

Trustees' Progress Report as at 5th April 2025

Covers period from the 22nd February Progress Report to 5th April 2025

Key

References to dates of future meetings and other events in bold purple

Policy and other key documents underlined and in black

Website pages underlined and in blue

The initials of the Trustee or support role reporting on each item are placed after the heading for each item.

All items under **Section 1** to be reported upon in every progress report, as they are the **Aims for 2025**.

Section 1: Strategy & 2025 Aims (paragraph numbers relate to relevant Aim for 2025)	
1.	Progress Towards New Organisational Structure (JMcG) <ol style="list-style-type: none">1. Liz Tennant has been in touch with Magda Ersoz, who has volunteered to assist Liz with the Monthly Speaker and/or Seasonal Outings organiser roles. A third volunteer, who would be willing to take over one or both of Liz's roles, is being sought.2. The Chair emphasised, in his <u>18th March Extra Serious Slice</u>, the seriousness of not being able to recruit Trustees and other volunteers. The text has been incorporated into a new <u>Volunteers page</u> on the Crawley u3a website, accessed via a drop-down from the <u>Members menu</u>. No volunteers have yet come forward.
2.	Venue Strategy & Document listing Venues Available for Hire Across Crawley (JMcG) The Chair explained to the 10 th March GLs meeting how the document listing venues available for hire is to be used. The document will be placed on the <u>Admin> For Groups</u> webpage. This will be replaced by a version including the Crawley Scout Halls soon.
3.	Progress towards Crawley u3a Office (JMcG) There have been no developments on this although it is hoped that joining Crawley community Action (CCA) will help (see <u>Item 5</u> below).
4(a)	Support for Activity Groups and Group Leaders (JMcG) The Chair included an item in the Chair's Extra Slick Slice issued 18th Feb asking if any members would like to attend a workshop (Workshop 1) exploring ways to keep existing groups fresh and vibrant, and how new groups and topics can be developed, but there were no responses. In his next Chair's Slice, to be issued on 22nd April , he will announce a Workshop, which he will organise and which will probably be held in the third week of May, at the Charis Centre. New members joining from the start of 2025 will also be invited.
4(b)	Proposal for Educational Development Working Group (JMcG/AR) Also in his <u>Extra Slick Slice issued 18th Feb</u> the Chair asked for interest in attending a workshop (Workshop 2) focussing on higher-end educational development and promoting new initiatives. There have been no responses to date. The Chair aims to discuss this with the Vice-Chair within the next week.

5.	<p>Liaison with Local Organisations and Related Publicity (JMcG)</p> <p>The Chair examined the implications of joining Crawley Community Action (https://www.crawleycommunityaction.org/about-us/). This provides useful services to voluntary organisations within Crawley and there is no membership fee. Following approval from the other Trustees, the Chair is now completing the membership application. He also intends to talk to their Social Prescribing team as they do not seem to have contacted us on behalf of potential members for some time.</p>
6.	<p>Risk Management Policy and Contingency Planning (ML)</p> <p>The Secretary is developing draft contingency plans (to be approved at a later 2025 Quarterly meeting) for back-up users of key systems, in case the key operator withdraws suddenly. No further progress has been made since the <u>22nd Feb Trustees Progress Report</u> was issued due to pressure of other activities.</p>
7.	<p>30th July Ruby Celebration Event (SP/GF/JW)</p> <p>1. Meetings of the Working Group</p> <p>The first meeting took place on Tuesday 25th March am at the Charis Centre, and mapped out the various tasks for the period until 30th July. Sue Parker will be sharing the minutes with all Trustees, once they have been approved by Graham Friday and Jon Williams. The Working Group now comprises, in addition to the three Trustees members, Isabel Baker, Gloria Dallas Devere, Marion Graham, Janet McKenzie, Jan Morris, Jackie Piper and Helen Strangeway, giving it ten members in total. Notes from meetings are now on the new Events>Ruby Celebration webpage.</p> <p>The second meeting has been arranged for Wednesday 16th April.</p> <p>2. Special Guests (JMcG)</p> <p>The Chair is to invite Peter Lamb (Member of Parliament for Crawley), together with three members of Crawley Borough Council (CBC) – the Leader, the Mayor and the Cabinet Member for Community Engagement & Culture. He will speak to Michael Jones, current Leader of CBC, shortly to ascertain when we might know who will be holding these roles in July.</p> <p>3. Displays & Stands</p> <p>The Secretary is to organise a History of Crawley u3a display for the event.</p> <p>Graham Friday will be engaging with Group Leaders on Groups stands and displays at the 5th June Group Leaders Meeting (see Section 2 Item 11)</p>
8.	<p>Development of New Website (JN/ML)</p> <p>The Website Editor, Janet Newson, met with the Secretary, Margaret Lloyd, on 20th March to confirm future website responsibilities and to agree next steps. Margaret will become back-up Website Editor, in case edits are required when Janet is absent, and Janet will train her once the current redesign has been completed.</p> <p>The following progress has been made since the <u>22nd Feb Trustees Progress Report</u>:</p> <ul style="list-style-type: none"> • A Volunteers page, drafted by Sue Parker, has been added, as a drop-down page on the Members menu • A Ruby Celebration subpage has been added as a drop-down item on the Events menu. • On the Individual Group pages, Janet has been able to make some improvements, using the responses to her email sent to GLs on 20th Feb, some Group pages continue to look rather bare.

