

## Trustees' Progress Report as at 5<sup>th</sup> October 2025

Covers period from the 25<sup>th</sup> August Progress Report to 5<sup>th</sup> October

### 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>	<b>Progress Towards New Organisational Structure: New Committee post November AGM</b> (ML) The Chair met with potential candidates for Trustee roles for 2025-26.
<b>2.</b>	<b>Venue Strategy &amp; Document listing Venues Available for Hire Across Crawley</b> (JMcG) 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.
<b>3.</b>	<b>Progress towards Crawley u3a Office</b> (JMcG) The Office Working Group (the Chair & Secretary) and Sue Parker met on 20 <sup>th</sup> August at the Office to discuss progress and next steps as follows: <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. The Chair has drafted some basic instructions, which are currently with the 'phone. More refined guidance will follow after a discussion with the Secretary. An attendance schedule for the office is not likely to be regularised until it is fully equipped.</li><li>2. John William's offer old Canon photocopier is not feasible, following the Canon Engineer's report that it would require a new board costing hundreds of pounds. The Secretary will be researching possible new printers shortly.</li><li>3. Two Group Leaders expressed interest in using the Office, in response to the Chair's e-mail of 22<sup>nd</sup> August, but a few others have since indicated they would want to use it, once it was fully set up with a printer/photocopier.</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 responses from three members.</li><li>5. The Secretary 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><li>6. The Secretary 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.</li></ol>

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><b>1. Social Prescribing</b></p> <p>The Chair met with Luke Boucher, Social Prescribing CCA, on 1<sup>st</sup> September, and Luke confirmed that he continues to recommend our u3a activities to those in the appropriate age cohort looking for opportunities for socialising, and that he would continue to do so.</p> <p>Whilst he keeps no records of these individuals, as the recommendation is not a formal prescription, he has promised to supply the Chair with the numbers in the age range with whom he has spoken (though the Chair explained that the u3a had no formal age policy). J</p> <p><b>2. Support on finding Volunteers</b></p> <p>On the 9<sup>th</sup> September the Chair discussed our difficulties in recruiting volunteers, particularly for the Trustee Roles, with Emily Thorpe, the CCA Crawley Volunteers Manager. She undertook to draft an advert for their website below stressing our need for a new Secretary in particular (<a href="https://www.crawleycommunityaction.org/volunteering/looking-for-volunteers/stressing_our_need/">https://www.crawleycommunityaction.org/volunteering/looking-for-volunteers/stressing_our_need/</a>). She has sent a draft to the Chair, who has pruned the draft and will discuss it with her shortly. Emily has also publicised the roles at a volunteer fair and elicited some interest. Again, the Chair will discuss this with her shortly.</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 then, 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. Submission to u3a Matters</b> (SP)</p> <p>For their 40th anniversary Guildford had a cake decorated with Guildford u3a 40th anniversary and shapes in yellow and shades of blue. I thought that we could organise something similar for the AGM and take photos of the Chair and possibly a couple of other people cutting it (to be decided but Maureen Wicks springs to mind) which I could use for publicity purposes, including u3a Matters, the u3a Facebook page and the monthly newsletter from TAT. I will bring a photo of the cake with me to the Trustees' meeting on 7<sup>th</sup> October.</p> <p><b>2. 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" data-bbox="308 1720 1331 1951"> <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 3<sup>rd</sup> October</b></td> <td><b>17</b></td> <td><b>3</b></td> <td><b>20</b></td> </tr> </tbody> </table> <p>These twenty members expressed interest in 44 groups, 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 3<sup>rd</sup> October</b>	<b>17</b>	<b>3</b>	<b>20</b>
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	<p><b>3. Final Cost (GF)</b> As at the 1<sup>st</sup> October, the cost of the event is £3,464.</p>
8.	<p><b>New Website (JN/ML)</b> 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> The renewal process for 2025-26 has been simplified from that followed last year, and is being fully documented. The New Members' Application Form has been amended to advise Joint Members that they should not both give the other as their EC ,and as part of the Renewal process, we are making it a condition of renewal that, where Joint Members who quote each other as their Emergency Contacts (ECs), at least one of them amends their EC to another person. For progress on the renewal process to date see <a href="#">Section 2 Item 4</a>.</p>

