

Trustees' Progress Report as at 7th July

Covers period from the 25th May Progress Report to 7th July

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.	<p>Progress Towards New Organisational Structure (ML)</p> <p>Deputy Beacon Administrator</p> <p>A month ago, a member who joined the Crawley u3a two years ago expressed an interest in this role. She had seen it advertised on the Volunteers website page. John Walton, Beacon Administrator, has since had a meeting with her which went very well and he has set her up with an account, and will soon add access to the Beacon demo-site and the Third Age Trust Beacon support website. She performed a similar role in her working life and is aware of the GDPR implications and consequent restrictions on access.</p> <p>The intention is that she will take over the training of new users from John, and cover for him when he is away. We have drawn up a role description for her. Once she returns from holiday, the Secretary, will be meeting with her & John to finalise arrangements.</p>
2.	<p>Venue Strategy & Document listing Venues Available for Hire Across Crawley (JMcG)</p> <p>This has now been completed, though the relevant document on the Admin>General Admin web page will require updating on an annual basis.</p>
3.	<p>Progress towards Crawley u3a Office (JMcG)</p> <p>Following a vote at the 5th June GLs meeting, which was overwhelmingly in support, the Chair has signed a lease with Crawley Community Action (CCA) to hire the slightly larger of the two offices available at the Orchard (the building in which CCA is based) at 1-2 Gleneagles Court, Brighton Road, Southgate, RH10 6AD. The lease commenced on 1st July and the combined rent and service charge is £583 per quarter.</p> <p>The Chair's <u>Extra Hot Slice</u> issued on 19th June informed the membership of this step. A small Office Working Group (OWG) has been set up, currently comprising the Chair & Secretary, and they visited the Orchard on 1st July to obtain keys and access codes, and to review the furnishing requirements. The Secretary has donated basic office supplies.</p> <p>The OWG will shortly issue more information to Group Leaders and other volunteers on how to access the office. It will also consider the manning of the office, how best to supply photocopying and telephone services, and the processes regarding the use of the office and borrowing of equipment stored there. A report of progress to date will be issued to the Trustees Team Meeting on Thursday 17th July (see Section 2 Item 15).</p>

4(a)	<p>Support for Activity Groups and Group Leaders (JMcG)</p> <p>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.</p>
4(b)	<p>Proposal for Educational Development Working Group (JMcG/AR)</p> <p>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.</p>
5.	<p>Liaison with Local Organisations: Crawley Community Action (JMcG)</p> <p>The Chair intends to contact the Crawley Community Action’s Social Prescribing team as they do not seem to have contacted us on behalf of potential members for some time. 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 January 2025.</p>
7.	<p>30th July Ruby Celebration Event</p> <ol style="list-style-type: none"> 1. Meetings of the Working Group (SP) <p>The notes of the 2nd June meeting are now on the Events>Ruby Celebration website page. The fifth meeting took place on Friday 4th July. There is still a lot to do but overall things are moving forward and taking shape. The next and final meeting is on Friday 25th July, five days before the event itself.</p> 2. Special Guests (JMcG) <p>The Chair has invited Michael Jones, Leader of Crawley Borough Council (CBC) and also the Deputy Mayor, Marion Ayling, the Mayor herself (Shamila Sivarajah) being away on 30th July. He will also shortly invite Sue Mullins, CBC Cabinet Member for Community Engagement and Chris Mullins, Cabinet Member for Leisure and Wellbeing, as well as issuing a general invitation to all members of CBC Council. The Chair will shortly invite Peter Lamb, the Member of Parliament for Crawley.</p> <p>The Working Group decided at their 4th July meeting that the Chair, Jim McGough, was the best person to show the Special Guests around all the rooms on the day. Cover is needed for his planned New Activity Groups table whilst he is showing the guests around.</p> 3. Flyers & Publicity for the Event (SP) <p>Two leafleting sessions will take place in Crawley Town Centre, probably during each of the weeks commencing 14th July and 21st July, to advertise the event. The flyer is to be double-sided, with one side incorporating the design by Monique Tovey-Mansfield and the other with more detailed information on the event. The Chair asked for volunteers to assist with the leafleting in his June Extra Hot Slice. The Communications Coordinator will be seeking a quote for the printing of this flyer leaflet very shortly and then asking the Committee for urgent approval.</p> 4. Membership Desk (ML) <p>It has been decided not to have a Membership Desk at the event, not least because the members who have sufficient knowledge to run it are busy elsewhere. People interested in joining will have the opportunity to submit their contact details and will be contacted soon after by the Membership Assistant, with a view to joining in August (which means they join for 2025/26).</p>

