MINUTES FROM TRUSTEE MEETING HELD ON THE 3rd JULY 2026

Attendees: Tricia Newell (TN), John Williams (JW), Marion Lang (ML), Moira Blackman (MB) and Graham Friday (GF)

Apology received from Kim Robinson (KR)

Issues	Actions
Minutes from the meeting of the 22nd May.	Approved
Financial Update • Meeting with the St Pauls GLs took place on the 2/7/26. The decision was to increase the Attendance Fee to £2.50 with effect from the 1/1/27. • Membership Fee meeting 10/7/26. Quick discussion on what still needed to be done. • Gift Aid, changes in personnel that can assess our account with HMRC have been submitted. Outstanding claims have been prepared and will be submitted next week. • Co-op bank account. Application in process of being submitted.	Minutes of the meeting identify a few actions for Trustees to undertake. GF to procedure 40 copies of the cover page of the agenda for the meeting. GF to ensure that the amplifier and microphone will be at the meeting. JW to check the constitution and ensure that the meeting will be in accordance with it. Agreed that the signatories on this account would be limited to GF, JW and KR. Meeting with GLs to be set up once account is up and running to inform them of how it will operate.
Policy Update- GLs access to emergency contact details. It had been agreed at the last meeting that KR/JW would look at this issue in terms of access to beacon and whether to follow Hayward Heath u3a approach in asking them to have ICE emergency details set up on their mobiles, which they should then have available at meetings and events. Guidance from TAT had	JW to review this issue and make recommendation back to a subsequent Trustee meeting.

now been received that stated that non Trustees using data on Beacon would be covered by the TAT indemnity insurance.	
Update on Support Roles • Secretarial Support • Events • Communication & Publicity • Groups	GF meeting with Jenny Burling at 2.30pm today, to get Jenny going with key tasks. Still need an Events co-ordinator. No offers have come forth from the plea in the June newsletter. Still need a Groups co-ordinator.
Document Storage /IT A problem with the donated laptop has now arisen. Timescale to get the new email accounts operational before the Aug deadline for having to renew the REG-123 ones was getting short. An alternative solution of buying a new dedicated laptop for the new secretarial support to use, then converting the donated one into one that ML could use, was discussed and agreed.	GF be authorised to purchase a new laptop, up to a ceiling of £300. GF/JW to then commission the laptop and get the Microsoft account and email addresses operational.
Procedure for notification of a death of a member It was noted that the Trustees were now aware of this procedure.	
2026/27 Membership renewal process GF made the meeting aware that this was a long, intense and complicated process and that the Membership team would need support from the Trustees if required.	Noted: GF and ML would look to provide the initial support and then call on other Trustees, as required.
Promoting the U3A GF expressed the need for the Trustees to be focused on this issue. He had confirmed with the organisers that we would be at the K2 Winter Warmer event in October, but the Trustee would need to think about what our display will look like. It was agreed that we would start to organise another Celebration Event, like the Ruby celebration, next summer.	GF & ML supported by Jim McGough and Sue Parker will form the main team to cover the event, with other Trustees supporting where they can doing the day. GF will take the lead on this and will be seeking to hopefully reconstitute the working group from the Ruby event to help. He will also approach the Smartphone group about producing some

	short videos of all the activity groups to replace the presentation used at the Ruby event.
Approach from Horsham u3a An approach had been received from Horsham to undertake a recruitment event focused on the companies operating out of Manor Royal. It was agreed that this should be pursued. After the meeting a further approach came to light from Horsham about organising joint trips.	JW to progress with Horsham, given the subsequent approach this might be via a meeting of JW/GF with the Chair and Vice Chair at Horsham.
Coffee Mornings It was acknowledged that the Trustee Team should have been more proactive in getting these organised. The consensus from the discussion at the meeting was that these were needed and that we should look at making them more frequent, say twice a term; with other things being offered to the membership, rather than just the new members induction, to attract more attendees. A couple of ideas that will be pursued is to provide Activity Groups with the opportunity to engage with the new members and for voluntary groups such as Citizens Advice to be offered a dedicated table where Member would have the opportunity to have a chat with them.	GF to ask Jenny Burling to make getting the Calendar of events up to date, with dates included for all events a key priority. Jenny will approach key members to discuss and set the dates for new events.
Group Leaders meeting It was agreed that we would need to get a "summer" term meeting organised. The key topic would be the new Co-Op bank account and how that will operate.	GF/Jenny Burling to sort out a date, once the application for the new account has been processed and the account is operational.
Orchard Lease Formal notification of renewal arrangements has been received.	JW to take the lead on this.
SER July Update SER stands for South East Region of the TAT Council. Monthly updates are now being circulated by the Region's elected TAT Council representatives. The meeting went through the contents of the latest update and agreed. • Need for representation to be at the newly formed role-based discussion group. • Need to raise the profile of TAT with our membership, it terms of what it both does for Crawley and what it can provide to individual members	JW to attend the Chair/Vice Chair group GF to attend the Treasurers group ML to attend the Secretaries group. Agreed that more of what was TAT can offer members should go into the monthly newsletter.

	GF to look at organising a short presentation from TAT, to double up with a planned monthly speaker. Working on the title “What do you get from your TAT subscription”
July monthly update form TAT CEO GF inform the meeting that this had just been received and circulated to everyone and there were items contained in it which others might find useful. The key issue that would require the Trustee’s consideration is the new Vision and Mission statement which TAT has adopted and how it impacts on our own Constitution and Policy documentation.	GF to add a discussion item onto the next agenda.
Office Agreed that more use of the office and the photocopier needed to be encouraged.	GF to send a note out to GLs
Date of next meeting	End of September