

# Trustees' Progress Report as at 25<sup>th</sup> August 2025

Covers period from the 7<sup>th</sup> July Progress Report to 25<sup>th</sup> August

## 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**.

<b>Section 1: Strategy &amp; 2025 Aims</b> (paragraph numbers relate to relevant Aim for 2025)	
<b>1.</b>	<p><b>Progress Towards New Organisational Structure</b> (ML)</p> <p><b>Deputy Beacon Administrator</b></p> <p>The Secretary met with John Walton (Beacon Administrator) and Eileen Rebecchi (new Deputy Beacon Administrator) on 19<sup>th</sup> August to go through the Access Privileges for the different Beacon Roles and how we retain records on this. Eileen is now set up as Deputy Beacon Administrator and can deputise for John on most of his functions, including setting up new Beacon Users and undertaking the weekly back-ups.</p>
<b>2.</b>	<p><b>Venue Strategy &amp; Document listing Venues Available for Hire Across Crawley</b> (JMcG)</p> <p>This has now been completed, though the relevant document on the <a href="#">Admin&gt;General Admin</a> web page will require updating on an annual basis.</p>
<b>3.</b>	<p><b>Progress towards Crawley u3a Office</b> (JMcG)</p> <p>The Office Working Group (the Chair &amp; Secretary) and Sue Parker met on 20<sup>th</sup> August at the Office to discuss progress and next steps as follows:</p> <ol style="list-style-type: none"><li>1. A pay-as-you-go mobile phone with number <b>07858 092608</b> has been purchased, to be kept in the office. We still need to consider how it deals with calls received when nobody is in the office, and responsibility for keeping it charged.</li><li>2. It was decided to accept John William's offer of his old Canon photocopier, despite the risks involved in using such an old model, because of its superior speed when printing double sided colour documents (used for the newsletter). John will now arrange, at his own cost, for an engineer to come and check it, and, if the engineer's report is satisfactory, Crawley u3a will pay the transport costs to the Office.</li><li>3. The Chair emailed Group Leaders on 22<sup>nd</sup> August to find out which of them would be keen to use the Office.</li><li>4. We will try to man the office for at least one half-day per week (we suggested Monday mornings but may have to alter this). The Chair asked for volunteers in his <a href="#">Extra Slice of Summer: August 2025</a> (see <a href="#">Section 2 5.2</a>) and has received a few responses.</li><li>5. Four replacement keys have been ordered for the drawer to hold confidential documents.</li><li>6. Margaret will produce a short document (adapted from the Office: Key Information for Trustees) with vital information such as access codes for those who will be using the office and guidelines on matters such as recharging the phone, letting somebody know if any supplies ( e.g. photocopier paper) are running out etc</li></ol>

