

Notes of Crawley U3A Group Leaders meeting

Friary Hall

Friday 4th March 2022

Committee attending: Jim McGough, Graham Friday, Ann Sole, Peter Beckley.

Request for committee members.

Graham outlined the urgency of recruiting new committee members, particularly following the recent resignation of the Secretary. This was a key post. It would be advertised to all Crawley members, with the current holder willing to explain and advise on the role.

Future of Crawley U3A

Graham explained the need to re-launch Crawley U3A after the disruption of Covid. There was therefore a need to establish a forward plan for the next 5–6 years. He asked the group leaders to consider this in their individual groups and provide any feedback and comments.

Procedures and Reference Guide (P&R)

A draft version would now be distributed before the group leaders meeting in April. The changes had arisen from new guidance from the U3A trust. These were mainly:

Insurance changes. Each U3A group needed to provide evidence of its risk assessment on activities to ensure any future insurance claim succeeded. Straightforward risk assessment forms could be seen on the Trust website.

Attendance Forms

Every group would need to complete an attendance form each time it met. Graham will be distributing these. There would be some flexibility in how often they were submitted to the Treasurer, depending on the activity concerned and how often they met.

This would be necessary for both indoor and outdoor activities. If trips numbered over 10 a year, these would also need to comply with special package travel arrangements. Graham was unsure what this meant.

Other minor changes would also be available for discussion at the next group leaders meeting in April.

Full feedback would be needed from each group before being adopted by the committee.

Classification of expenses

Graham distributed a sheet (attached) suggesting how various expenses were to be classified.

This clarified the income/expenses balance (overleaf). It would assist in balancing the two principles: the general U3A principle that each group should be self- financing and the Crawley U3A principal that no group should be disadvantaged due to lower member numbers.

(It was also confirmed at this point that any “ad hoc”absence (except in exceptional circumstances) would not be refundable.]

This sheet would be copied into the new P&R guidance .

Graham said he would be happy to receive any feedback/views from the groups.

Crawley U3A 40th anniversary celebration and Family Day

Ann distributed a sheet (attached) outlining some ideas for this celebration. An animated discussion followed, covering cost, planning and supplementary ideas.

Graham agreed some further details were needed and requested that group leaders also elicited the feelings of their group members., to gauge probable attendance.

Noticeboards

Graham requested that new and current information was sent to him for display.

Communication

A group leader commented that communications from HQ were not being distributed. This lack of communication was thought to be a problem across the whole of u3a. Graham said he would certainly include this difficulty in the 5year plan he was developing. He also pointed out the urgent need to appoint a Communications Coordinator-another key post.