	<ul style="list-style-type: none"> The old Documents menu page has been replaced with one labelled Admin. There are three drop-down subpages – For Groups (which replaces the former Group Leaders page), For Trustees, and a new For Event Planning page. <p>This now completes the work on redesigning the basic structure of the website, though there is still further work to do on formatting, adding additional subpages such as History of Crawley u3a, and improving some of the individual Group pages. Janet has achieved a lot in a short time and is ensuring she receives all the information she requires in order to keep it updated.</p>
9.	<p>Simplifying and Documenting the Annual Membership Renewal Process and Documentation (ML)</p> <p>The Secretary will be including an item in the May or June newsletter bringing to members attention the 2024 Membership Renewal Report (to be placed on the Members> Information Documents for Members subpage of the web, and asking for comments on the proposed 2025 Membership Renewal process.</p>
<p>Section 2: Crawley u3a Operations</p>	
1.	<p>Budgets, Financial Reporting & Financial Compliance</p> <ol style="list-style-type: none"> Gift Aid HRMC Registration (GF) The Treasurer has not yet had time to progress this issue Charity Commission: Consultation on changes to charity accounting rules (ML) The Charity Commission launched a consultation at the start of April on changes to the charities' Statement of Recommended Practice (SORP). Only charities which are companies or have an annual income of over £250,000 are obliged to adhere to the SORP. As the Crawley u3a income level has never exceeded £70,000 this does not apply to us.
2.	<p>Non-Financial Compliance Matters (ML)</p> <p>Policy Documents Requiring Update The Secretary has drawn up a list showing which of our policy documents require updating, and by whom (in most cases this is the Secretary herself, with the Treasurer also responsible for a few). She is contacting individual Trustees directly. No progress has been made on this since the 22nd Feb Trustees Progress Report due to the time spent assisting with the website development (see Section 1 Item 8).</p>
3.	<p>Communications for All Members (SP)</p> <ol style="list-style-type: none"> The March Newsletter was published early on 3rd March The Chair published an Extra Serious Slice on 18th March, re-emphasising the need to recruit new Trustees in November this year The April Newsletter is due out 7th April The Chair will issue his next Slice on the 22nd April (see Section 1 Item 4(a)) Copies of these Trustee Progress Reports are now being disseminated to Group Leaders via Beacon. They are also placed on the website subpage Members>Information for Members> Committee Reports.

