

Agenda for Group Leaders Meeting – Crawley u3a
at 2.00 p.m. on Monday 5th Feb 2024 at The Friary

Item	Description	Who	Page
1.	Welcome a) Apologies received b) Introduction of new Committee Members c) Introduction of new Group Leaders & Groups	Chair (Jim McGough)	
2.	Update from the Treasurer: a) Activity Group Financial Report – Sept 2023 – Dec 2023 b) Restricted Reserves Criteria and Application c) 2024/2025 Fee Setting Arrangement	Treasurer (Graham Friday)	2-7
3.	Update from the Groups Coordinator: a) Group Leaders Handbook/Reference Guide b) Definition of Group Leader c) Visits to Groups & with Group Leaders d) St Paul's	Groups Coordinator (Janet Newson)	8-10
4.	Topics requested by Group Leaders a) Removal of members from Groups on Beacon by other than the GL	Group Leader or Groups Coordinator	10
5.	Update from Communications Coordinator a) Group Leaders to check their Group web page b) Request for more photos / articles for the Facebook & Newsletter	Comms Coordinator (Sue Parker)	10
6.	Equipment store: what's available for GLs to use	Treasurer (Graham Friday)	11
7.	Update from the Chair a) EDI/Accessibility Policy	Chair (Jim McGough)	11
8.	Update from the Secretary a) Website and migration to new Site Works system b) Update on risk assessments	Secretary (Margaret Lloyd)	12
9.	Any Other Business		
10.	Next GL's meeting & timing	Groups Coordinator	
11.	Close of Meeting	Groups Coordinator	

Refreshments will be served at a convenient point.

Item 2: Update from the Treasurer

a) Activity Group Financial Report – Sept 2023 – Dec 2023

Crawley u3a

Activity Groups Financial Report for the period Sept 23 to Dec 23

Purpose

The purpose of this report is to provide Group Leaders with information about how their Group is financially performing this year.

Income and Expenditure summary

The tables below set out the recorded income collected by each Activity Group and the expenses incurred by them. They have been grouped within the new classification that has been attributed to Groups because of their financial characteristics. The classifications are:

- Room Based (St Pauls)
- Room Based (Other Venues)
- Outings, Physical Activity & Special Interest
- Fixed duration Groups

In addition, there is the 'Home Based and Ad hoc' group classification, but as the Members of these Groups pay for their own costs, Third Age Trust guidance says that these costs do not need to be incorporated within our financial accounts.

A copy of the current Group classification is attached as Annex 1.

The tables below show the level of retained reserves balances or deficits for each Group. This is included to show Group Leaders the level of the financial resource they have available to themselves to either:

- re-invest in current planned activities,
- use to off-set future Fee levels, or
- save to build up a fund to replace items of equipment at a future date.

The retained reserve surplus balances have been accumulating over the last two years, since the 1st Sept 2021.

If a Group is showing a deficit, then this reflects the deficit incurred this year, since the 1st September 2023. All deficits incurred by Groups for previous years have been written off by the Committee by using the unallocated Restricted Fund balance.

Room Based (St Pauls)

These Activities are grouped together, because they have a common characteristic of hiring rooms at St Pauls, which form the most significant, or sole source of costs for these groups. For financial management purposes they are viewed as a "single" group, sharing a common resource. This is the Group for which the collective Attendance fee arrangement applies.

	Receipts	Venue hire	Consumables	Payments	Surplus / Deficit (-)
	£	£	£	£	£
ST PAUL'S					
Art Appreciation 2	84.00	95.00	0.00	95.00	-11.00
Art Appreciation 3	48.00	122.50	0.00	122.50	-74.50
Book Group 1	56.00	60.00	0.00	60.00	-4.00
Family History	72.00	60.00	0.00	60.00	12.00
Film Circle	114.00	60.00	0.00	60.00	54.00
Folk Dancing	178.00	259.91	0.00	259.91	-81.91
Folk Music	154.00	116.25	6.60	122.85	31.15
French	122.00	120.00	107.00	227.00	-105.00
History	148.00	80.00	0.00	80.00	68.00
Poetry	144.00	140.00	3.60	143.60	0.40
Quiz 2	182.00	132.00	0.00	132.00	50.00
Quizzing	192.00	75.60	0.00	75.60	116.40
Rummikub & Canasta	124.00	120.00	0.00	120.00	4.00
Science for non-scientists	74.00	45.00	0.00	45.00	29.00
Singing for Fun	178.00	208.30	6.12	214.42	-36.42
Topical Discussion 1	128.00	120.00	0.00	120.00	8.00
Ukulele	304.00	229.95	0.00	229.95	74.05
	2,302.00	2,044.51	123.32	2,167.83	134.17
				£	
Adjusted Retained balance at 1st Sept 2023				0.00	
Retained balance at 31st Dec 2023				134.17	

