

Minutes of the Trustees Handover Meeting Part 1 Thursday 8th January 2026

The Whittick Room, The Orchard, 1 – 3 Gleneagles Court at 14:00

Attending: New Chair (Tricia Newell), Retiring Chair (Jim McGough), New Vice-Chair (John Williams), Retiring Secretary (Margaret Lloyd), Treasurer (Graham Friday), New General Trustees (Graham Crozier, Kim Robinson), and Web Editor (Janet Newson)

It was agreed that the Retiring Chair would act as Chair for Part 1 of the meeting.

Agenda Item 1: Apologies for absence

The Retiring Vice-Chair (Alan Rew) sent his apologies as this meeting clashed with another.

The Retiring Communications Coordinator (Sue Parker) sent her apologies, she was unable to attend because of her caring responsibilities.

Agenda Item 2: Introductory Remarks from Retiring Chair

The Retiring Chair welcomed all new Trustees to The Orchard, and then summarised the main points arising from the Inductions he had carried out (with the new Chair & Vice-Chair on 17th December, and with one of the two new General Trustees, Graham Crozier, on 2nd January) (see [Papers for the Trustees Handover Meeting Part 1 Thursday 8th January 2026](#))

The retiring Chair pointed out the merits of using the term “Board of Trustees” rather than “Committee”, in that the former implied its responsibilities were limited to:

- Setting objectives and aims for the organisation
- Ensuring it is financially and legally robust, and
- Dealing with serious incidents or threats.

Operational matters will in future be dealt with by the support teams responsible for particular functions, which will report in the Board of Trustees as requested.

There was some discussion upon whether or not members would understand what the term “Trustee” implied, and that the term “Board of Trustees” could seem to be over-officious.

Agenda Item 3 Approval of the Minutes of the 27th August Committee Meeting

These were approved with no amendments.

Agenda Item 4: Co-option of Kim Robinson as a Trustee

This was approved by the other New Trustees.

Agenda Item 5: Signing of the Charity Commission Eligibility Forms and the Third Age Trust Trustee Code of Conduct

All new and continuing Trustees signed both of these. The Retiring secretary would feed the details of the new trustees into both the Charity Commission and the Third Age Trust Contacts Portal

Agenda Item 6: Other changes to contacts

1. Members of the Committee WhatsApp

The Treasurer volunteered to be the new Administrator for this; the Retiring Secretary would set this up and then remove both herself and the retiring Chair as Administrators.

2. Ownership of Crawley u3a Generic Email addresses

The New Chair would take over the existing chair@crawleyu3a.org.uk email account from the retiring chair

For now, the Treasurer would deal with the secretary@crawleyu3a.org.uk email account.

In both cases, the Retiring Chair and Retiring Secretary would need a little time to tidy up these accounts. They would let the Webmaster, Stuart Spreadborough, and the new Chair/Treasurer know as soon as the accounts could be transferred.

3. Website Contact Page

The Web Editor would need to know the New Trustees' e-mail accounts to amend the web Contact page. Where the retiring Chair and Secretary retained or took on support roles, they should inform her of the e-mails they wished to use in future.

4. TAT Portal

One of the General Trustees, Kim Robinson, would become the Administrator for this – the Retiring Secretary would send him instructions.

5. Beacon Access

The Retiring Secretary explained that the new Chair, Vice-Chair and two General Trustees would be assigned Default Trustee access, the same as their predecessors, and she would ask the Beacon Administrator to get this set up for the new Chair and General Trustees (the Vice-Chair's access does not change as his previous role was General Trustee). Additional access rights would be awarded as required in the event that any of them take on responsibilities relating to Groups, Communications, or Secretary functions.

Neither the new Chair nor the General Trustee Kim Robinson had used Beacon before.

6. The Orchard Office

(i) Parking Permits

Two of these were available. The Retiring Chair and the Treasurer currently hold them. The Retiring Chair would transfer his to the New Chair and the Retiring Secretary will give her registration number to the Premises Manager, Lillias McGurk.

(ii) Keys to Room S1 (u3a Office)

There were originally 3 keys to Room S1, held by each of the Retiring Secretary, Retiring Chair, and the Treasurer. The Retiring Chair then mislaid his, and a new one was issued which is the one in the Key Safe. The Retiring Chair then found his missing key last month when clearing out his old car and he will be giving this to the New Chair. The Retiring Secretary will keep her key for now.

(iii) Front Door Key

The u3a was given two front door keys, held by the Retiring Secretary and Retiring Chair. The latter is now transferring his key to the new Chair, until the Trustees had sorted out who would be best to hold it.

(iv) Locked Drawer Key

The set of drawers which can be locked are those by the window. There are four keys to this, currently held by each of the Retiring Chair, Retiring Secretary and Retiring Treasurer with one spare. The Retiring Chair will transfer his to the New Chair. The holder of the fourth key will be decided once the responsibilities of each of the New Trustees are agreed.

Agenda Item 7: Retiring Trustees to confirm extent of future roles

1. Retiring Communications Coordinator

See her paper prepared for this meeting on [Papers for the Trustees Handover Meeting Part 1 Thursday 8th January 2026](#)

This also states what information will be required from the Trustees for the Newsletter.

2. Retiring Secretary

See her paper prepared for this meeting on [Papers for the Trustees Handover Meeting Part 1 Thursday 8th January 2026](#)

It was agreed by the new Trustees that using OneDrive to share files was problematic unless all those using it were part of the same network. The Web Editor explained that OneDrive had worked well for sharing website documents between herself and the Retiring Secretary, but that they were both on the same Microsoft Licence.

The Retiring Secretary said that it was up to the new Trustees as to how they decided to store and share files, and that once a decision had been made the whole Archive could be transferred over to the new platform.

There is some useful information on this u3a Facebook page, though it is a private group so you have to join it: <https://www.facebook.com/groups/u3aletstalktech>. It suggests GoogleDrive, Dropbox and SharePoint as alternatives to OneDrive).

3. Retiring Chair

Jim said he had been talking with the Assistant Groups Coordinator, Peter Beckley, on what he could usefully do within a Group Activity Team, for example to manage new venues, or trying to get new groups set up. He needed to discuss this also with the General Trustee, Graham Crozier, who was interested in supporting the Groups in some way.

He had also enjoyed organising Crawley u3a leafletting sessions in the past and was interested in undertaking all or part of the publicity function.

Agenda Item 8: Retiring Trustees to confirm tasks to be completed

These tasks are identified by yellow shading on the [Trustees Progress Report as at 31st December 2025](#) (now on the website [Admin>For Trustees> Committee Reports](#)). The retiring Chair stated he now had an appointment to meet again with Victoria Ashley at the Friary on 15th January (TPR Section 3 7.1).

The retiring Secretary would also be completing her list of [Crawley u3a Policies, Documents & Forms](#), showing which of these required an update, and get it placed on the website.

Part 1 of the Trustees Handover meeting ended at 15:30. The Retiring Trustees present confirmed that they would be happy to answer questions and provide additional information.

Part 2 of the Trustees Handover meeting

The Trustees agreed that due to the time, they would meet again on Thursday 22nd Jan to pick up on the following:

- Support roles and structure
- Aims & Priorities for 2026
- Shared drive and other IT arrangements.