4.	<p>New Facebook Page Crawley u3a Extra (SP)</p> <p>The new Facebook group Crawley u3a Extra launched on 2nd March and the March newsletter included guidance on the types of posts for which it is intended. By 3rd April 34 members had joined, vs 372 on the main Crawley u3a Facebook page</p> <p>Apart from a couple of posts being made to the incorrect Facebook page in the early days of the new Facebook, the new dual system seems to be working well. Over the 28 days to 3rd April there were 26 posts on the Crawley u3a Facebook, with 50 on Crawley u3a Extra (28 of which were poems read by George Redgrave, with 22 other posts).</p> <p>The Comms Coordinator has now joined the u3a “Let’s Talk Tech” Facebook page.</p>
5.	<p>New Leaflet Design (SP)</p> <p>The current leaflet not only lists, and show pictures of, Groups which no longer exist but also it also includes the old web address (https://u3asites.org.uk/crawley/home) which no longer works now it is more than three 3 months since we migrated to the new site (https://crawley.u3asite.uk/). The Communications Coordinator will circulate the draft design leaflet to the other Trustees before sending it to the printer. She asked GLs at the 10th March GLs’ meeting to let her have any ideas they may have, but there has been no response.</p>
6.	<p>Groups: Existing & New Groups (from Peter Beckley unless stated otherwise)</p> <p>1. Changes of GLs</p> <ul style="list-style-type: none"> • Indoor Pickleball and Outdoor Tennis/Pickleball groups. Helen Strangeway and Geoff Styan have taken over from Graham Friday as Group Leaders on running the sessions of both these two groups. Graham Friday will continue to handle the administration, finances and external relationships, including acting as Contact for potential new members. • Out and About Group 6 Sue Pay has offered to take over as GL from Mary Watts and Peter Beckley when they stand down in September. • Out and About 8 Graham Friday has now handed his GL responsibilities to Carol Allen. • Science Group Nobody has yet come forward to replace Marion Lang as GL when she steps down in September, but Marion Lang herself has approached the Vice Chair, Alan Rew, to be the next Group Leader. He will visit the Group and consider what the role would involve before making any commitment. <p>2. New Groups</p> <p>The first meeting of the new Craft Group, to be led by Tina Belben, is to take place on Tuesday 22nd April at the GL's home. The group will meet monthly on the 4th Tuesday of the month. Ten members have so far signed up and the group is now on Beacon.</p> <p>3. Petanque Group Restarting</p> <p>The Petanques group started meeting every Tuesday and Thursday from 1st April, at the West Green Park petanque pitch from 4:30pm, weather permitting.</p> <p>4. Demise of Singing for Fun (JMcG)</p> <p>From comments made at the GL meeting it seems clear that this Group fell apart with the departure of Heather Woodward.</p> <p>5. Indoor Pickle Ball (GF)</p> <p>The Group was experiencing problems with use of the pickle ball courts. A meeting has now taken place with the Assistant Manager at K2 and a compromise resolution agreed.</p>

	<p>6. Advertising Groups with vacancies (SP)</p> <p>The Comms Coordinator plans to include a regular feature in the Newsletter listing Groups with Spaces. She will also remind members to let their GL know if they no longer plan to attend a group.</p>
<p>7.</p>	<p>8th May Out and About Group Meeting (ML)</p> <p>A meeting has now been arranged for Thursday 8th May 14:00 – 16:00 at St Pauls, Room 7, to which current and potential Group Leaders of all Out and About Groups have been invited, along with other members who participated in the two O&A Working Groups back in 2023. The Secretary explained the purpose of this meeting, plus a draft list of topics and some initial thoughts, in her e-mail sent out to those invited on 26th March. All those invited can now attend (including Phil Light) except for Liz Tennant who has promised to send some feedback to the e-mail soon. The deadline for any comments, thoughts, comments and additional proposals is the Wednesday 30th April.(ML)</p>
<p>8.</p>	<p>Friary Matters (JMcG)</p> <p>1. Parking</p> <p>The Chair met with Victoria Astley, who is the Office Support for the Friary, on 25th March, to discuss parking. The Friary are planning to replace the current barrier, which is old and no longer working properly, to a new model, but this is likely to take some time. The Chair hopes, by restricting knowledge of the new barrier code, to prioritise Friary parking to those members with severe mobility issues and those bringing in necessary equipment and goods for any stalls. Meanwhile it is hoped that the current system works at the next monthly meeting, on 11th April.</p> <p>2. Hire Contract</p> <p>Victoria Astley is keen to get a hire contract developed for Crawley u3a, stating the terms and costs of hire. It appears that the current system of recording and accounting for hall hire is inadequate. The u3a has never received invoices and has been making payments at its own initiative. Both the Chair and the Treasurer have sent her information to allow her to implement a regular invoicing schedule, and to provide us with updated contracts. The Chair spoke to her on 7th April. She has drawn up proposals but needs to get these approved by her line manager and others. However, since she is now on holiday until after Easter, nothing concrete is likely to happen for several weeks.</p>
<p>9.</p>	<p>Coach Pickups & Parking at the Hawth (JMcG)</p> <p>The Chair has made enquiries as to why the Hawth is taking a hard line on not allowing u3a groups to use the car park before 9:00am (the Hawth disallows members of the public from using it before this time to avoid it being overwhelmed by commuters), when in the past it has allowed the gardening and O&A Groups to park at the Hawth and for coaches to pick them up there pre 9:00am. Apparently the Hawth does not have the staff resources now to operate the barrier pre 9:00am. Hence u3a groups will either need to delay any Hawth pick-ups until 9am or after (perhaps after, rather than before, leaving the bus station).</p>
<p>10.</p>	<p>Portable Hearing Loop (GF)</p> <p>At the 10th March GLs meeting the Treasurer, Graham Friday, set up a small working group comprising, besides himself, Peter Beckley, John Williams, Marion Lang and Chrissie Watson to investigate purchasing a portable hearing loop for use at Group and All Member meetings. This group will report back to the next 5th June GLs meeting on progress, if not before then.</p>