Room Based (Other Venues)

These are also Groups where the primary cost is room hire, but they operate at different venues where the costs and facilities differ from that at St Pauls. For financial management purposes they are treated as financial independent stand-alone groups.

	Receipts	Venue hire	Consumables	Payments	Surplus / Deficit (-)	Retained Balance	
	£	£	£	£	£	Adjusted at 1st September	As at 31st December
OTHER VENUES							
Bamboo Pipes	96.00	86.40	0.00	86.40	9.60	0.00	9.60
Bridge for fun 1	434.00	630.00	0.00	630.00	-196.00	0.00	-196.00
Bridge for fun 2	476.00	585.00	0.00	585.00	-109.00	0.00	-109.00
Mahjong	194.00	105.00	0.00	105.00	89.00	668.60	757.60
Painting and Drawing	732.50	600.00	0.00	600.00	132.50	0.00	132.50
	1,932.50	2,006.40	0.00	2,006.40	-73.90		

Outings, Physical Activity & Special Interest

This covers all other groups; including all outdoor activities, trips & outings, and sports (both indoor and outdoor) where there is a need for specialist instructors, facilities, or equipment.

Guidance from the Third Age Trust is specific and clear that any costs incurred in the employment of an external trainer or provider must be paid for by the Group that is benefiting from that service. Crawley u3a equally applies the same approach to any specialist facilities (e.g., Tennis courts, Air Rifle range) or equipment (e.g., Table Tennis tables, Short Mat bowls equipment) that is regularly used by a single group and cannot be used by any other Groups in delivering their normal activities. Any costs associated with these 'specialities' are to be paid for by the Group benefiting from their use.

						Retained Balance	
						Adjusted at 1th September	As at 31st December
						£	£
OUTINGS, PHYSICAL ACTIVITY, SPECIAL INTEREST	Receipts	Venue hire	Consumables	Trips	Payments	Surplus / Deficit (-)	
	£	£	£	£	£	£	
Air Rifle	148.00	134.00	16.54		150.54	-2.54	100.00 97.46
Allotment	0.00	0.00	0.00		0.00	0.00	0.50 0.50
Amblers	0.00	0.00	0.00		0.00	0.00	243.60 243.60
Amblers Extra	0.00	0.00	0.00		0.00	0.00	113.00 113.00
Cycling For fun	0.00	0.00	0.00		0.00	0.00	100.00 100.00
Exercise Afternoon	0.00	0.00	0.00		0.00	0.00	0.00 0.00
Gardening - Gardening 1	258.00	94.50	0.00		94.50	163.50	
- Gardening 2	245.00	75.60	0.00		75.60	169.40	
- Trips	2,591.14			2,568.60	2,568.60	22.54	1850.41 2205.85
Out and About 1 - General	0.00	10.00	0.00		10.00	-10.00	
- Trips	569.10			569.00	569.00	0.10	157.29 147.39
Out and About 4 - General	0.00	0.00	0.00		0.00	0.00	
- Trips	499.00			499.00	499.00	0.00	363.57 363.57
Out and About 6 - General	0.00	10.00	0.00		10.00	-10.00	
- Trips	432.50			432.50	432.50	0.00	185.35 175.35
Out and About 7 - General	0.00	0.00	0.00		0.00	0.00	
- Trips	1,797.90			1,395.90	1,395.90	402.00	402.26 804.26
Out and About 8 - General	0.00	39.75	0.00		39.75	-39.75	
- Trips					0.00	0.00	100.00 60.25
Petanque	0.00	0.00	0.00		0.00	0.00	95.51 95.51
Short Mat Bowls (Mon)	84.00	231.00	0.00		231.00	-147.00	0.00 -147.00
Short Mat Bowls (Wed)	150.00	239.26	0.00		239.26	-89.26	0.00 -89.26
Smart Phone photos	42.00	30.00	0.00		30.00	12.00	99.10 111.10
Table Tennis	551.00	528.00	0.00		528.00	23.00	1.50 24.50
Tennis / Pickleball	72.00	60.00	0.00		60.00	12.00	0.30 12.30
Theatre - General	0.00	0.00	0.00		0.00	0.00	
- Trips	4,317.40			4,314.50	4,314.50	2.90	174.61 177.51
Walkers Extra	0.00	20.00	0.00		20.00	-20.00	157.65 137.65
Walkers 1	0.00	0.00	0.00		0.00	0.00	141.67 141.67
TOTAL	11,757.04	1,472.11	16.54	9,779.50	11,268.15	488.89	