	7. Margaret will draft a list on who might need to borrow Events equipment stored in the office (e.g. RUG GLs, Liz Tennant) and design a system for signing it in and out.												
4.	<p><b>Increasing the level of support for the more academic based Groups and their Leaders.</b> (JMcG)</p> <p>Due to lack of response amongst Group Leaders to the proposals made earlier this year by the Chair and Vice-chair, it seems unlikely that this aim will be achieved in 2025.</p>												
5.	<p><b>Liaison with Local Organisations: Crawley Community Action (CCA)</b> (JMcG)</p> <p>The Chair intends to speak to Luke Boucher, Social Prescribing CCA, before the <b>27<sup>th</sup> August Trustee meeting</b> and to report the outcome to the meeting.</p>												
6.	<p><b>Risk Management Policy and Contingency Planning</b> (ML)</p> <p>Back in January the Secretary started developing draft contingency plans for back-up users of key systems in case the key operator withdraws suddenly. No further progress has been made since, due to the shortage of Trustees and other Volunteers available to take on back-up duties. Now the Secretary's focus needs to be on ensuring all processes and systems are adequately documented, ready for handover after the forthcoming AGM. As for a Risk Management Policy, this is something which it would be better developed by the new Committee following the November AGM.</p>												
7.	<p><b>30<sup>th</sup> July Ruby Celebration Event</b> (SP)</p> <p><b>1. Ruby Celebration Special Edition Newsletter</b> (SP)</p> <p>This was published by e-mail on 16<sup>th</sup> August and shows clearly what a success the event was. This newsletter triggered more emails from members than any other newsletter compiled over the last three years, with lots of positive comments about the event.</p> <p><b>2. Crawley Observer</b> (SP)</p> <p>A short article and a photograph was published in the Crawley Observer prior to the event, with a half page article with a photo of the Chair and Peter Lamb MP appearing in the 13<sup>th</sup> August edition.</p> <p><b>3. Submission to u3a Matters</b> (SP)</p> <p>The intention is to send a couple of photos and a short article to u3a Matters, in the hope they will be included in a subsequent edition.</p> <p><b>4. Working Group Wash Up Meeting 7<sup>th</sup> August</b> (SP)</p> <p>The Communications Coordinator has produced a draft report on the conclusions of this meeting i.e. what went well, what went less well, what could be done the same way for a similar future event, and what could be done differently. This is to be considered at the <b>27<sup>th</sup> August Trustees Quarterly Meeting</b>.</p> <p><b>5. Impact on Group Membership and on Crawley u3a Membership</b> (ML)</p> <p>Invitations to join Crawley u3a were sent to all those expressing interest in joining Crawley u3a by 9<sup>th</sup> August.</p> <table border="1"> <thead> <tr> <th></th> <th>Never been a member</th> <th>Resigned member</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Total expressing interest in joining</td> <td>39</td> <td>7</td> <td>46</td> </tr> <tr> <td><b>Joined by 24th August</b></td> <td><b>11</b></td> <td><b>1</b></td> <td><b>12</b></td> </tr> </tbody> </table> <p>It is too soon to judge the impact on Group membership. These eight members expressed interest in 27 groups in total, though not all groups will have space to accommodate them.</p>		Never been a member	Resigned member	Total	Total expressing interest in joining	39	7	46	<b>Joined by 24th August</b>	<b>11</b>	<b>1</b>	<b>12</b>
	Never been a member	Resigned member	Total										
Total expressing interest in joining	39	7	46										
<b>Joined by 24th August</b>	<b>11</b>	<b>1</b>	<b>12</b>										

	<p><b>6. Enhancement of Profile within Crawley (JMcG)</b></p> <p>We received complimentary and supportive messages from our MP, Peter Lamb, and the Leader of the Council, Michael Jones. We were also flagged up in the Crawley Observer both in print and online. It is difficult to yet gauge how far the positive aura has spread both in the wider community, and among our members. While some impact might be measured by the quantitative data on recruitment, the key will be how well we use the material and energy in our attempts to broaden our appeal to the general public. One idea is to display some of the material we exhibited at the Ruby Celebration at venues such as the Museum, the Charis Centre and the Hawth to increase our visibility. In this way mutually beneficial partnerships could also be created with these venues and related organisations.</p>
8.	<p><b>New Website (JN/ML)</b></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>
9.	<p><b>Simplifying and Documenting the Annual Membership Renewal Process (ML)</b></p> <p>The renewal process for 2025-26 has now started, and will be simpler than that for last year with no renewal forms needing to be downloaded or completed. A timetable will be presented to the <b>27<sup>th</sup> August Trustees Quarterly Meeting</b>. We will also, as part of the Renewal process, be contacting Joint Members who quote each other as their Emergency Contacts (ECs) to ask at least one of them to amend their EC to another person. The New Members' Application Form will also be amended to advise Joint Members that they should not both give the other as their EC.</p>