<p><b>Section 2: Crawley u3a Operations</b></p>	
1.	<p><b>2025 AGM on 14<sup>th</sup> November: Update (ML)</b> The 2025 AGM page on the website appears as a drop-down from the <a href="#">Events</a> menu item. It will be updated as required between now and the AGM. The Formal Notification for the AGM, along with the draft agenda and the trustee election nomination form, was e-mailed out via Beacon to members on Friday 3rd October. Those members not on e-mail will receive their copies of the documents with the October Newsletter. The Formal Notification papers included information on the vacant Trustee posts for which we are seeking volunteers. The Co-ordinator posts are now seen by default as being outside the Committee but any member wishing to act as a General Trustee can combine Trusteeship with one of the vacant Coordinator roles. These Co-ordinator Roles will be discussed at the <a href="#">Trustees Meeting on 7<sup>th</sup> October</a>, and will be made available on the website under <a href="#">Members&gt;Volunteers</a> sub-page from <a href="#">10th October</a>.</p>
2.	<p><b>Budgets, Financial Reporting &amp; Financial Compliance (GF)</b></p> <ol style="list-style-type: none"> <li>1. <b>End year accounts for 12 months to end August 2025</b> The Treasurer circulated draft out-turn and published accounts to Trustees on 17<sup>th</sup> September, and has sent the Groups out-turn report to the Group Leaders. The intention is that the Trustees approve these at their meeting on <a href="#">7<sup>th</sup> October</a>, and that the Chair and Treasurer then sign them.</li> <li>2. <b>TAT Finance Committee New Corporate Governance Guidance to u3a Treasurers</b> This guidance will remind Treasurers that they should be including a Charity Commission guidance (CC12) 'Going Concern' statement within their final accounts, something we already comply with. The TAT Finance Committee will be issuing a checklist (based on that included within CC12 and recommending to Trustees that it would be good working practice to collectively complete this analysis, prior to compiling the Going Concern statement.</li> <li>3. <b>Gift Aid HRMC Registration (GF)</b> The Treasurer has not yet had time to progress this issue.</li> </ol>

3.	<p><b>Non-Financial Compliance Matters (ML)</b>  <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>2025-26 Membership Renewal and Update (ML)</b></p> <p>The Membership Team has now reached the end of the first stage of the renewal process, in that we have processed all the responses received within the first four weeks after sending out the renewal requests to most members.</p> <p>So far 352 (57%) of members have renewed, of which 210 have paid by bank transfer and 142 by cheque.</p> <p>The remaining 264 to be renewed are broken down as follows:</p> <table border="1" data-bbox="268 696 1347 898"> <tr> <td>Members who have made payments but have not stated they agree the data shown</td> <td>94</td> </tr> <tr> <td>Members who we can renew once their payment is on the bank statement</td> <td>15</td> </tr> <tr> <td>Members who have not yet responded to the request (or who have just sent cheques)</td> <td>142</td> </tr> <tr> <td>Sundry queries awaiting resolution</td> <td>13</td> </tr> <tr> <td><b>Total</b></td> <td><b>264</b></td> </tr> </table> <p>The large number in the first category is somewhat of a disappointment but should be resolved fairly quickly by means of a standard e-mail.</p> <p>We will also start following up on those who have not yet responded to the initial request. Experience suggests that some of these will resign.</p> <p>So far in the process 29 members have resigned (at this stage last year it was 30).</p> <p>Excluded from renewing members are those who joined since 1<sup>st</sup> August. By the end of September, there were 43 of these, of which 20 were recruited as a result of the Ruby Celebration Event (see <a href="#">Section 1 Item 7.2</a>), compared with 19 over the same period last year.</p>	Members who have made payments but have not stated they agree the data shown	94	Members who we can renew once their payment is on the bank statement	15	Members who have not yet responded to the request (or who have just sent cheques)	142	Sundry queries awaiting resolution	13	<b>Total</b>	<b>264</b>
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5.	<p><b>Communications for All Members (SP/JMcG)</b></p> <ol style="list-style-type: none"> <li>1. The September newsletter was published on the 1<sup>st</sup> September. Letters on the 2025 renewal process were included with the printed newsletters sent to those members not using e-mail. The newsletter included an article from the Chair “Committee Recruitment: Note from Chair” (copied to the Members&gt;Volunteers page on the website).</li> <li>2. There was no Chair’s Slice issued in September.</li> <li>3. The October newsletter will be issued on <b>Monday 7<sup>th</sup> October</b>. Confirmation of Renewal letters will be included where relevant 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>New Chess Group</b>  The first meeting of the new Chess group, led by Philip Vanderberg, took place on 9<sup>th</sup> September at 10:00 at St Pauls with eight members attending. The second meeting (it meets fortnightly) was equally well intended.</li> <li>2. <b>Short Mat Bowls (SMB) (SP)</b>  Sadly, Jim McCranor, joint leader of the SMB Group passed away in September. At the September meeting five people were present, but four were on holiday and one I am not sure about. Of the five present, two are existing members of the group, one of whom had invited along three potential new members. As it was their first time, I gave them a free go. They all loved it and plan to come back in October. It may be that more potential members will flow from this. Given that Alan Parker is JM on his own as GL and the ongoing uncertainty as to</li> </ol>										