Fixed Duration Groups

This is a new classification to cover Activities which have a fixed time duration. Where all costs incurred have to be recovered during that time period. This group will include the new 'Exploring Local History' group.

Report by the Treasurer

Dated: 17 January 2024

Annex 1

CLASSIFICATION OF GROUPS

CLASSIFICATION OF GROUPS – January 2024				
Home Based and Ad hoc	Room Based		Outings, Physical Activity and Special Interest	Fixed Duration Groups
	St Paul's based	Other Venues		
Beginners Italian	Science for non-scientists	Mah-jong	Gardening 1	Exploring Local History
Storytelling 1	French Experience	Bamboo Pipes	Gardening 2	
Storytelling 2	Family History	Painting & Drawing	Out & About 1	
Craft	Poetry	Bridge for Fun 1	Out & About 4	
Needles	Folk Music	Bridge for Fun 2	Out & About 6	
Bus / Strollers	Folk Dancing		Out & About 7	
Weekenders	Singing for Fun		Out & About 8	
Live Music	Ukelele		Amblers	
	Quizzing		Amblers Extra	
	Quiz Group 2		Walkers 1	
	Book Group 1		Walkers Extra	
	Film Circle		Cycling	
	Art Appreciation 2		Pétanque	
	Art Appreciation 3		Table Tennis	
	Topical Discussion 1		Smartphone Photographic	
	Rummikub & Canasta		Tennis & Pickleball	
	History		Short Mat Bowls 1	
			Short Mat Bowls 2	
			Theatre	
			Air Rifle	
			Allotment	
			Afternoon Exercise	

b) Restricted Reserves Criteria and Application

Crawley u3a

Restricted Reserves

Criteria & procedure for allocation of this Fund

Background

The Restricted Fund represents surplus money generated in previous financial years from Group activity. In accordance with Charity Commission rules and the Financial Reporting Standards this Fund can only be used to support similar activities from which it was originally generated.

The Restricted Fund is separated into two elements, the allocated and unallocated elements.

- The 'allocated' element is the funds that they been identified as having been generated by a specific group and are retained for that Group to use.
- The 'unallocated' element is a general pot generated from both previous years surpluses which cannot be attributed to a specific Group and general donations and bequests which are not aligned with any specific activity or group.

The Trustees must administer the unallocated element, in a way that is transparent and fair to all Activity Groups and seen as providing the better value for the Membership.

To administer these funds in a fair and equitable way the Trustees have established both the criteria it will use to consider any application of the funds and procedures to be followed in allocating those funds.

Applications for use of the funds can either be made:

- directly from an individual Group, or a combination of Groups,
- deriving from a fee review instigated by the Committee,
- derived from the closure of a Group, or
- by request from the Treasurer.

Criteria

The Committee, will use the unallocated balance to allocate money to groups that are:

1. struggling to cover their costs due to a falloff in membership numbers,
2. incurring sudden and unexpected costs,
3. where a deficit has arisen from a change in policy or external change in governing legislation, or
4. as a 'start-up' grant towards the initials costs of getting the group up and running.

Procedure

When a request has been received from a Group or combination of Groups to cover deficits (Criteria 1 and 2 above), the Committee will initiate a 'Fee Review' that will ensure the following series of actions have been worked through with the affected Group(s), to ensure their finances cannot be improved before considering the application.