<h2 style="color: #0070C0;">Section 2: Crawley u3a Operations</h2>	
1.	<p><b>Budgets, Financial Reporting &amp; Financial Compliance (GF/ML)</b></p> <p><b>1. Membership Fees for 2025/26 approved at 11<sup>th</sup> July Friary Meeting</b></p> <p>The Chair proposed that the fees remain unchanged, and this was seconded by Rod Spiller. The members present (83) voted unanimously in favour.</p> <p><b>2. Gift Aid HRMC Registration (GF)</b></p> <p>The Treasurer has not yet had time to progress this issue.</p> <p><b>3. Charity Commission Accounting Framework</b></p> <p>The Charity Commission will be publishing its new SORP (Statement of Recognised Practice) in October 2025, to apply to those charities which are required to follow it for financial years beginning on or after 1 January 2026. The changes relate to how the treatment of finance leases and the recognition of revenue from exchange contracts. Neither of these are relevant for Crawley u3a.</p>
2.	<p><b>Banking (GF)</b></p> <p>The Treasurer has received notification from Lloyds that they will start to charge bank charges from 13th Nov 2025. We will receive a discounted rate of charge for the first year, which will give us time to rethink the ways we collect our income, especially on the annual membership fees.</p>

3.	<p><b>Non-Financial Compliance Matters</b> (ML)</p> <p><b>Policy Documents Requiring Update</b></p> <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.</p>
4.	<p><b>Incident on 18<sup>th</sup> July Walkers 1 Horsted Keynes</b> (ML)</p> <p>This was reported by Phil Light, Group Leader of Walkers 1. Rex Feltham was leading the walk. One member collapsed as a result of dehydration caused by the very hot weather. An ambulance was called and took her to hospital for a checkup, after which they let her return home as she had suffered no injury as a result of her collapse. She suffered no ill effects.</p>
5.	<p><b>Communications for All Members</b> (SP/JMcG)</p> <ol style="list-style-type: none"> <li>1. The <u>July Newsletter</u> was published on 7<sup>th</sup> July. Newsletters are not normally issued in August, but a <u>Ruby Celebration Special Edition Newsletter</u> was published on 16<sup>th</sup> August (see <a href="#">Section 1 Item 7.1</a>)</li> <li>2. The Chair's <u>Extra Slice of Summer: August 2025</u> was disseminated by Beacon on 23<sup>rd</sup> August. It thanked all those involved in the organisation of the 30<sup>th</sup> July Ruby Celebration, and requested volunteers to man the Orchard office on Monday mornings. He has received a few responses.</li> <li>3. The September newsletter is in the process of being put together and will be issued on <b>Monday 1<sup>st</sup> September</b>. Letters on the 2025 renewal process will be included with the printed newsletters sent to those members not using e-mail.</li> </ol>
6.	<p><b>Activity Groups: Existing &amp; New Groups</b> (from Peter Beckley unless stated otherwise)</p> <ol style="list-style-type: none"> <li>1. <b>Science Group</b> The Science group will be able to continue as two of the group members, Pam Watson and Gillian Pettit have agreed to take on the role of joint group leaders following Marion Lang stepping down at the end of July.</li> <li>2. <b>New Chess Group</b> The prospective new Chess group, to be led by Philip Vanderberg, recruited some new members at the Ruby Celebration. He thinks he now has sufficient numbers (7 are currently listed on Beacon) to start a group and has a venue in mind. It appears on the most recent Groups Directory (5<sup>th</sup> August) with Philip as the contact. Peter Beckley is assisting him in setting up this group. The first meeting has now been arranged for <b>10:00 Tuesday 9<sup>th</sup> September at St Pauls</b>.</li> <li>3. <b>Afternoon Exercise Group</b> 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. The group's display at the Ruby Celebration event attracted some new members, including two men.</li> <li>4. <b>Short Mat Bowls</b> (SP) I have now closed the Monday Group but have informed the Wednesday group (now called SMB, losing the 2) that we can keep going for another term due to the deferral of the discussion on their future to the November Committee meeting. It will not be possible to merge the Monday Group with the Wednesday Group as the Wednesday Group are happy as they are and I cannot expect them to change dates to accommodate one person from the Monday group at the risk of losing Wednesday members. At the moment SMB has seven regular players with one GL unlikely to play this term, unsure about the other GL.</li> </ol>

