

Trustees' Progress Report as at 24th May 2025

Covers period from the 6th April Progress Report to 24th May

Key

References to dates of future u3a 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) 1. Christine Willow has now assumed the role of Welfare Support, following a handover from Karen Deasy. She now has the relevant Beacon access and the Contact form on the website has been updated. The Secretary has sought Christine's views on contents of the Wellbeing & Other Support webpage..
2.	Venue Strategy & Document listing Venues Available for Hire Across Crawley (JMcG) A slightly revised version of the Venues for Hire document, incorporating mention of the Crawley Scout Huts and the meeting rooms at the Orchard, is now on the Admin>General Admin webpage.
3.	Progress towards Crawley u3a Office (JMcG) Two small separate rooms are available for hire at the Crawley Community Action (CCA) offices. The Chair and Secretary went to view these on the 20 th May and the possibility of hiring one of these for 18 months is to be discussed at the 28th May Quarterly Trustees Meeting (Agenda Item 4).
4(a)	Support for Activity Groups and Group Leaders (JMcG) Due to lack of interest, the Chair is pausing his plans to run a Workshop (Workshop 1) exploring ways to keep exiting Activity Groups fresh and vibrant, and how best to develop new groups. To encourage the development of new Activity Groups he is now considering hosting a table at the Ruby Celebration Event seeking ideas for new Activity Groups, and potential Group Leaders to lead them.
4(b)	Proposal for Educational Development Working Group (JMcG/AR) In his Extra Slick Slice issued 18th Feb 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. . If the Vice-Chair does become GL for the Science Group after Marion Lang steps down in September (see Section 2 Item 5.1) then he may use that position to launch this Workshop.
5.	Liaison with Local Organisations and Related Publicity (JMcG) The Chair submitted the application to join Crawley Community Action (CCA) and Crawley u3a is now listed on their list of their members (https://www.crawleycommunityaction.org/our-members/) though the link to our website is not yet active. The Chair also receives their fortnightly electronic newsletter,

	<p>which is where he learned of the rooms available for rent (see Item 3 above).The Chair 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. It may be possible to recruit volunteers for the more specialist Crawley u3a roles through the CCA. The CCA has offered to advertise the Ruby Celebration Event on their website News and Events page https://www.crawleycommunityaction.org/noticeboard/news/</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 22nd Feb Trustees Progress Report 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 second meeting was held on Wednesday 16th April. Good progress has been made on contacting GLs and they seem to be keen to be involved in some way on the day. One important thing to come out of the meeting was the unanimous decision by the group to change the start time of the event from 10.00 to 10.30am. The third meeting took place on Friday 9th May, though only six (out of ten) of the group were able to attend. The fourth meeting will be arranged for Monday 2nd June at 14:00, before the 5th June Group Leaders Meeting.</p> <p>2. Special Guests (JMcG)</p> <p>The Chair has invited Michael Jones, Leader of Crawley Borough Council (CBC) and will invite the Mayor once the holder of this position is confirmed at the CBC Full Council Meeting on 23rd May. He will also shortly invite Peter Lamb (Member of Parliament for Crawley), together with the Cabinet Member for Community Engagement & Culture, Chris Mullins.</p> <p>3. Membership Desk (ML)</p> <p>Jacqui Mercer has agreed to oversee the Membership Desk.</p> <p>4. Activity Group Stands and Displays</p> <p>Graham Friday will be engaging with Group Leaders on Groups stands and displays at the 5th June Group Leaders Meeting.</p> <p>5. Smart Phone Photographic Leaflet</p> <p>Monique Tovey-Mansfield has designed two possible leaflets advertising the Ruby Celebration. Sue will circulate them to the Committee shortly for them to choose their favourite.</p> <p>6. New Activity Groups</p> <p>The Chair is proposing to host a table at the Ruby Celebration seeking ideas for Activity Groups, and potential Group Leaders to lead them.</p>
8.	<p>Development of New Website (JN/ML)</p> <p>Comments have been received from members that it is taking them a while to find their way around the site but this is only to be expected given the extent of the redesign. Limited progress has been made on improving the Group Pages, due to lack of material received from Group Leaders.</p> <p>A report is being presented to the 28th May Quarterly Trustees Meeting (Agenda Item 10) showing the number of overall website hits over the last month, and which pages received the most hits.</p>