8.	<p>New Website (JN/ML)</p> <p>The major development work on the new website was completed by early April, although some of the individual Group pages still need improvement, and a couple of additional pages, such as one on the History of Crawley u3a, are yet to be produced and inserted.</p> <p>The Secretary presented a report to the 28th May Quarterly Trustees Meeting (Agenda Item 10) and to the 5th June Group Leaders Meeting (Agenda Item 4(b)) showing the number of overall website hits over a one-month period (17th April to 16th May), and which pages received the most hits. This was interesting and will be repeated, using data over a longer time period.</p> <p>The Group Leaders expressed their approval of the new website at their meeting on 5th June.</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 been received. She will be meeting with Jean Manuel, Membership Assistant, later in July to plan the renewal process in detail.</p>

<h2>Section 2: Crawley u3a Operations</h2>	
1.	<p>Budgets, Financial Reporting & Financial Compliance</p> <ol style="list-style-type: none"> 1. 2nd Term Financial Monitoring Reports (GF) <p>The Financial Monitoring report was formally accepted at the 28th May Quarterly Trustees' Meeting (Agenda Item 6).</p> 2. Proposed Membership Fees for 2025/26 to be voted on at 11th July Friary Meeting <p>The Chair sent out an e-mail on 6th July, composed by the Secretary, to all members with e-mail, explaining why the Trustees are proposing that the membership fees remain unchanged from their 2024/25 level.</p> 3. Gift Aid HRMC Registration (GF) <p>The Treasurer has not yet had time to progress this issue.</p>
2.	<p>Non-Financial Compliance Matters (ML)</p> <ol style="list-style-type: none"> 1. Policy Documents Requiring Update <p>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. In May she updated the Crawley u3a Committee Procedures to reflect the new arrangements for holding fewer Committee Meetings and for reporting progress between these Committee Meetings by means of the new Trustee Progress Reports. These new arrangements were agreed at the 13th November 2024 Committee Meeting. The amended version is on the Admin>For Trustees website page.</p> 2. Reapproval of Safeguarding Policy <p>The current Safeguarding Policy was reapproved at the 28th May Quarterly Committee Meeting. We are legally required to review this policy annually.</p>

3.	<p>Incident on 30th May O&A 6 Trip to Tower Bridge (ML)</p> <p>This was reported by Peter Beckley, one of the O&A 6 GLs. A member was attempting to exit through the ticket barrier at London Bridge Station, having placed his ticket on the ‘reader’. The gates opened but slammed shut on him before he could get through. The member concerned takes prescribed blood thinners and as the barrier slammed into his arm it gashed the skin and caused profound bleeding. Staff at the barrier gave paper towels to stop the blood and called the station paramedics. Paramedics arrived within 7 minutes, cleaned the wound and applied a large plaster. The member’s wife stayed with him when the incident occurred, and they both rejoined the party to continue the trip. The wound was then managed at home. There appear to have been no repercussions.</p>
4.	<p>Communications for All Members (SP/JMcG)</p> <ol style="list-style-type: none"> 1. The <u>June Newsletter</u> was published on 2nd June. 2. The Chair issued an <u>Extra Hot Slice</u> on 19th June which informed members about the new office we have leased at the Orchard, within Gleneagles Court (see Section 1 Item 3). He also requested volunteers to leaflet the public nearer the 30th July Celebration Event (see Section 1 Item 7.3) 3. The Chair sent out an e-mail on 6th July “<u>Meeting on Membership Fees</u>” (see Item 1.2 above), composed by the Secretary, to all members with e-mail, explaining why the Trustees are proposing that the membership fees remain unchanged from their 2024/25 level. 4. The <u>July Newsletter</u> is to be published on 7th July.
5.	<p>Replacement Crawley u3a Leaflet & Leafletting Session (SP)</p> <p>The Communications Coordinator arranged for 1,000 copies of the amended general publicity leaflet to be printed. She and the Chair organised a leafletting session for Thursday June 26th 11:00am – 12:00pm and were joined by Peter Beckley, Christine Willows and Maggie Berrill. Results were mixed; the weather was not great and the success of individual leafleteers varied according to their location, but all volunteers had a few positive responses. The best locations proved to be Queens Square and the Martletts, especially by the entrance to County Mall, and the worst the County Mall entrance by Boots and the bus station.</p> <p>In future it might be better to start half an hour or even an hour later next time as it got a lot busier just as we were finishing. (The Ruby Celebrating leafletting is covered in Section 1 Item 7.3).</p>
6.	<p>Activity Groups: Existing & New Groups (from Peter Beckley unless stated otherwise)</p> <ol style="list-style-type: none"> 1. Science Group Nobody has come forward to replace Marion Lang as GL after she steps down in July so the future of the group is uncertain. 2. Craft Group. The new Craft Group run by Tina Belben continues to flourish and now boasts 15 members. 3. Possible New Chess Group (SP) Philip Vandenburg, who joined Crawley u3a in April 2025, has offered to lead a Chess Group. This featured in the <u>June Newsletter</u>, but sadly no current members have expressed interest. The Communications Coordinator has been in touch with Philip and agreed that he should not give up. The July newsletter includes a paragraph advertising the group again, using Phil’s suggestion that it could be started off with 4-6 members and build from there. We are hoping that a table for people to play chess in the Games Room at the Ruby Celebration will generate some interest.

