

Agenda for Group Leaders Meeting at 2.00 p.m. on Monday 13th March 2023

The Friary

Item	Description	Who	Page
1.	Introduction by Chair, including introduction of new Committee Members and apologies received.	Chair (Jim McGough)	
2.	The newly adopted Crawley u3a Equality, Diversity & Inclusion (EDI) Policy (see the Documents tab on the website), and its relationship to existing policies such as the Complaints and Disciplinary policies.	Chair	
3.	Term 1 2022/23 Budget Monitoring Report	Treasurer (Graham Friday)	2-6
4.	Update on Financial Policies relating to Groups: (i) Deferral of indoor group fees (ii) Guest members (iii) Maximum number of “group fee free” leaders and administrators per group (iv) Invoicing of outdoor fees – feedback from GLs on how the process went from their perspective. (v) Activities to meet Charitable objective.	Treasurer	7-8 9
5	Out & About Groups Working Group (i) Proposed Terms of Reference (ii) Dealing with members of the O&A groups currently without leaders	Chair	10
6	Communications (i) Feedback from GLs on newsletter and web design (ii) Requests for photos and brief articles on group activities (iii) Volunteers to do articles on the Friary monthly talks (iv) New publicity leaflet	Comms Coordinator (Sue Parker)	
7	Celebration Event: Midsummer Night’s Eve (Friday 23 rd June at the Memorial Gardens)	Comms Coordinator & Events Sub-committee (Isabel Baker)	
8	Quick discussion on when to hold next GL’s meeting	Chair	
	AOB	Chair	

Refreshments will be served at a convenient point

Item 3: Financial Monitoring Report for the period Sept 22 to Dec 22

This paper is an extract from the Financial Monitoring report, considered by the Committee at its meeting on the 8th Feb 23 focused on the operation of the Activity Groups.

A full copy of that report is available within the Committee meeting's paperwork on the website.

Group Activity

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

Group Activity summary						
	Room Based		Outdoor		Total	
	Budget	Actual	Budget	Actual	Budget	Actual
	£	£	£	£	£	£
Income	16,910.00	5,012.00	1,840.00	1,518.60	18,750.00	6,530.60
less: Exepnditure						
Venue hire	15,390.00	4,715.75	560.00	70.71	15,950.00	4,786.46
Exepnses/consumables	1,520.00	140.03	1,280.00	21.90	2,800.00	161.93
Surplus / Deficit (-)	0.00	156.22	0.00	1,425.99	0.00	1,582.21
Attendance numbers	8460	2506				
Number of meeting held	530	173				
Number of memberships			491	400		

A more detailed breakdown by individual group is set out in Annex 1. 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, plus having enough 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 loses compared to last year. This shows that the increase in the 'Attendance Fee' has achieved its objective. But there are still a few groups where the attendance numbers are not sufficient to match the group's expenses.

Trips and Outings

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

		£	£
Trips & Outings fees			16,315.00
less	Transportation	3,409.00	
	Entrance fees	12,377.86	
	Other expenses	288.50	16,075.36
	Surplus / Deficit (-)		239.64

A detailed analysis by individual trip and outing is set out in Annex 2.

The table does not include all outings undertaken, only those that have had financial implications.

Balance sheet

The following table shows the overall financial position of the organisation as at the 31st December 2023.

	£
Cash in bank	47,099.69
Cash Floats	88.91
Cash Balance	47,188.60
<i>plus</i>	
Current assets - Stock	641.97
<i>less</i>	
Current Liabilities	-146.40
Net available assets	47,684.17
 Represented by	 £
General Funds	35,339.59
Restricted Funds	
Trips	427.20
Group Activities	6,917.38
Equipment reserve	5,000.00
	47,684.17