	<p>whether/when he will be able to play, I plan to recruit someone else in the Group as GL, hoping that they will accept knowing that I will continue to do the admin side of it.</p> <p><b>3. Tennis and Pickleball</b></p> <p>The tennis component has been dropped and the group is now known as <b>Pickleball – Outdoor</b>.</p>
<b>7.</b>	<p><b>Venues: Friary Hire Contract</b> (JMcG)</p> <p>A contract, signed by both the Friary and the Chair on behalf of Crawley u3a, now exists for the monthly meetings and Coffee Mornings, until 31<sup>st</sup> December 2025. Invoices will be received at the beginning of each month, covering the month ahead. The discussion over invoicing the Exercise Group should be resolved before the <b>7<sup>th</sup> October Trustees Meeting</b>.</p>
<b>8.</b>	<p><b>Venues: Cupboard at St Pauls</b> (GF)</p> <p>The Treasurer is checking with St Pauls on who owns the cupboard in the main hall (it may belong to Crawley u3a) and looking at costs for a replacement. The Cupboard was provided by St Paul's on the understanding that the u3a would be responsible for its upkeep. The cupboard is beyond being repaired and poses safety risks. A new cupboard will need to be purchased, once a final decision on the future of the SMB group has been taken.</p>
<b>9.</b>	<p><b>Equipment to Assist Hearing Impaired Members</b> (GF/JW)</p> <p>A Vonyx VSA 500bp 122 portable PA system has been purchased. If this is to be stored safely for long periods then its battery must be fully discharged. The Treasurer has created a basic instruction leaflet which is now with the equipment stored at the Orchard.</p>
<b>10.</b>	<p><b>Events since last Progress Report</b> (other than Trustee Meetings) (ML)</p> <p><b>1. 12th September Friary Monthly Meeting</b></p> <p>This comprised speakers from two charities. Penny Gallagher, Senior Community Developer from Age UK Crawley, and Frankie Goodall, Fundraising Coordinator from St Catherine's Hospice. Crawley. 70 members attended. There was no bookstall.</p> <p><b>2. Tuesday 16<sup>th</sup> September Seasonal Outing to Maritime Greenwich</b></p> <p>This was organised by Liz Tennant. 43 members booked themselves on this trip, though two cancelled on the day.</p> <p><b>3. Wednesday 24<sup>th</sup> September Outing to Royal Albert Hall</b></p> <p>Jean Elmer and Liz Tennant organised this jointly. Five of the 53 going on this trip cancelled on the day, which was annoying given there was a waiting list.</p>
<b>11.</b>	<p><b>Events taking place between now and end 2025</b> (ML)</p> <p><b>1. Friday 10<sup>th</sup> October Monthly Meeting</b></p> <p>Peter Allen is giving a talk on "Watching the Detectives". There will be no bookstall</p> <p><b>2. Thursday 16<sup>th</sup> October Winter Warm Up at K2</b> (SP)</p> <p>The Chair and Communications Coordinator will attend the event, taking the noticeboards, leaflets, newsletters, venue guide and bookmarks. The event has already been advertised on the Facebook page and will be so at least once closer to the date. A paragraph has been placed in the October newsletter urging members to stop by and say hello</p> <p><b>3. Friday 24<sup>th</sup> October 2025 Coffee Morning</b></p> <p>On 2<sup>nd</sup> October the Secretary sent out a total of 61 New Members table invitations to members who have joined since the last Coffee Morning on 30<sup>th</sup> April. So far 15 have responded that they will be attending. .</p> <p><b>4. Friday 14<sup>th</sup> November AGM</b> (</p> <p>See <a href="#">Item 1</a> above.</p> <p><b>5. RUGS Party</b></p> <p>This has been arranged for <b>Friday 19<sup>th</sup> December, 14:30 – 16:00</b>, at the smaller hall at Holy Trinity Church, Tilgate. The hall has been booked for 14:00 – 16:30, with the party taking place 14:30 – 16:00. St Mary's Church will be letting us have the code for the keysafe box at Holy</p>

