

2023/24 Crawley u3a Committee Meetings to March 2024 inclusive: Agenda Items (Excludes Standing Items 1 – 5 & 7) Numbers represent agenda items

Topic	14 th February 2024	13 th March 2024			
Planning & Strategy	10. Statistics & Performance Measures for the Annual Report	9. Committee aims for 2024 (2)			
Constitution & Roles					
Procedures (inc AGM)					
Policies	11. Complaints Policy Update	8. Complaints Policy Update (2)			
Finance Budgets & Reports		6(ii). End autumn term 2023/24 Financial Monitoring Report			
Communications, website and publicity					
Membership					
Groups	6 (i) Outcome of Short Mat Bowls fee Review 8. Group Leaders 5 th Feb Meeting: Minutes & Actions 9. (i) Workshop on Climate Change (ii) Group Leader title (iii) Taster sessions	6. (i) Taster Sessions (ii) Pickleball: Community Partnership with Crawley Lawn Tennis Club			
Events	12. New Members Meeting 25 th Jan & New Members at 20 th Feb Coffee Morning	Discussion on Events Matters: Celebration Event Christmas Party Events Guidance			

Topic	13 th September 2023	11 th October 2023 (& 4 th October 2023)	8 th November 2023	13 th December 2023	10 th January 2024
Planning & Strategy				13. Aims for 20214 and Draft Topics by Committee Meeting	11. Committee aims for 2024 (2)
Constitution & Roles	9. Committee Structure after November 2023	5. AGM 2023: Update and Draft 2022/23 Annual Report [Extra 4 th Oct meeting on Trustee roles for AGM 2023]			
Procedures (inc AGM)	8. AGM 2023: Approval of Formal Notification Documents	11. Draft Committee Procedures	5. AGM update	6(ii) Draft AGM 2023 minutes 6(iii) Committee Procedures 8. Post AGM actions 12. Trustee Tasks List	
Policies		6. TAT AGM Resolutions			6. Formal endorsement of "Financial Policy and "Financial Policy – Delegated Decisions" 10. Update of EDI & Accessibility Policy
Finance Budgets & Reports		4. Approval of 2022/23 accounts	4. Proposal for addressing SMB loss		
Communications, website and publicity					
Membership	4. Update on Membership Renewal 6. 19 th Sept New Members meeting			10. Report on Membership Renewal	
Groups		9. 2 nd Oct GLs meeting – Draft Minutes & Actions	7. Group Development	6(i) Updated version of Finance section of GL Handbook 9. Group Finances – Restricted Reserves	8. (i) TBCC back-rent and (ii) Use of £100 grant for new groups starting up 9. Proposed Agenda for GLs' meeting 5 th Feb
Events	5. Preliminary Discussion on 8 th Sept Open Day 7. Events for the remainder of 2023	7. Report 8 th Sept Open Day 8. Report on 19 th Sept New Members Meeting 10. Events for remainder 2023	6. 30 th Oct Coffee Morning Report & Decision on Future Coffee Mornings	11. Christmas Party	

Pre 2023/24 Crawley u3a Committee Meetings: Agenda Items Numbers represent the agenda item.

Topic	14 th June 2023	12 th July 2023	9 th August 2023
Planning & Strategy			
Constitution & Roles		9. Trustee Roles and Responsibilities	9. Organisational Structure after November 2023 10. Actions to recruit more Trustees
Procedures (inc AGM)	6. Update of Beacon Access Privileges and Progress in GDPR Compliance Actions (2) 7. Appointment of external examiner		8. AGM 2023 Draft Timetable
Policies		10. Update of Safeguarding Policy & Guidance	6. Priority Seating on Coaches & Friary Meetings
Finance Budgets & Reports	4. 2022/23 Budget (3) Proposed Fees 5. 2022/23 Monitoring to end April	5. 20 th June 2023/24 Fees Meeting: Minutes & Points for Next Year	
Communications & website		7. Future Publicity Events	
Membership	8. Update on Membership Forms for 2023/24	6. 2023/24 Membership Renewal 8. New Members Meeting for Late Sept	5. Membership Renewal
Groups			7. Planning for 2 nd Oct GLs Meeting
Events		4. Midsummer's Eve Celebration: Report and Points for Future Events	2. 8 th Sept Open Day

Numbers represent the agenda item.