<p>11.</p>	<p>Events since last Progress Report (other than Trustee Meetings) (ML)</p> <p>1. 10th March Group Leaders meeting</p> <p>The final minutes, with actions (mostly around the Group website pages) were disseminated on March 23rd. The Chair and Comms Coordinator agreed at their informal meeting on 21st March (see Item 11) that the following aspects of the meeting went well:</p> <ul style="list-style-type: none"> • Being able to showcase the Charis Centre to the GLs (the Treasurer’s idea). As expected, the GLs were impressed by the facilities; • Creating enthusiasm around the Ruby Celebration • High level of participation by GLs in terms of questions & discussion <p>The following aspects could have been better:</p> <ul style="list-style-type: none"> • The level of attendance (19 GLs, vs 29 for Spring 2024 & 25 at the previous meeting in October 2024), partly because of a clash with a Gardening/O&A 4 trip (steps have been taken to avoid this in future) • The agenda had not taken account of the length of time required for either the discussion on hearing loops or the tour of the Charis Centre • Trying to cover a topic of a technical nature (the website) without the presence of those volunteers with most knowledge on the matter. • The Findon room would have been too small for attendees to sit in a circle, had attendance been higher. <p>2. 14th March Friary monthly meeting</p> <p>The invited speaker, Chris Smith, delivered a talk on “Three Wives & The Truth”. Attendance was average, at 76, compared to 107 for Tony Harris in February. The book stall took only £12.00 but the Easter craft goods stall organised by Monique Tovey-Mansfield in aid of St Catherines took around £40.00</p>
<p>12.</p>	<p>Future Events (other than Trustee Meetings). (ML)</p> <ol style="list-style-type: none"> 1. The 11th April Friary monthly meeting with Peter Blood, a retired barrister, demonstrating a court case. There will be no bookstall. 2. The next Coffee Morning has been arranged for Wednesday 30th April. 21 invitations were set out to recent New Members on 1st April, with three acceptances and two apologies received by 3rd April. 3. The date of the next GLs meeting has been set for Thursday 5th June 14:00 - 16:30 in the Lindfield Room at the Charis Centre, and GLs have been informed of this. Although the booking is to 16:30 we will be aiming to finish by 16:00. The Ruby Celebration will be a major topic.

13.

Membership Update**1. Membership Numbers as at 5th April**

Members Renewing (end date 16th Jan)	559
New Members Joining 2024-25 to date	
August (2876 - 2881, 2877 not used)	5
September (2882 - 2895)	14
October (1896 - 2914)	19
November (2916 - 2919, 2915 not used)	4
December (2920 - 2927)	8
January (2928 - 2933)	6
February (2934 - 2937)	4
March (2938 - 2943)	6
April (2944 -	1
Total New Members 2024-25 to date	67
Members previously resigned rejoined (2705, 2137,2252)	3
Members deceased since renewing	-3
Members at 5th April	626

2. 31st March Census Return to the Third Age Trust

Numbers	31/03/22	31/03/23	31/03/24	31/03/25
Individual	375	337	391	393
Joint	202	196	215	203
Reported for TAT charge	577	533	606	596
Associate - individual	17	21	21	20
Associate - joint	12	8	8	9
Total Membership	606	562	635	625
Crawley u3a Single Member Fee	£10.00	£20.30	£16.00	£14.00
TAT charge per full member	£4.00	£4.00	£4.00	£4.00

Our return was submitted on 7th April. The resulting TAT charge, at £4.00 per full member, was £2,384.