	<p>4. Allotment Group. This has had no more than three members for a long time and was disbanded in early June. The equipment it held will be returned to the members who donated it.</p> <p>5. Visit to Patcham u3a Croquet Club at Preston Park (AR) This was advertised in the June Newsletter but nobody has yet expressed interest.</p> <p>6. Storytelling 1 Jo Slack has agreed to continue as Group Leader until December 2025, when Jean Austin will take over, and hold the Group in her home.</p> <p>7. Afternoon Exercise Group A team of 3 members, comprising Isabel Baker, Peter Beckley and Gloria Dallas-Devere, now organise the cash collection and banking for this group. Gina will continue to run the group through the summer, but attendances are lower than hoped, due to clashes with other group meetings and Ruby working group meetings.</p> <p>8. Short Map Bowls (SP) Once the Ruby Celebration is over and before the Quarterly Meeting on 27th August, Sue Parker will turn her attention to the future of SMB. The Monday Group will have to close but she will look at the possibility of merging the groups into one if she can find a mutually convenient date for all members (or as many as possible to make it viable).</p>
<p>7.</p>	<p>Thursday 5th June Group Leaders' Meeting Charis Centre 14:00 – 16:30 (ML) The papers for this, including the minutes, are now on the Admin>Groups>GL meetings website.</p> <p>Attendance was relatively good, with 33 in total (6 Trustees & 27 GLs) compared with the previous meeting on 10th March 2025 (24 attendees, 5 Trustees & 19 GLs).</p> <p>As well as spending time on Groups' contribution to the Ruby Celebration Event, there was a lively debate around the proposal to take out a lease of an office at the Orchard (Gleneagles Court) with many GLs contributing. Being asked to make a significant decision, comparing the as yet uncertain non-financial benefits with the financial costs, really energised the attendees.</p> <p>Although the Findon Room had been booked, the Charis Centre moved us to the larger Ashurst Hall (at no extra cost to us). Attendees were able to sit in a circular formation and they voiced their approval of this arrangement.</p> <p>Points noted for the Secretary for future meetings:</p> <ul style="list-style-type: none"> • Hire the Ashurst Hall, if available. • When sending out invites ask GLs who cannot attend to send somebody else from their Group, even if not a "GL"? • Take spare copies of Agenda & related papers to meeting.