Topic	22 nd January 2023 Extra	8 th February 2023	8 th March 2023	12 th April 2023	10 th May 2023
Planning & Strategy (Development Plan)		11. Analysis of Crawley membership 12. Committee Aims for 2023 (2)			
Constitution & Roles					
Procedures (inc AGM)			12. Review of Beacon access and privileges 13. Appointment of new external examiner	10. Process for appointment of new external examiner	6. Update of Beacon Access Privileges and Progress in GDPR Compliance (1)
Policies		7. Latest Financial Policy Delegated Decisions	8. Finance Policy Update 9. Accessibility Policy 10. Safeguarding Policy Update 11. Data Protection & Privacy policy updates	8. Crawley u3a Policies & Documents, and Trustee Ownership 9. Updates to Financial Policies	7. Copyright and Licences 9. Access location guide
Finance Budgets & Reports		8. 1 st term Sep – Dec 2022 Financial Monitoring Report	7. Process & Timetable for setting 2023/24 Fees & Budget	5. 2023/24 Budget (1) Fee & Budget Assumptions	5. 2023/24 Budget (2) Budget & Fee Levels
Communications & website		10. 1 st draft new publicity leaflet	14. 2 nd draft new publicity leaflet	7. Publicity Campaign and Member Recruitment Drive	8. Progress on web-site update and improvements
Membership				6. 2023/24 Membership Renewal Process	
Groups	1. Opening Groups to non-Crawley members (3) 3. Policy on Indoor Fees (2)	6. O&A Working Group Arrangements (2) 9. Draft agenda for GL meeting 13 th March 2023	6. GLs' meeting 13 th March	4. GLs' meeting 13 th March – Minutes, Actions & Next Meeting	4. O&A WG Phase 1 10. Activity Groups Development & Management
Events	2. New Events sub-committee	5. Events sub-committee meeting 31 st Jan	5. Events sub-committee meeting 21 st Feb		

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Topic	20 th September 2022	1 st November 2022	22 nd November 2022	15 th December 2022	11 th January 2023
Planning & Strategy (Development Plan)			15. Ways of Working 16. Aims for next 12 months	14. Draft outline 2023 calendar	11. Committee Aims for 2023
Constitution & Roles			12. Access Co-ordinator Role Profile	11. Amendment to constitution post AGM	
Procedures (inc AGM)		10. Preparations for the 11 th November AGM 11. Approval of 21/22 Annual Report & A/cs	AGM 2022 Actions: 11.1 Actions 11.2 For future AGMs Annex Draft Minutes		
Policies	15. EDI, Accessibility & Related Policies (2)		12. Access policy 13. EDI policy (3)	15. Proposed disciplinary policy and update of complaints policy	9. Disciplinary policy and update of complaints policy (2)
Finance Budgets & Reports	14. Final accounts 2021/22			18. Microsoft licences	
Communications & website		12. Communications Strategy Final			10. Website – Redesign and Update
Membership			14. Review New Members Meeting 3 rd Nov	13. Report on 22023 membership renewal and fee collection	
Groups	11. Review of 9 th Sept Open Afternoon 12. Review of 13 th Sept GLs' meeting			12. Opening Groups to non-Crawley members – fees	6. Opening Groups to non-Crawley members (2) 7. Review of Out and About Groups Structure & Operating Arrangements 8. Policy on Indoor Fees
Events				10. Report on Christmas Party	5. Final report on Christmas Party and points for next year

Third Age Trust (TAT)	4.1 Report back from WSN meeting 2 nd September 4.2 Report back SUN meeting 16 th Sept				
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Topic	26th April 2022	31st May 2022	28th June 2022	26th July 2022	23rd August 2022
Planning & Strategy (Development Plan)		8. Report from Development sub-committee			
Constitution & Roles	12. Terms of reference for Constitution & Roles sub-committee	9. Revision of Constitution	9a New Constitution 9b Updated Officer Role Descriptions 9c Future organisational structure Draft 1	9. Future organisational structure Draft 2	
Procedures (inc AGM)	9. P&R for GLs Draft3 10. Electronic payments 11. Update of equipment lists		12. Planning for the AGM		13. AGM Timetable, Documents, and format of Annual Report
Policies		13. Draft Trustee Induction Process		12. Equality, Diversity & Inclusion (EDI) Policy	
Finance Budgets & Reports		6. Period Sept 21 to Apr 22	5.1 22/23 Budget Assumptions	10. 22/23 Budget & Fees and communication	
Communications & website	13. Proposed communications timetable	10. Web-site redesign and support sub-C	11. Communications Strategy Draft 1	11. Communications Strategy Draft 2	12. Update on website
Membership		11. Sub-C for membership renewals and related mailings	10. Report from 1 st Sub-C Meeting		10. Update on Membership Renewal
Groups					3.3 Draft Agenda for 13 th Sept GLs' meeting
Events					11. Preparation for 9 th Sept Open Aft

				13. SUN and the future of West Sussex Network	9. TAT Resolution linking annual charge increases to state pension increase
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Topic	18th January 2022	22nd February 2022	29th March 2022
Planning & Strategy (Development Plan)	7. What, Why & How		8. Development Plan 2022 onwards
Constitution & Roles			4. New Secretary Introduction
Procedures (inc AGM)	10. Beacon Access Form	P&R for GLs Draft1 4.2 Forms Draft 1	P&R for GLs Draft2 6. Forms Draft 2
Policies		4.1 Financial Policy Draft 1	5. Financial Policy Draft 2
Finance Budgets & Reports	4. Period Sept 21 to Dec 21		5. Current Room Hire Analysis
Communications & website			
Membership			
Groups			
Events			