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

	Receipts	Venue hire	Expenses	Payments	Surplus / Deficit (-)
	£	£	£	£	£
Art Appreciation 2	162.00	129.50	0.00	129.50	32.50
Art Appreciation 3	136.00	80.95	0.00	80.95	55.05
Bamboo Pipes	78.00	82.00	0.00	82.00	-4.00
Book Group 1	52.00	37.00	0.00	37.00	15.00
Bridge for fun 1	566.00	660.00	0.00	660.00	-94.00
Bridge for fun 2	398.00	480.00	0.00	480.00	-82.00
Earth Matters	0.00	0.00	0.00	0.00	0.00
Family History	0.00	0.00	0.00	0.00	0.00
Film Circle	90.00	55.50	17.39	72.89	17.11
Folk Dancing	136.00	202.05	0.00	202.05	-66.05
Folk Music/Group	94.00	83.24	5.00	88.24	5.76
French	121.00	139.80	97.60	237.40	-116.40
Gardening	286.00	87.39	0.00	87.39	198.61
Gardening 2	260.00	51.30	0.00	51.30	208.70
History	144.00	93.20	0.00	93.20	50.80
Mahjong	166.00	144.00	0.00	144.00	22.00
Painting Crafts and Drawing	418.50	420.00	0.00	420.00	-1.50
Poetry	164.00	131.81	7.04	138.85	25.15
Quiz 2	135.00	74.00	3.00	77.00	58.00
Quizzing	170.00	69.90	0.00	69.90	100.10
Rummikub & Canasta	0.00	18.50	0.00	18.50	-18.50
Science for non-scientists	46.00	27.76	0.00	27.76	18.24
Short Mat Bowls (Mon)	114.00	266.91	0.00	266.91	-152.91
Short Mat Bowls (Wed)	90.00	228.78	0.00	228.78	-138.78
Singing for Fun	222.00	266.91	10.00	276.91	-54.91
Smart Phone photos	64.00	69.38	0.00	69.38	-5.38
Table Tennis	551.00	518.50	0.00	518.50	32.50
Topical Discussion 1	128.50	104.09	0.00	104.09	24.41
Topical Discussion 2	0.00	18.50	0.00	18.50	-18.50
Ukulele	220.00	174.78	0.00	174.78	45.22
Room based Groups	5,012.00	4,715.75	140.03	4,855.78	156.22
Allotment	7.60	0.00	0.00	0.00	7.60
Ambers	133.00	0.00	0.00	0.00	133.00
Ambers Extra	79.80	0.00	1.50	1.50	78.30
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	174.80	11.65	0.00	11.65	163.15
Out and About 5	133.00	17.48	0.00	17.48	115.52
Out and About 6	167.20	9.25	20.40	29.65	137.55
Out and About 7	178.60	0.00	0.00	0.00	178.60
Tennis / Pickleball	30.40	0.00	0.00	0.00	30.40
Theatre	316.60	0.00	0.00	0.00	316.60
Walkers 1	79.80	9.25	0.00	9.25	70.55
Walkers Extra	91.20	13.88	0.00	13.88	77.32
Outdoor Activity Groups	1,518.60	70.71	21.90	92.61	1,425.99
TOTAL	6,530.60	4,786.46	161.93	4,948.39	1,582.21

ROOM BASED GROUPS ACTIVITY ANALYSIS - 2022/23 (Sept 22 to Dec 22)

	A	B	C	D = A/B		E = C/B	
	Total paid attendance (Receipts /£2.00)	Number of meeting paid for	Recorded attendance at sessions, per GL returns	Average (Paid) attendance per meeting	Minimum required attendance per meeting (Room hire cost /£2.00)	Average (Reported) attendance per meeting	Membership per Beacon
Art Appreciation 2	81	7		12	10		13
Art Appreciation 3	68	5	47	14	9	9	13
Bamboo Pipes	39	6	21	7	7	4	7
Book Group 1	26	2		13	10		15
Bridge for fun 1	283	17	257	17	15	15	27
Bridge for fun 2	199	16	184	12	15	12	22
Film Circle	45	3	38	15	10	13	21
Folk Dancing	68	6	56	11	18	9	17
Folk Music/Group	47	4	50	12	12	13	17
French	61	6	53	10	13	9	13
Gardening	143	3		48	15		51
Gardening 2	130	3		43	12		50
History	72	4		18	12		19
Mahjong	83	8	82	10	NA	10	22
Painting Crafts and Drawing	209	14		15	15		24
Poetry	82	7		12	10		13
Quiz 2	68	4	65	17	9	16	25
Quizzing	85	3	52	28	12	17	25
Science for non-scientists	23	2		12	8		14
Short Mat Bowls (Mon)	57	7	48	8	20	7	13
Short Mat Bowls (Wed)	45	6	30	8	20	5	13
Singing for Fun	111	7	79	16	20	11	28
Smart Phone photos	32	3	29	11	10	10	20
Table Tennis	276	17	286	16	16	17	27
Topical Discussion 1	64	7		9	8		9
Ukulele	110	6		18	15		22
Room based Groups	2506	173					

TRIPS AND OUTINGS SCHEDULE - 2022/23

September 2022 to August 2023

	Receipts				Payments	Surplus / Deficit (-)	Attendance
	£	Transport £	Entry £	Other £	£	£	No
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 Groups Christmas Lunch	1,485.50		1,496.00		1,496.00	-10.50	66
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
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
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		2,300.00		2,300.00	350.00	53
06-Sep-22 Seasonal Trip - Tower of London	2,657.00	595.00	1,976.00	172.00	2,743.00	-86.00	53
01-Feb-23 Theatre - Best Exotic Marigold hotel at CFT	1,188.00		1,188.00		1,188.00	0.00	33
24-Nov-22 Theatre - Lavender Hill Mob	572.00		575.80		575.80	-3.80	22
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
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
	16,315.00	3,409.00	12,377.86	288.50	16,075.36	239.64	

Item 4(i): Deferral of Indoor Group Fees

Background

A question was raised at the AGM regarding the way fees were collected and the impact that had on recovering the costs of running the groups.

Members of groups operating on a weekly fee basis appear to have an advantage over those operating on a monthly group basis, as they are not required to pay for meetings they do not attend, whatever the reason.