<p>8.</p>	<p>Venues: Friary Hire Contract (JMcG)</p> <p>The Chair met Victoria Ashley on 2nd July to discuss the new diocese hiring agreement, a draft of which she sent to the Chair on 6th June. The following progress was made in reference to queries raised by the Treasurer and Secretary:</p> <p>1. Bookings</p> <p>Victoria agreed that we maintain separate contracts and invoices for each activity type. She will deal with Peter Beckley on the monthly meetings and coffee mornings, but with Graham Friday directly on the Exercise Group, particularly over the issue of weekly invoicing in advance.</p> <p>2. Hire Rates</p> <p>Victoria said that they intended to look at their current rates at the beginning of each year and would give their hirers notice sufficient to frame their intentions. She thought, however, that there was little prospect of any increase in the foreseeable future.</p> <p>3. Hall Capacity for Insurance Purposes.</p> <p>The actual capacity of the hall is 140 but the Friary quote the figure of 120 as a safety net. Victoria is unsure of any distinction between seated and standing. Kitchen volunteers do not count since they have their own dedicated entrance (and Fire Exit) though we do not use this.</p> <p>4. Matters yet to be acknowledged/amended in the agreement and conditions of hire</p> <ol style="list-style-type: none"> a) That we do not need to pay deposits b) That setting up and putting away tables and chairs for each meeting – to be the Friary’s responsibility - needs to be made explicit. c) That we are not expected to clean the toilets, but we should check for any serious disturbance d) Whether or not the restrictions on “Track and Trace” are still relevant e) Private liability insurance to be replaced by public liability insurance. <p>5. Car Park Barrier</p> <p>The Chair will remind Victoria to programme the barrier so that it operates at the specific time for the Friary monthly meeting on 11th July.</p> <p>6. Microphone Hire</p> <p>We may be able to use our own microphone equipment in future, depending on the outcome of the Portable Hearing Loop Working Group (see Item 10 below). This should be resolved by the issue before the 12th September monthly meeting. The Chair will be speaking with Victoria again on Wednesday 9th July to resolve outstanding matters.</p>
<p>9.</p>	<p>Venues: St Pauls Unreliable DVD Players (PB)</p> <p>This affects at least six groups and has not been resolved. Nicola Postle and Isaac Conroy (St Pauls Room Bookings Manager and Property Manager respectively) are supposed to be organise a meeting with Peter Beckley, Assistant Groups Coordinator and the relevant Group Leaders, but no date has been fixed.</p>

<p>10.</p>	<p>Aids to Assist Hearing Impaired Members (JW)</p> <p>John Williams, General Trustee, agreed to take the lead on the Hearing Loop Working Group (other members are Peter Beckley, Marion Lang and Chrissie Watson) as Graham Friday has been too inundated with other tasks. The first, and very effective, meeting was held on 6th June and minutes disseminated on 7th June. This explained why the Group had ruled out the proposal to purchase a hearing loop, and that it would investigate purchasing a portable PA system instead. The plan was to compare the PA system in the Friary with the unit that we had discussed with the supplier at our 6th June Working Group meeting, and also to compare the Friary PA system with the belt fitted portable one kept by Peter Beckley.</p> <p>At the next Friary monthly meeting on 13th June it was found that the Friary's PA system was vastly superior to both the portable systems being compared in that it had a base woofer, and six speakers fitted at the front side and rear of the hall. What could not be confirmed at that time was whether all six speakers were functioning. The guest speaker that afternoon was a professional auctioneer and was heard very clearly but at some point, we need to double check the speakers in the Friary.</p> <p>So though the potential new portable PA system and the belt fitted portable system that Peter Beckley were not nearly as effective for use at the Friary as the Friary's own system they could be useful for certain groups. The former has the advantage of two separate microphones so would be particularly useful in meetings such as the GLs meeting in the Charis Centre. It could also be used for other group meetings. It is proposed this be discussed this further at the next Trustee Team Meeting (see Item 15 below).</p>
<p>11.</p>	<p>Events since last Progress Report (other than Trustee Meetings) (ML)</p> <ol style="list-style-type: none"> 1. 28th May Seasonal Outing to Romney Marsh & Hythe 44 attended this trip, compared to 41 on the trip to Crossness Pumping Station in October 2024 and 52 on the one to the Weald and Downland Museum in May 2024. 2. Thursday 5th June Group Leaders Meeting See Item 7 above 3. 13th June Friary Monthly Meeting Rupert Toovey on "Life as an Auctioneer and the Booming Collector's Market". This was attended by 79 members, a high number given the warm weather. £9.42 was raised by the bookstall.
<p>12.</p>	<p>Future Events before next Progress Report (other than Trustee Meetings) (ML)</p> <ol style="list-style-type: none"> 1. 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. 2. Wednesday 30th July Ruby Celebration Event See Section 1 Item 7. 3. Tuesday 16th September Seasonal Outing to Maritime Greenwich This was advertised to members on e-mail on 2nd July, and included in the Newsletter issued 7th July along with a booking form.

