebook** The Vice Chair drew attention to the recently launched Crawley U3A Facebook page and encouraged GLs to use it to share news about their groups and its activities.
- 8. GL Involvement at AGM** We need more GLs – please encourage group members to step forward to find out more about the role. The Assistant Treasurer is putting together a generic role description – all will have the opportunity to offer their thoughts on the draft. GLs and groups all work differently so that the Secretary is seeking a few volunteers who would be willing to speak about their role at the AGM.
 - **ACTION: GLs willing to talk about their role at the AGM to contact Secretary**

9. Standard Reports/Open Meeting Groups Coordinator advised that GLs would not need to write a report on their group's activities for the September Open meeting. Instead, they will be sent a questionnaire that the Communications Coordinator has put together.

- **Action GLs to complete and return the questionnaire**

10. Arrangements for the Christmas Meeting. The Friary hall can only hold 120 people – last year we exceeded that number. Our insurance is affected if we go over permitted venue numbers. So, for this year, those wishing to attend will need to buy a ticket for £1 which will also be entered into the raffle. No individual will be able to enter the hall without a ticket, even those individuals and groups that provide the entertainment. Only 120 tickets will be sold.

11. AOB

- Ann Naylor, GL for Out & About 3, is stepping down and a new GL is invited to step forward.
- Nominations are needed for the 2019/20 Committee Members. Forms are available or nominations can be made and seconded by email. In the Constitution, it states that the existing Chairman cannot remain in the role after this year. We do have a nomination for this role, but it means that we need a nomination for the Vice Chair role. We also need a nomination for the Groups Coordinator and the Membership Secretary roles. There are some roles that the Constitution does not permit us to continue without someone in place – e.g. Chairman – we could continue for a short time until another AGM is held to change the rules to get around the problem but the rules were recently changed so that individuals did not hold a role for a long time.
- In response to a question, it was confirmed that no room bookings have been made for 2020. (All bookings have been made up to the end of December 2019). Perhaps a volunteer could step forward to book the rooms?

12. Tim Wilkins – Alzheimer's' Society Tim Wilkins, Service User Involvement Officer for West Sussex Alzheimer's' Society said that dementia is more than short term memory loss and forgetting things, and if diagnosed early by the memory assessment service (via GP), support can be given. It never gets any better, but the medication can make life easier.

- Can you talk to the person about the problem you see occurring?
- Can they talk to their GP?
- If someone is diagnosed as having dementia can they attend the meetings, and if so, how can you help?

Suggestions made included –

- calling on the day of the meeting to provide a reminder
- a volunteer within the groups to act as a "buddy"
- taking the group meeting to their house
- Tim also suggested that as individuals we could Help by offering to be part of the dementia research programme – Join Dementia

In conclusion, Tim told the meeting about Dementia Friendly Crawley activities and offered to provide dementia friendly sessions for all members. This would last about an hour and allow more time to be spent on the symptoms plus the help we can all give to make this a dementia friendly community.

The meeting concluded with afternoon tea.

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