	<p><b>5. Out &amp; About 6</b> Peter Beckley and Mary Watts have now stood down as the GLs. Sue Pay is now GL, with Valerie Graham as Group Treasurer.</p> <p><b>6. Out and About 8</b> Julie Darlington is replacing Isabel as Treasurer for Out &amp; About 8 group.</p> <p><b>7. 3D Papercraft</b> This is closing as Fiona Harris’s husband has health issues which take up a lot of her time.</p> <p><b>8. Local History</b> This will need to close, because the Group Leader, Graham Crozier, has caring obligations and also the recent loss of full-time staff at Crawley Museum means that the historic archives there can no longer be accessed. The Chair hopes that Graham Crozier can still do an occasional talk on Crawley History, as many members have become interested in the subject.</p> <p><b>9. French Experience Proposed Trip to France</b> Joelle Dumetz is considering taking her French Experience on a trip to France, possible Bordeaux, and asked for advice on how to structure it to deal with Third Age Trust travel and insurance guidance. The Secretary has responded.</p>
<p><b>7.</b></p>	<p><b>Out &amp; About Groups</b> At the Ruby Celebration 7 existing members expressed interest in joining Out and About 8 (the only one on display as the others have no vacancies) and 17 potential new members (though only two of these have actually joined Crawley u3a to date). As O&amp;A 8 already had 57 members the GL could only take 3 new ones. Maggie Berrill, GL of O&amp;A4 , has announced that henceforth she will only be organising three trips a year.</p>
<p><b>8.</b></p>	<p><b>Venues: Friary Hire Contract (JMcG)</b> The Chair has had a series of meetings with Victoria Ashley to discuss the new diocese hiring agreement, a draft of which she sent to the Chair on 6<sup>th</sup> June, and how the Friary will operate a more efficient booking and invoicing system in future (they have not been sending us invoices or information on payments due at all). Some progress has been made though the draft hire agreement sent to the Chair on 6<sup>th</sup> June did not include the following:</p> <ul style="list-style-type: none"> <li>a) That we do not need to pay deposits</li> <li>b) That setting up and putting away tables and chairs for each meeting – to be the Friary’s responsibility – needs to be made explicit.</li> <li>c) That we are not expected to clean the toilets, but we should check for any serious disturbance</li> <li>d) Whether or not the restrictions on “Track and Trace” are still relevant</li> <li>e) Private liability insurance to be replaced by public liability insurance.</li> </ul> <p>A final contract has not yet been signed. The Friary has yet again insisted that they need to know how much we have paid them this year since they have been unable to obtain this from their own Accounts Department. They now have an expanded statement of transactions for the year, both for Monthly/Coffee Morning hire, and Exercise Hire. The Chair will continue to press them in order to secure agreement before the end of August.</p>