9.	<p>Simplifying and Documenting the Annual Membership Renewal Process and Documentation (ML)</p> <p>The Secretary included an item in the May newsletter bringing to members' attention the 2024 Membership Renewal Report (now on the Members> Information Documents for Members subpage of the web), and asking for comments on the proposed 2025 Membership Renewal process. None have yet been received.</p>
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Section 2: Crawley u3a Operations	
1.	<p>Budgets, Financial Reporting & Financial Compliance</p> <p>1. 2nd Term Financial Monitoring Reports (GF)</p> <p>The Treasurer issued the Financial Monitoring Reports for the 2nd Term of 2024-25 on 17th May and has sent out the Groups Monitoring Report to Group Leaders. The report will feature on the agenda for the 5th June GLs meeting. The Financial Monitoring report is expected to be formally accepted at the 28th May Quarterly Trustees' Meeting (Agenda Item 6). .</p> <p>2. Gift Aid HRMC Registration (GF)</p> <p>The Treasurer has not yet had time to progress this issue.</p>
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. She is currently updating the Crawley u3a Committee Procedures to reflect the new arrangements for Committee Meetings agreed at the 13th November 2024 Committee Meeting.</p>
3.	<p>Communications for All Members (SP/JMcG)</p> <ol style="list-style-type: none"> 1. The April Newsletter was published on 7th April. 2. The Chair issued an Extra Slim Slice on 22nd April. 3. The May Newsletter was published on the 5th May. The June one will be published on Monday 2nd June. 4. The Chair has decided not to issue an Extra Slice for May. Having drafted one, he became aware that he would have been guilty of issuing a hackneyed and repetitive message. He will discuss this with the Communications Coordinator.
4.	<p>Design of New Leaflets (SP)</p> <p>Crawley u3a Replacement Leaflet</p> <p>The Chair and Communications Coordinator have decided to issue two leaflets in the near future, one to advertise the Ruby Celebration Event (see Section 1 Item 7.5) and the other being a more general publicity leaflet designed for the longer term. The latter will replace the current publicity leaflet, which shows the now invalid old website address. The Communications Coordinator circulated a revised version of the leaflet to the Committee on 21st May asking for comments. So far, one comment has been received, from the Secretary, which has been taken on board.</p>

<p>5.</p>	<p>Activity Groups: Existing & New Groups (from Peter Beckley unless stated otherwise)</p> <p>1. Changes of GLs</p> <ul style="list-style-type: none"> • 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 has not yet managed to visit the Group but will do so, and consider what the role would involve, before making any commitment. • Afternoon Exercise Graham Friday has handed the running of the weekly Afternoon Exercise group to a team consisting of Peter Beckley, Isabel Baker and Gloria Dallis-Devere. He will still be managing the relationships with the Friary and the Instructor, and being the initial contact on Beacon/Website. <p>2. 3D Paper Crafting Group to be paused until September Due to low numbers and the fact that interest in making greeting cards tends to be seasonal, Fiona Harris has decided, after discussion with members, to pause the monthly meetings of the group until September. The Group is being encouraged to display some of their work at the 30th July Ruby Celebration Event. If the number of members remains low in September then the GL is willing to hold the meetings at her private home, to save costs.</p> <p>3. New Groups</p> <ul style="list-style-type: none"> • The first meeting of the new Craft Group, to be led by Tina Belben, took place on Tuesday 22nd April at the GL's home. The group will meet monthly on the 4th Tuesday of the month. Fourteen members have so far signed up and the group is now on Beacon and a Group webpage. • Philip Vandenburg, who joined in April 2025, has offered to lead a Chess Group. This will feature in the <u>June Newsletter</u>, to gauge interest. • Rosalind Phipps has suggested setting up a Board Games Group, but does not have the spare time to lead it, due to her Friends of Crawley Hospital commitments. <p>4. Art Appreciation 3 (JMcG) The Chair is to discuss the position shortly with the Group Leader, although membership has increased now to nine.</p> <p>5. Advertising Groups with vacancies (SP) The Comms Coordinator plans to include a regular feature in the Newsletter listing Groups with Spaces. She reminded members in the <u>April Newsletter</u> to let their GL know if they no longer plan to attend a group.</p> <p>6. Review of Groups with low numbers The Trustees will be considering the future of the Afternoon Exercise, SMB and possibly AA3, at their 27th August Quarterly Meeting, or as soon as practical thereafter.</p>
<p>6.</p>	<p>Thursday 8th May Out and About Group Meeting (ML)</p> <p>Ten people attended this meeting, with four apologies. Some interesting points were made in the discussion, but little in the way of decisions. The draft notes from the meeting were sent out on 13th May, asking for any amendments or comments to be fed back by 19th May. None were received. The notes and main papers from the meeting have been sent to the Web Editor for input onto the Admin>Admin for Groups website page.</p>