	<p>Trinity nearer the time. We will discuss who is responsible for buying the food and other preparations at the November Trustee Meeting.</p> <p><b>6. Community Carol Concert Royal Albert Hall 21/12/25</b></p> <p>Liz Tennant and Jean Elmer are planning to apply for tickets to the Community Carol Concert at the Royal Albert Hall on <b>Sunday 21st December 2025</b>. The total cost to members will be around £20. Demand for places has very strong, to the extent they are considering taking two coaches.</p>
<b>12.</b>	<p><b>Trustee Team Meeting</b></p> <p>Now arranged for <b>Tuesday 7<sup>th</sup> October 11:00 – 13:00</b> at the Revive Café at the Charis Centre, and to be attended by Trish Newell and Graham Crozier.</p> <p>To be covered:</p> <ul style="list-style-type: none"> <li>• Approval of draft 2024/25 accounts (Treasurer)</li> <li>• Printer for the Office (Secretary)</li> <li>• Christmas Party (Comms Coordinator)</li> <li>• AGM &amp; recruitment of new Trustees, Coordinators &amp; other support roles (All)</li> </ul>

<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>Sheila Crawley (crawley u3a voted for the other candidate, Nick David) will be taking up the role of Vice Chair of the Trust on 15th October.</p> <p><b>2. 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). The Chair has registered to attend on-line and vote. The full papers for the meeting, including the Annual Report, can be found on: <a href="https://www.u3a.org.uk/events/agm-2025">https://www.u3a.org.uk/events/agm-2025</a>. There are no resolutions and so it should be a straightforward meeting.</p> <p><b>3. U3a Festival 26</b></p> <p>Following the success of last year's u3a Festival, Festival 26 is already in the planning stages. It will be held again at the University of York. Volunteers are sought. More details can be found on <a href="https://www.u3a.org.uk/events/festival-2026">https://www.u3a.org.uk/events/festival-2026</a></p>
<b>2.</b>	<p><b>Chairs Forum</b> (Independent to the Third Age Trust) (JMcG)</p> <p>The most recent meeting took place on 9<sup>th</sup> September at 7pm. Sue Russell, u3a Council Chair, spoke to the Forum to update Chairs on the Council's progress, and to hear views from Chairs. There seems to have been a lot of criticism, from both the Council and the Chair's Forum, on how the Board had conducted the recent election for its Vice-Chair, with two of the four candidates standing down during the election process and the Board naming a "preferred candidate". The Council has asked the Board to review the process in its entirety, as the approach followed in the Vice-Chair election was not one to encourage members to put themselves forward in future.</p> <p>The next Chairs Forum is on <b>Monday 20<sup>th</sup> October</b>, invitations and topic to be sent out one week in advance.</p>

<p><b>3.</b></p>	<p><b>West Sussex Network (WSN)</b> (JMcG)</p> <p>A Facebook group for the South East Region has been created:  <a href="https://www.facebook.com/groups/1800586697335101">https://www.facebook.com/groups/1800586697335101</a></p> <p>The WSN meeting took place place <b>Friday 3<sup>rd</sup> October</b>. There were only 10 attendees at this meeting, two of whom were Sue Russell, u3a Council Chair, and Sally Ingledew, SE Region Rep. While much of the discussion was routine and familiar, as will be evidenced in the minutes, Sue Russell did address the expressed negative view of the Council. Without being specific she pointed out that there had been changes and reshuffles over the past year involved in ‘gearing up’, but she was now confident that they were meeting the challenge. A little muddy and vague, the Chair felt, and not really clarifying how the Council will act.</p>
<p><b>4.</b></p>	<p><b>Network Link Team Autumn Event</b></p> <p>All u3a members are invited to this event, held on <b>Thursday, October 9th, 2025</b>, 10:00 to 12:30, by Zoom. More details can be found on <a href="https://mailchi.mp/u3a/news-for-networks-september-2025?e=caa04b6f5d">https://mailchi.mp/u3a/news-for-networks-september-2025?e=caa04b6f5d</a> The Chair will join on-line.</p>

Margaret Lloyd, 10<sup>th</sup> October 2025