<p>13.</p>	<p>Membership Update</p> <table border="1"> <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 - 2960)</td> <td>9</td> </tr> <tr> <td>June (2060 - 2061)</td> <td>2</td> </tr> <tr> <td>Total New Members 2024-25 to date</td> <td>85</td> </tr> <tr> <td>Members previously resigned rejoined</td> <td>5</td> </tr> <tr> <td>Members deceased since renewing</td> <td>-4</td> </tr> <tr> <td>Members at 30th June</td> <td>645</td> </tr> </table> <p>The 30th April Coffee Morning helped to generate several new members joining in May.</p>	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 - 2960)	9	June (2060 - 2061)	2	Total New Members 2024-25 to date	85	Members previously resigned rejoined	5	Members deceased since renewing	-4	Members at 30th June	645
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<p>14.</p>	<p>Trustee & Support Role Holders Holidays & Other Time Out (ML)</p> <p>The Treasurer will be confined to his home for the first two weeks of July, following surgery. No other Trustees are expecting to be away for any significant length of time over the next few weeks.</p>																																		
<p>15.</p>	<p>Trustee Team Meetings since last Committee Meeting (ML)</p> <p>A meeting has been arranged for Thursday 17th July, starting at 11:30am at the Revive Café in the Charis Centre. Topics to be covered currently include:</p> <ul style="list-style-type: none"> • Update on Ruby Celebration Event preparations (Section 1 Item 7) • Progress on the set-up of the new Office at Gleneagles Court (Section 1 Item 3) • Aids to Assist Hearing Impaired Members (Section 2 Item 10) • Committee Succession 																																		
<p>16.</p>	<p>Next Quarterly Committee Meeting 27th August (ML)</p> <p>This was due to take place in the Caroline Haslett Room of Crawley Library 14:00 – 16:00, but the Secretary is now investigating moving the location to a room at Gleneagles Court so the Committee can view the new office. The agenda to include:</p> <ol style="list-style-type: none"> 1. The Timetable for the 2025 AGM 2. Recruitment of Trustees for 2025/26 3. Review of financial sustainability of the SMB and Afternoon Exercise Groups ?? 4. Review of Ruby Celebration Event 5. Report back from the Office Working Group 6. Christmas Party 2025 <p>The next Trustees Progress Report will be produced to coincide with this meeting.</p>																																		

17.	<p>Planning for the 2025 AGM on Friday 14th November (ML)</p> <p>The official part of the AGM is expected to be straightforward this year.</p> <p>Liz Tennant has booked a Roger Tristram to talk for 30-40 minutes at the AGM. He is an expert on fraud and will talk about the rise in financial fraud in recent years and how sophisticated the types of fraud have become. He will also suggest how people should become more aware of such frauds and the things they can do to protect themselves.</p>
<p>Section 3: The Third Age Trust & Other u3a Bodies</p>	
1.	<p>Third Age Trust Updates (ML)</p> <p>1. New Chair of Network Link</p> <p>Karen Green, from the Flintshire u3a, is the new Chair of Network Link, replacing Sue Russell who has been in the role since 2022 and is now the Chair of the new u3a Council.</p> <p>2. 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>3. Election of the Vice-Chair to the Board of Trustees</p> <p>Nominations are required by 10th July 2025, to take up the role at this year's AGM.</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>
2.	<p>Chairs Forum (Independent to the Third Age Trust) (JMcG)</p> <p>The June meeting took place on 17th June. The Chair was not able to attend but has forwarded the material, on chairing u3a Committee meetings, to fellow Trustees. The next meeting is on 15th July at 19:00.</p>
3.	<p>West Sussex Network (WSN) (JMcG)</p> <p>The next meeting takes place at 10:00 on Friday 1st August.</p>

Margaret Lloyd, Secretary, 7th July 2025