<p>14.</p>	<p>Trustee & Support Role Holders Holidays & Other Time Out</p> <ol style="list-style-type: none"> 1. The General Trustee will be on holiday from 5th to 19th May inclusive. 2. The Secretary will be on holiday abroad from Wednesday 11th June to Friday 27th June inclusive.
<p>15.</p>	<p>New Trustee Completed Induction</p> <p>John Williams, the General Trustee, has now been trained on Beacon and has access to it, at the Default Trustee level. This marks the end of his induction process.</p>
<p>16.</p>	<p>Next Quarterly Meeting (ML)</p> <ol style="list-style-type: none"> 1. The next Quarterly Meeting is Wednesday 28th May 14:00 - 16:30 at Crawley Library. 2. Agenda Items will include (references to relevant report items in blue) <ol style="list-style-type: none"> 1. Approval of the minutes of the 16th Feb Quarterly Committee Meeting (Chair) 2. Trustees Progress Report as at 25th May (Secretary) 3. Approval for items under Procurement & Purchases 4. Term 2 Financial Monitoring Report (Treasurer) 5. Reports from the Ruby Celebration Working Group and any decisions required (Ruby WG Trustees) 6. Outcome of 8th May O&A meeting (Secretary) 7. Agenda and arrangements for 5th June Group Leaders meeting (Secretary) 8. Annual Review of Safeguarding Policy (legally required) (Chair) 9. Timetable for members' agreement of Membership Fees for 2025-26. <p>The subsequent Quarterly Meeting will be Wednesday 27th August.</p>
<p>17.</p>	<p>Trustee Team Meetings since last Committee Meeting and Planned</p> <ol style="list-style-type: none"> 1. On Friday March 21st the Chair, Secretary & Comms Communicator had a meeting of around 90 minutes on Friday March 21st at the Charis Centre to discuss the 10th March GLs meeting (see Item 11.1), how to recruit new volunteers, and a number of their general outstanding actions. 2. On Tuesday 1st April the Secretary and Communications Coordinator had a catch-up outside the Hawth, discussing future events and meetings. 3. The next Trustee Team Meeting will be held Friday 25th April 11:15 am onwards at the Revive Café in the Charis Centre.

Section 3: The Third Age Trust & Other u3a Bodies (Chair/Secretary)									
1.	<p>Third Age Trust Updates</p> <p>Board of Trustees</p> <p>The four Members with Specific Skills elected to the Board in February were:</p> <table border="0"> <tr> <td>John Bent</td> <td>Barnet u3a</td> </tr> <tr> <td>Pauline Green</td> <td>Stansted Mountfichet u3a</td> </tr> <tr> <td>Alan Russell</td> <td>Worcester u3a</td> </tr> <tr> <td>Laurence Wale</td> <td>Worcester u3a</td> </tr> </table> <p>They join the Chair (Oct 24 – Oct 27) Alan Walmsley, Kings Norton u3a (Chair, Oct 24 – Oct 27) and Derek Harwood, Treasurer (2nd term Oct 24 – Oct 27), Islington u3a.</p> <p>Election details for the vacant post of Vice-Chair are yet to be announced.</p> <p>Council</p> <p>The u3a Council came into existence on 1st April and will become the primary channel of communication for collecting the needs and views of u3as to inform the work of the Third Age Trust. Its current regional representatives members, following elections in some of the u3a regions, are shown on https://www.u3a.org.uk/events/board-trustee-council-rep-elections/council-candidates. There are currently 21 of these, 11 of which have transferred from the old Board. There are still three vacancies, one of which is for the South East. The Network Link representative and Chair of the Council (for which the nominations closed on 21st February) are expected to be announced shortly.</p> <p>The Council will meet four times a year, two of those meetings being in person.</p>	John Bent	Barnet u3a	Pauline Green	Stansted Mountfichet u3a	Alan Russell	Worcester u3a	Laurence Wale	Worcester u3a
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2.	<p>Chairs Forum (Independent to the Third Age Trust)</p> <p>The March Chairs Forum took place on Tuesday March 18th at 7pm, the topic being “The First 12 months” [of the new Council]. Chairs discussed what challenges the Council might face in its first 12 months and the priorities u3as might want to see addressed. Craley u3a’s Chair attended.</p> <p>The next meeting will be on Wednesday 16th April at 7pm, topic to be confirmed. The Chair will be attending.</p>								
3.	<p>Regional Networks</p> <ol style="list-style-type: none"> 1. West Sussex Network (WSN). The last meeting took place on Zoom at 10:00 on 14th March. The Chair attended. Unusually, no minutes have yet been received. 2. South East Regional Network Agenda. The last meeting took place on Tuesday 11th March at 14:30. 								