9.	<p><b>Venues: St Pauls</b></p> <p><b>Room Hire Cost Increase and Bookings for next 12 months</b></p> <p>St Paul's has increased its room hire rates by 10% wef 1<sup>st</sup> September 2025. The Assistant Groups Coordinator sent the St Paul's Bookings Manager the spreadsheet with all the renewals on 1st August. He has also updated the Beacon calendar (shown on the website), a tedious task. Care needs to be taken with the Bank Holiday bookings.</p>																										
10.	<p><b>Events since last Progress Report</b> (other than Trustee Meetings) (ML)</p> <p><b>1. 11th July Friary Monthly Meeting</b></p> <p>Peter Griffiths on "45 years in Aviation (with a fear of heights!!!)". This was attended by 85 members, slightly higher than the average to date for the 2025 calendar year despite the very warm weather. There was no bookstall. Members were asked to vote on whether the Membership Fees for 2025-26 should remain unchanged and all were in favour.</p> <p><b>2. Wednesday 30<sup>th</sup> July Ruby Celebration Event</b></p> <p>See <a href="#">Section 1 Item 7</a>.</p>																										
11.	<p><b>Future Events before next Progress Report</b> (ML)</p> <p><b>1. Tuesday 16<sup>th</sup> September Seasonal Outing to Maritime Greenwich</b></p> <p>This was advertised to members on e-mail on 2<sup>nd</sup> July, and included in the Newsletter issued 7th July along with a booking form. 44 seats have been booked, with 10 seats left.</p> <p><b>2. 12<sup>th</sup> September Friary Monthly Meeting</b></p> <p>This is to comprise speakers from two charities. Penny Gallagher, Senior Community Developer from Age UK Crawley, and Frankie Goodall, Fundraising, is coming from St Catherine's Hospice. In addition, Craig Edwards has asked somebody from Community Car Transport to talk briefly, but it is not clear whether this is possible although we hope to receive some flyers for display.</p>																										
12.	<p><b>Membership Update</b> (ML)</p> <p>Only 2 new members joined in July, bringing total membership at end July to 646.</p> <p><b>1. Movement in 2025/26</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>Members pre start renewal end July 2024</b></td> <td style="text-align: right;"><b>642</b></td> </tr> <tr> <td>Resignations &amp; Lapses</td> <td style="text-align: right;">-87</td> </tr> <tr> <td>Deaths</td> <td style="text-align: right;">-3</td> </tr> <tr> <td><b>End July 2024 members renewing for 2024/25</b></td> <td style="text-align: right;"><b>552</b></td> </tr> <tr> <td colspan="2">New Members Joining 2024/25:</td> </tr> <tr> <td style="padding-left: 20px;">August - December</td> <td style="text-align: right; border: 1px solid black;">50</td> </tr> <tr> <td style="padding-left: 20px;">January - July</td> <td style="text-align: right; border: 1px solid black;">37</td> </tr> <tr> <td colspan="2">Members previously resigned Rejoining:</td> </tr> <tr> <td style="padding-left: 20px;">August - December</td> <td style="text-align: right; border: 1px solid black;">7</td> </tr> <tr> <td style="padding-left: 20px;">January - July</td> <td style="text-align: right; border: 1px solid black;">5</td> </tr> <tr> <td><b>Total New/Rejoining 2024/25</b></td> <td style="text-align: right;"><b>99</b></td> </tr> <tr> <td>Members deceased</td> <td style="text-align: right;">-5</td> </tr> <tr> <td><b>Membership end July 2025</b></td> <td style="text-align: right;"><b>646</b></td> </tr> </table> <p>The number of new (and rejoining) members was slightly lower for 2024/25 than for either of the previous two years (119 for 2023/24 and 113 for 2022/23) but the number of known deaths and in-year resignations was also lower. There was a net increase of 4 over the 12 months.</p>	<b>Members pre start renewal end July 2024</b>	<b>642</b>	Resignations & Lapses	-87	Deaths	-3	<b>End July 2024 members renewing for 2024/25</b>	<b>552</b>	New Members Joining 2024/25:		August - December	50	January - July	37	Members previously resigned Rejoining:		August - December	7	January - July	5	<b>Total New/Rejoining 2024/25</b>	<b>99</b>	Members deceased	-5	<b>Membership end July 2025</b>	<b>646</b>
<b>Members pre start renewal end July 2024</b>	<b>642</b>																										
Resignations & Lapses	-87																										
Deaths	-3																										
<b>End July 2024 members renewing for 2024/25</b>	<b>552</b>																										
New Members Joining 2024/25:																											
August - December	50																										
January - July	37																										
Members previously resigned Rejoining:																											
August - December	7																										
January - July	5																										
<b>Total New/Rejoining 2024/25</b>	<b>99</b>																										
Members deceased	-5																										
<b>Membership end July 2025</b>	<b>646</b>																										

**2. Movement August 2025 to 24<sup>th</sup> August**

New members joining from 1<sup>st</sup> August are treated as joining in 2025/26, their first renewal is not until 1<sup>st</sup> September 2026.

The resignations were in response to the e-mail sent out on the 19<sup>th</sup> August reminding members of the impending renewal and asking anybody not intending to renew to let the Secretary know.