<p>7.</p>	<p>Thursday 5th June Group Leaders' Meeting Charis Centre 14:00 – 16:30 (ML)</p> <p>The Secretary sent an email to all involved in organising Groups on 14th May (they were informed of the date and time on 28th March) stating that the major topic will be the Ruby Celebration on the 30th July but that the following will also be covered:</p> <ul style="list-style-type: none"> • Treasurer's update, including <u>Term 2 Activity Groups Financial Monitoring Report</u> • Welfare Support (see <u>Item 13</u> below) <p>GLs were asked to let the Secretary know of any other items matters they wish to discuss, or present on, by the end of Friday 23rd May. None were received.</p> <p>The Secretary plans to send out the final material on Thursday 29th May, following agreement at the 28th May Quarterly Trustees Meeting (Agenda Item 9).</p>
<p>8.</p>	<p>Friary Matters: Hire Contract (JMcG)</p> <p>The Chair is awaiting a response from Victoria Ashley to an invitation to a further meeting to discuss a hire contract for Crawley u3a, stating the terms and costs of hire, and a process for issuing regular invoices.</p>
<p>9.</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. .</p>
<p>10.</p>	<p>Events since last Progress Report (other than Trustee Meetings) (ML)</p> <ol style="list-style-type: none"> 11th April Friary monthly meeting The invited speaker, Peter Blood, demonstrated a historic court case. The attendance was 93, around fifteen higher than the average; this was particularly good given the lovely weather on the day. 30th April Coffee Morning 9 new members attended out of 28 invited (but with a bias towards the more recently joined members) and 6 prospective members, of which 4 have since joined, which was encouraging given there have been no recent leafleting campaigns. The number of other members was, at 41 (and this included 5 Trustees and RUGS) not high, but total attendance of 56 compared well with the Summer 2024 coffee morning on 1/07/24 attended by only 42 people in total. Holding the coffee morning earlier rather than later in the term probably helped. Jim and Graham each hosted a New/Prospective Member table. The 2nd hand bookstall & jigsaw swap generated £22.90, which compares well with the 3rd February 2025 Coffee Morning which generated £16.00 despite there being a larger attendance overall (65 vs 56). The RUGS offered a more varied selection of edibles than at previous coffee mornings, and these were enjoyed. 9th May Friary monthly meeting John Griffiths-Colby, who spoke at the October 2024 meeting on “Finding Sapper Clay” gave a talk on “The Bomber in the Backyard”. Attendance was low, at 60, perhaps because of the good weather, though the Chair states he counted over 70 (perhaps they did not all sign in). The bookstall raised £12.50.

<p>11.</p>	<p>Future Events (other than Trustee Meetings). (ML)</p> <ol style="list-style-type: none"> Thursday 5th June Group Leaders Meeting The next GLs meeting will be Thursday 5th June 14:00 - 16:30 (see Item 7 above) in the Lindfield Room at the Charis Centre, and GLs have been informed of this. Although the booking is to 16:30 the aim is to finish by 16:00. The Ruby Celebration will be a major topic. 13th June Monthly Meeting Rupert Toovey will now be talking on “Life as an Auctioneer” rather than “Treasures from your home”. 11th July Monthly Meeting Peter Griffiths will be speaking on “45 years in Aviation (with a fear of heights!!!)”. Members will be asked to vote on the Membership Fee proposals for 2025-26 at this meeting. 																																
<p>12.</p>	<p>Membership Update</p> <table border="1" data-bbox="304 768 1114 1541"> <tr> <td>Members Renewing (end date 16th Jan)</td> <td>559</td> </tr> <tr> <td colspan="2">New Members Joining 2024-25 to date</td> </tr> <tr> <td>August (2876 - 2881, 2877 not used)</td> <td>5</td> </tr> <tr> <td>September (2882 - 2895)</td> <td>14</td> </tr> <tr> <td>October (1896 - 2914)</td> <td>19</td> </tr> <tr> <td>November (2916 - 2919, 2915 not used)</td> <td>4</td> </tr> <tr> <td>December (2920 - 2927)</td> <td>8</td> </tr> <tr> <td>January (2928 - 2933)</td> <td>6</td> </tr> <tr> <td>February (2934 - 2937)</td> <td>4</td> </tr> <tr> <td>March (2938 - 2943)</td> <td>6</td> </tr> <tr> <td>April (2944 - 2051)</td> <td>8</td> </tr> <tr> <td>May (2952 - 59)</td> <td>8</td> </tr> <tr> <td>Total New Members 2024-25 to date</td> <td>82</td> </tr> <tr> <td>Members previously resigned rejoined</td> <td>4</td> </tr> <tr> <td>Members deceased since renewing</td> <td>-3</td> </tr> <tr> <td>Members at 25th May</td> <td>642</td> </tr> </table>	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 - 2051)	8	May (2952 - 59)	8	Total New Members 2024-25 to date	82	Members previously resigned rejoined	4	Members deceased since renewing	-3	Members at 25th May	642
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<p>13.</p>	<p>Welfare (JMcG)</p> <p>The Chair aims to encourage the GLs to actively monitor issues like continuing non-attendance for medical, and other reasons such as childcare or other caring responsibilities. Keeping in touch will ensure members return, rather than just drift away, after an absence.</p>																																