During a 'Fee review' the Group(s) will need to show that it has:

- Marketed the group to improve attendance numbers.
- Reviewed the Group's cost base to see if costs can be reduced (i.e., alternate accommodation, revised operating times etc.).
- Reviewed the delivery methods of the group, to see if things could be done more efficiently and effectively.
- Considered the scope to increase the fee to balance out the costs being incurred.

Once this has been done the Committee will receive a request from the Treasurer to approve the application.

Where a request arises from a change in Policy or external legislation or guidance, (Criteria 3 above) then the Committee will receive a report direct from the Treasurer setting out the background and implications before improving the application.

Start-up Grants (Criteria 4 above)

When setting up an activity group, costs might need to be incurred which can be seen as a barrier to Members bringing ideas for new groups forward. Other charitable organisations, such as the Scouting movement issue grants to new activities to fund their start-up costs. A similar approach now applies to new groups. A new group will be allocated a grant of £100 to cover initial start-up costs. This could include:

- room hire for initial planning related meetings,
- purchases of small equipment to get the group operational, or
- cover income shortfalls due to low attendance numbers until the group has got themselves established.

The Treasurer will provisionally allocate the grant once the Group has received the go ahead from the Committee. After the Group's first year of operation the Treasurer and Group Leader will review and agree the actual amount to be allocated. If the costs have exceeded £100, then the Group Leader will have to take the excess into account when setting their Group's ongoing fee level. If the costs are less than £100 then the unused amount will be returned to the Restricted Fund.

Report by the Treasurer

Dated: 17 January 2024

c) 2024/2025 Fee Setting Arrangement

An update will be given at the Meeting.

Item 3 – Update from Groups Coordinator

Group Leaders Handbook / Reference Guide

A thorough review of the content of the Group Leaders Handbook/Procedure & Reference Guide is underway, bringing it up to date and ensuring that is relevant to all Group Leaders. This is in its first stage, and when ready will be passed to both the Committee members and the Group Leaders for their input and consideration. All views and suggestions will be welcomed. This Handbook isn't to be considered a 'dry' piece of legislation that can sit gathering dust on a shelf. The aim of the Guide is that it will be of practical use.

Definition of a Group Leader

There have been some changes recently within Groups that mean that the standard wording of 'Group Leader' may not be wide-ranging enough. For example, there are members who manage the finance elements (Group Treasurers), members who run the group together (Joint GLs), members who run the group in the absence of the main GL (Deputies), and a newly phrased term where the member isn't a Group Leader as such, but is more a contact point (Point of Contact or Contact Point) for members belonging to the Group.

Whatever the title (or lack of it) all these individuals have an input on how a group runs and I would like to ensure that you are all included in correspondence that is sent out. If your group has any member that fits one of these titles (or perhaps you have another one to suggest) do let me know. Although Beacon can only show Group Leader as a definition, I will maintain a separate list to ensure that we, as a Committee, know what tasks each of you undertake.

Visits to Groups & with Group Leaders

As the new Groups Coordinator, back in November when I first introduced myself, I said I planned on visiting with you all. That is still the plan. When visiting with your groups we can take the opportunity to ensure that I understand how your group works, i.e., who does what in the running of it, but we can also discuss whatever you feel may be relevant to your group.

St Paul's

St Paul's have been in contact with Peter and me over the last few weeks regarding a few incidents that have happened, and it had been my intention to give you an update at the Group Leaders Meeting. However, due to some of the situations needing more urgent attention, several messages have been sent out by our Assistant Groups Coordinator (Peter). Unfortunately, it seemed just as we got one issue dealt with another one surfaced so in the end those Group Leaders at St Paul's have had quite a lot of emails being sent to them. I thought it might be useful if I pulled together all the separate information so everyone can see what's been sent out. Whether you use St Paul's as a Group Leader, arrange an ad-hoc meeting, or attend as a member, there might be information here that is of benefit to you.

Keyholders

St Paul's have asked Peter and me to remind those of you who are keyholders for St Paul's that keys should not be passed between members of the group. Nicola (Administrator at St Paul's) has asked that if any Group Leader cannot attend a group meeting, but the group can still go ahead, to contact her by email as soon as is possible. In addition, if anyone books a room at St Paul's, but is not a keyholder (for example you may be holding a one-off meeting for your group), you can also contact Nicola. She will arrange for someone to be available to let the group members into St Paul's and confirm arrangements. Her email address is: crawleymethodistchurch@gmail.com. If anyone has any difficulty in getting confirmation that this arrangement has been made, please contact either Peter or myself.