The Committee considered the issue on whether all groups should be asked to follow the current monthly group basis, to ensure equity of treatment. The conclusion was that groups paying on the weekly basis should be allowed to continue with the current system because:

- (i) The basis of the charge is 'Attendance' which was felt to be the fairest way of recovering costs.
- (ii) The aggregate approach of pooling the costs of individual groups and sharing the costs equally over all members attending those groups, was a proven and fair approach.
- (iii) Collecting for as many as 13 meetings in advance, and arranging for multiple deferrals, would make the Group Leaders' role in weekly groups too complicated.
- (iv) Some members of weekly groups may not be able to afford to pay over the whole sum in advance for a term.
- (v) The nature of the weekly based groups tends to be rather different from the monthly based ones, in that they are mostly physical or game playing based, whereas the monthly groups tend to be more learning and developmental focused hence lack of continual attendance has more implications for other members.
- (vi) The current arrangements operate well and were set to help both minimise the financial/admin burden on Group Leaders in terms of collecting the fees, as well as minimising the overall financial risks to the u3a is having money being moved around unnecessarily.

It was determined that the 'Deferment' rules should be reviewed to make them more transparent and applied in a more equitable way to comply with the newly developing Equality, Diversity and Inclusion (EDI) policy.

The agreed new rules are set out below together with some general guidance for Group Leader, more detailed guidance, around the interpretation of the EDI will need to be developed and agreed for inclusion in the Group Leaders Procedure and Reference guidance.

Deferment Rules

Group leaders can determine when a deferment of fees already paid for the current term can be transferred into the following term. This would normally follow a request from a member. It can be applied if one or more meetings have been missed for any of the following reasons:

- Illness (especially if of an infectious nature, such as Covid) or hospitalisation
- Bereavement
- Caring for a close family member due to illness or bereavement.
- Attending a funeral
- Where a member is unable to physically get to a session, due to either bad weather or lack of transportation making it impossible for them to attend.

An automatic deferment should be applied if the Venue cancels the session for whatever reason.

Deferral should not normally be permitted:

- When members miss meetings due to holidays or clashes with private social events.
- Where a member wishes to participate in two different activities that are scheduled to take place at the same time. In these circumstances the two Group Leaders and the Member can agree the appropriate level of fees to be charged for each Group at the beginning of term.

Initial Guidance for Group Leaders (to be incorporated into the GL Procedure and Reference guidance)

- In all incidences the Group Leader will determine whether the rules should be applied. This should be done on a case-by-case basis.
- When making their determination a Group Leader should have regard to the Crawley u3a's Equality, Diversity and Inclusion policy.
- Where a Group Leader is unsure as to whether to grant a deferral, they should seek guidance from the Committee.
- Group Leaders should make their members aware of the Deferment rules, and consider any request received from a member.

Item 4(ii): Guest Members

Background

A key aim of the Committee is to expand both our contact and working relationship with our neighbouring u3a's.

In Crawley we run activity groups which are unique to other u3a's in both the local area and region. Some of which could benefit from being able to increase their Membership numbers.

The Committee has therefore introduced a new Membership category of "Guest". The details of which are set out below, together with associated guidance for Group Leaders.

The Committee does not want financial issues, such as having to take out Associate Membership, being a blockage to this happening.

It is hoped that making this gesture to our neighbouring u3a's, will be reciprocated therefore opening up access to a wider range of activities for our own Membership.

Guest Member

A Guest member is someone who is already registered as a member of another u3a, but who wants to attend a Crawley u3a activity group.

A Guest member can attend an activity group, where the Group Leader has determined that there is a vacancy in the group and no member of the Crawley u3a wants to fill that vacancy.

A Guest Member will pay the standard attendance fee.

Should a Guest Member want to attend the Crawley u3a programme of monthly meeting, general membership events or go on seasonal outing then they will need to become a full Associate Member of Crawley u3a.

Guidance to Group Leaders

Groups Leaders will determine whether they have vacancies in their group and would like to open it up to members from other u3a's.

Group Leaders will need to liaise with the Groups coordinator and Communications coordinator to agree the most appropriate way for any vacancies to be advertised and marketed to other u3a's.

At all times full or associate Member of Crawley u3a will have priority to fill any vacancies within a group. In that circumstance, should a Guest Member wish to continue attending that group then they can upgrade their Membership by becoming an Associate member.

Item 5: Proposed Out and About Groups' Working Group: Terms of Reference

Objectives

1. To resolve the current situation in which O&A groups 2 and 5 have no leaders.
2. To develop mechanisms to encourage more O&A members to take on GL and support roles (e.g. separating out admin roles from GL role, rotating GLs etc)
3. To develop a generic O&A Group Leader role profile and guidance, so that members of O&A groups are more willing to volunteer to take leadership roles
4. To establish a protocol around whether members can join more than one O&A group, the operation of group waiting lists and how places on trips are advertised and allocated.

Proposed Composition of Working Group

1. One Trustee as Chair
2. The Groups Coordinator
3. At least three other members, with as many as possible being either current or ex O&A Group Leaders

Timing and Reporting

1. To complete the objectives before the start of the 2023/24 membership year
2. To submit a brief progress report to the Committee each month, and a final report upon completion