14.	<p>Question to New Members on Group Experience (ML)</p> <p>The Secretary sent an email to 81 members (the total of new members and re-joiners from July 2024, excluding those not on email) stating that some of them had not yet joined Groups and that we were keen to hear of any bad experiences suffered in groups, or difficulty in joining groups in the first place. Ten responded, of which only two had complaints. A report featuring their responses features on the 28th May Quarterly Trustees Meeting (Agenda Item 11).</p>
15.	<p>Trustee & Support Role Holders Holidays & Other Time Out</p> <p>The Secretary will be on holiday abroad from Wednesday 11th June to Friday 27th June inclusive. She will have access to email only intermittently.</p>
16.	<p>Trustee Team Meetings since last Committee Meeting and Planned (ML)</p> <p>A Trustee Team Meeting was held on Friday 25th April 11:15 am onwards at the Revive Café in the Charis Centre. Sue Parker sent her apologies. Much of the talk covered the plans for the Ruby celebration, although the 30th April Coffee Morning with New Members Table, and the 8th May O&A meeting were also covered.</p> <p>Arrangements for the budget and fee process for 2025/26 were also agreed, and have now been reflected in the latest Trustees Calendar.</p>

<p>Section 3: The Third Age Trust & Other u3a Bodies (Chair/Secretary)</p>	
1.	<p>Third Age Trust Updates</p> <p>1. AGM 2025</p> <p>This will be held on Wednesday 15th October from 11:00am, as a hybrid meeting, at the Sketchley Grange hotel, Hinkley, Leicestershire (not Milton Keynes as in previous years). U3as wishing to submit resolutions must do so by 12 noon on Friday 30th May</p> <p>2. Election of the Vice-Chair to the Board of Directors</p> <p>Nominations will be required by 30th June 2025.</p> <p>3. Council</p> <p>The u3a Council, which came into existence on 1st April, met for the first time in London in early April. Sue Russell, previously Network Link Chair, is the new Council Chair (any connection to Alan Russell, of Worcester u3a and Board Member?).</p> <p>The Members Area of the TAT Members Area website (https://www.u3a.org.uk/members-area/trust-and-board-updates/u3a-finance-and-governance-committees) now lists members of the TAT Finance and Governance Committees..</p> <p>4. u3a Week</p> <p>The annual event to showcase the activity, learning & fun which takes place across the movement every day, will take place on 20 – 28th September.</p> <p>5. u3a Matters Readers’ Survey</p> <p>As it is now a year since the new style u3a Matters was launched, a survey is being launched to find out what members think of it. The deadline for completing this is Friday 6th June.</p>

2.	<p>Chairs Forum (Independent to the Third Age Trust)</p> <p>The Chair attended the meeting on Wednesday 16th April at 7pm, the discussion topic being “The Awards and Challenges of Being a u3a Chair”. The slides and notes have been disseminated and make interesting reading.</p> <p>The May meeting took place on Monday 19th at 7pm and the topic was “The u3a in the Community”. The Crawley u3a Chair attended, but said that little of interest emerged.</p>
3.	<p>Network Link Event Monday 9th June 10am</p> <p>This meeting will be concentrating on IT tools to help members run their network and u3a. As Sue Russell, formerly Chair of Network Link, has now been elected by the new Council to be its first Chair, a new Network Link Chair will need to be appointed.</p>
4.	<p>West Sussex Network (WSN) (JMcG)</p> <p>The last meeting took place on Zoom at 10:00 on 14th March. The Chair attended. Minutes were only disseminated in May and stated that Sally Ingledew, u3a Council Representative for the Southeast Region, updated the meeting on her aims for the Region. She has set up a communications team. Her aim is for all u3as in the Region to be part of a network.</p> <p>The most recent meeting was on Friday 23rd May at 10:00 and was attended by several new members resulting in the discussion of topics familiar to us, e.g. u3a Matters (TAM), Membership fees (and problems in increasing them), Constitutions. While there was nothing to excite the blood, I found that every other attendee was from the South Coast! The minutes should follow soon.</p>

Margaret Lloyd, Secretary, 25th May. Amended for publication on the web 29th May