Room Access

St Paul's have also asked us to remind everyone who use the rooms at St Paul's that groups should not enter their room more than 5 minutes before the start of the Group's contracted hours, and then only if the room is unoccupied. Groups should also ensure that they leave the room on time, especially if another group is due to use the room immediately after you. With the very cold weather, church staff, when asked, have given us permission to turn on the heaters if the room is unoccupied, but room set up, etc, should not be made prior to the start of your room booking.

There have been a couple of incidents recently where (not by the Group Leaders themselves) their members have gone into a room and started setting up. If you could kindly advise your members that this is not permitted. If your members are able to access St Paul's early (perhaps due to the Loaves & Fishes tea bar being open), could you remind your members to wait in the Foyer area.

Peter has sent out a recent communication on this, and advised Group Leaders to contact him if you find your contracted hours too short. He will then endeavour to get the hours changed.

Safeguarding & Door Security

On the positive side of things, the Safeguarding guidance that St Paul's introduced last year appears to be successful, and both the thanks of St Paul's and our thanks too, go to all of you using St Paul's for your help in ensuring that the safeguarding is met. Could we remind those of you welcoming new members to your group to remember to explain the door security and get the member to complete the Safeguarding Form. This form should be kept by you.

On a slightly less positive note, there still seems to be much confusion over when to pull the door open when the Group Leader releases the door catch. I do understand that it is difficult sometimes to hear the very quiet 'click' as the door is released. A reminder to your group members not to try and pull the door open as soon as they have buzzed may help alleviate some of the difficulties, and the Church guidance advises that someone in the Room will speak over the intercom to advise when the door is released. Peter has sent a reminder of the door security to all those Group Leaders using St Paul's. I think – in fairness – you all know what to do. It is reminding your members that may help. Thank you.

Leaving a Room 'as found'

We were only reminded of this issue last week. It has become apparent that, although the vast majority of you are aware of the procedure for leaving a room as you find it, a few who are newer group leaders, assistant group leaders, or only use the church for the odd meeting, may not have been told.

The last email on the subject was sent out in April 2022 so we have been asked to remind **everyone** that the room should be left "As You Find It: Clean and Tidy." Here are some further details.

Everything should be left as found with any tables or chairs etc. used, put back where they originated from, tabletops cleaned with the antibacterial spray provided and the floor is swept and left clean. Also, if the chair trolley is moved, it is placed back by the table tennis tables and any chairs which are used on the stage are stacked back along the window wall on the floor (relevant to the Main Hall). If any of the bins used are full, the bag should be removed from the bin and put in the large bin in the main car park. Spare rubbish bags are kept under the one currently being used.

Where are the cleaning materials?

Anything you need to clean the floor in your room at the end of each hire session e.g., broom, hoover, dustpan & brush, catch-mop, are located in the Cleaning cupboard (bolted white louvre doors) opposite the Disabled Toilet.

If you require a mop and bucket these are located in the Flower Room directly to the left of the Gents Toilets (floor cleaner is located in the cleaning cupboard for use with the water).

No-one under the age of 18 is allowed to enter the Cleaning cupboard or Flower room.

If you are unable to attend a meeting in person, please make sure that someone in your group is aware

From Peter and me, thank you for your help and understanding that it is important that we all participate in ensuring that the room is left clean and tidy as found ready for the next hirer.

Janet Newson – Groups Coordinator
January 2024

Item 4 – Group Leader Issues

Removal of Members from a Group on Beacon by anyone other than the Group Leader

Recent concerns have been raised by one Group Leader that 3 members of their group have been removed from their Members List in Beacon without any advice to that Group Leader. As a Group Leader myself, this was of concern. However, it has been established that this was done due to those members not renewing their membership so rightly needed to be removed from groups. However, we have realised that the process when this happens needed to be tightened up, so this is being reviewed. Information will be sent out when the new process is underway.

Item 5 – Communications Coordinator

Group Leaders to check their Group web page

Can I please ask Group Leaders to check their Group page on the website and if something is not correct, or you would like to add more information to the page, to let me know (sueparker5@yahoo.co.uk).