<b>Movement 1st August - 24th August</b>	<b>Current</b>	<b>To be Renewed</b>
<b>Total Members 31/07/25</b>	<b>646</b>	646
<b>New members from 1/08/25</b>	Nos 2966 - 2982	
1st August - 23rd August	From Ruby Celebration	11
	Other	6
<b>Members Rejoining</b>	From Ruby Celebration	1
<b>Resignations</b>		
17th August - 22nd August	(10)	(10)
<b>As Beacon 24th August</b>	<b>654</b>	<b>636</b>

**3. u3a Matters September Edition**

The submission for the September edition of u3a Matters was input on 9<sup>th</sup> August: 225 Crawley u3a members will receive 190 copies of the magazine compared to 214 and 179 respectively for the June edition.

- 13. Trustee & Support Role Holders Holidays & Other Time Out (ML)**  
 The Assistant Groups Coordinator will be abroad on holiday 17<sup>th</sup> to 24<sup>th</sup> September. The Secretary will be on holiday abroad 18<sup>th</sup> to 21<sup>st</sup> September.
- 14. Next Coffee Morning Fixed (ML)**  
 The Friary has been booked for the Autumn coffee morning (and New Members tables) on the morning of **Friday 24th October** for the Autumn term coffee morning. This date is 8 days after the **16th October K2 Winter Warm Up** event, at which we hope to attract potential members. It is the week before half-term. Peter Beckley has let those who have no fixed outing day (O&A except for O&A 7, Theatre, Gardening) know so they avoid that date when setting up trips.

<b>Section 3: The Third Age Trust &amp; Other u3a Bodies</b>	
<b>1.</b>	<p><b>Third Age Trust Updates</b> (ML)</p> <p><b>1. Election of the Vice-Chair to the Board of Trustees</b></p> <p>Two candidates are standing, Sheila Crawley &amp; Nick David. The Nominations Committee believes that Sheila Crawley best meets the skills and experience listed in the Candidate Pack. Hustings are being held over Zoom from 10:30 on Friday 22<sup>nd</sup> August. The deadline for voting is <b>5pm Thursday 11<sup>th</sup> September AGM 2025</b></p> <p>This will be held on <b>Wednesday 15<sup>th</sup> October</b> from 11:00am, as a hybrid meeting, at the Sketchley Grange hotel, Hinkley, Leicestershire (not Milton Keynes as in previous years).</p> <p><b>2. u3a Week</b></p> <p>The annual event to showcase the activity, learning &amp; fun which takes place across the movement every day, will take place on <b>20 – 28<sup>th</sup> September</b>. The theme is to be <b>Positive Ageing</b>.</p>
<b>2.</b>	<p><b>Chairs Forum</b> (Independent to the Third Age Trust) (JMCG)</p> <p>The July meeting took place on 15<sup>th</sup> July at 19:00, the topic being Interest Group Venues. The Chair and Secretary have copies of the slides. The date and topic of the September meeting have not yet been confirmed.</p>
<b>3.</b>	<p><b>West Sussex Network (WSN)</b> (JMCG)</p> <p>A meeting takes place at 10:00 on <b>Friday 1<sup>st</sup> August</b>. There was a discussion on the benefits to u3as of using Beacon. Sally Ingledew, u3a Council Representative for the South East sent the following report:</p> <p><i>“I attended the Strategy day yesterday (31st July) which involved the u3a Board, Council and senior office members. There was much discussion, but we all thought that the brand was important, i.e. for the whole movement to think of itself as u3a. To this end, members of u3as will be given information about the structure and principles of the u3a, u3as will be encouraged to be more involved with the local community, and the office will work on improving communication and the website, but more importantly raising the profile of the u3a nationally. When the official report comes out I will circulate it to you”</i></p> <p>A FaceBook group for the South East Region is being created.</p> <p>The next WSN meeting will take place <b>Friday 3<sup>rd</sup> October</b>.</p>

Margaret Lloyd, Secretary, 25<sup>th</sup> August