In particular, it is important to let us know if room number, or the meeting start and/or finish times change. Please ensure you also advise the Assistant Groups Coordinator (peter.beckley@yahoo.co.uk) so Beacon can be updated. If you would like help in writing information for your web page, then we are happy to help.

Request for more photos / articles for the Facebook & Newsletter – especially for Groups which need new members

This is a plea for articles and/or photos for the Newsletter and our Facebook page. I do not want most of the articles and photos to be ones of activities which I have been involved in, which is sometimes the case at the moment! All groups are welcome to send me articles and photos. Also, if your group needs more members then please let me know. I am always happy to promote groups in the Newsletter. Our Facebook page is another useful tool for advertising groups, as was recently demonstrated when the Exploring Local History Group gained a few members as a result of a post from Peter Beckley.

Sue Parker – Communications Coordinator
January 2024

Item 6 – Equipment Store – What’s Available

Treasurer

A short update on what’s available from the Equipment Store. Some equipment will be available for viewing at the Meeting. For your information, here is the current list:

Equipment held for use at Crawley u3a events and by Groups - January 2024

Equipment Item	Holder
10m Extension Lead & Wind-up Case	Treasurer
4 Gang Ext Lead	Treasurer
AverVision CP155 Visuliser and Avermedia Light box	Treasurer
Hitachi EDX42 Projector and Carry case	Treasurer
Canon Projector and case LV8300	Treasurer
PropVue 60inch portable Projection screen	Treasurer
ONLINE N74 portable rechargeable Voice Amplifier	Asst Group Coordinator
Bose Acoustic Wave CD player	Treasurer
Bunting approx. 20 metres	Treasurer
1 x foldable Display Boards and carry bags	Comms Coordinator
2m Tear Drop Flag (banner, cross base and carry case	Chair
Metal 4 magazine display rack	Treasurer
Clear Acrylic A4 sign holders (for publicity, advertising & display) x 6	Treasurer
Clear Acrylic A4 clipboards x 4	Group Coordinator
Crawley u3a display banner 5ft x 3ft x 2	Treasurer
Display noticeboard/whiteboard with folding easel x2	Treasurer
Handheld counter/clicker x2	RUG Group Leader
Open sided Gazebo x 3	Treasurer

Graham Friday – Treasurer

January 2024

Item 7 – Chair’s Update

Equality, Diversity, Inclusivity + Accessibility Policy

A short update on the Policy will be given by the Chair.

To view the current policy: <https://u3asites.org.uk/crawley/page/130827>

Chair’s recommendation to read the Policy before the meeting.

Jim McGough – Chair

January 2024

Item 8 – Secretary's Update

Crawley u3a Website and migration to SiteWorks

The current Crawley u3a website is run on the SiteBuilder system, developed some years ago by the Third Age Trust (the u3a national umbrella organisation). This is clunky to use, with limited page formatting possibilities, particularly when it comes to dealing with pictures. Only around 50% of u3as use this system; other u3as have designed their own using one of the many web content management systems available (such as WordPress or Dupral).

The Third Age Trust has been developing a new website system, called SiteWorks, based on WordPress system software. Volunteers from u3a across the country have been working on this for some time. You can find out more on <https://siteworks.u3a.org.uk/>.

Improvements over SiteBuilder include:

- More modern appearance
- Much improved picture handling
- Better information layouts
- Automatic layout changes when viewing on different devices, such as tablets or smartphones.
- Easier ways to build and update pages

If you want to see what a u3a live SiteWorks website looks like see <https://petersfield.u3asite.uk/>. Note the various options for viewing the Groups pages.

It is expected that SiteBuilder sites will not be supported beyond early 2025 so all u3as need to migrate to SiteWorks before then. The u3a SiteWorks volunteer team will assist us with this. We are currently number 445 on the waiting list of 590 u3as so it will be some months until it is our turn. Stuart Spreadborough, our Webmaster, is expecting to lead the migration unless any one with relevant experience within our u3a comes forward.

Any expressions of interest in getting involved or suggestions on what you would like to see included in our new SiteWorks website contact Margaret Lloyd on secretary@crawleyu3a.org.uk

Margaret Lloyd – Secretary

January 2024