



Minutes of Committee Meeting

Wednesday 22 March 2023 at 7.30pm

In Park Room, Mrs Howard Memorial Hall, Letchworth Garden City SG6 1NX

Present:

Committee

Elaine Fox, Chair
 Alan Higbey, Treasurer
 Tessa Palfreyman, Secretary
 Jackie Harber, Membership Secretary
 Amandeep Dhillon, Diversity Officer
 William Armitage
 Amy Wilson

Guests

Sally Cannon
 David Flower
 Jan Gates
 Lorraine Gregory

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from Hetty Smith and approved.		
2. Declaration of interests	Standing declaration from Alan as Treasurer of Letchworth Educational Settlement, a partner organisation		
3. Approval of minutes of previous meeting	Minutes of meeting on 20 February 2022 approved and signed by Elaine.		
4. Matters arising/ outstanding actions not covered under other agenda items	A number of actions from the summary table have been completed. See revised summary table of actions on page 5 of these minutes for outstanding actions.	All to review	ASAP
5. Chair's Report	<p>Elaine recorded her thanks to the Social Team for organising and running a very successful Volunteers' Evening on 20 March at David's bookshop. The venue worked well and would be a good location for future socials.</p> <p>The King has launched the Big Help Out to help local organisations in their search for volunteers. Elaine has registered with them on behalf of LALG. Herts CVS are keen to advertise specific volunteering vacancies on behalf of local organisations. Agreed identifying key aspects of roles on Group Support Team would be a good idea.</p> <ul style="list-style-type: none"> ACTION: Elaine to contact Group Support Team re devising an advertisement for the role. ACTION: Elaine to devise an advert for Newsletter Editor role in conjunction with Newsletter Team. 	<p>Elaine</p> <p>Elaine</p>	<p>End March</p> <p>End March</p>
6. Treasurer's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. <p>Alan explained how LALG holds funds on behalf of groups</p>		

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	<p>so that they do not need to set up their own bank accounts. Alan sought committee's approval to meet the tennis club's request to be paid quarterly up front for the courts by LALG Badminton Group. The group would then reimburse LALG via the collection of member subs. The Committee approved this request.</p> <p>William asked how much money we actually have to 'play with'. Alan reported the uncommitted balance of a little over £12,000 after allowing £5,700 or so earmarked for the new website. Jackie noted that they have made strenuous efforts to solve as many issues as they can in-house without using the consultant which has resulted in savings but that issues may emerge as the new website is now running which could result in calls upon those funds.</p>		
7. Membership Secretary's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. <p>The trend continues towards more people opting for the online option when renewing. Tessa noted that this will only result in financial savings if the newsletter print run is adjusted downwards as a result. Elaine agreed we need to review demand on a regular basis to keep costs low. Jackie made the point that the 44 page newsletter plus membership letter and envelope that she sends to new members whose applications arrive too late to receive a mailed copy at first only just meet the 100g letter rate. Any increase in pages or enclosures, such as survey, will result in a postage increase.</p>		
8. Governance	<p>Treasurer's Proposals re Reserves Policy</p> <p>Meeting agreed that we need to have figures on totals for monthly income and expenditure in order to understand how best to amend the policy. William asked the question: what would LALG do with the reserve funds in the case of a disaster to befall LALG.</p> <ul style="list-style-type: none"> ACTION: Alan to provide figures for total monthly income and expenditure for review at May meeting. <p>Review of Publicity Policy</p> <p>The meeting accepted the policy which has been scrutinised by the Publicity Team with one alteration: that the reference to the membership renewal form in item 5 under newsletter be deleted.</p> <ul style="list-style-type: none"> ACTION: Tessa to revise policy and archive. Next review due September 2025. <p>Review of Advertising rates</p> <p>Revised rates proposed by Publicity Team were accepted. Rates to be next reviewed in March 2024.</p> <p>Lorraine asked about including more external advertising in the newsletter in order to raise funds. Elaine explained pressure on space which restricts that available for ads. The meeting agreed to review space for ads once new format for newsletter has been trialled.</p> <ul style="list-style-type: none"> ACTION: Tessa to note re future agenda item. <p>Review planning for IT Policy review in May</p> <ul style="list-style-type: none"> ACTION: Jackie Harber and Elaine to review this policy in liaison with others from IT Team <p>Review planning for Equality, Diversity and Inclusion Policy in May</p>	<p>Alan</p> <p>Tessa</p> <p>Tessa</p> <p>Jackie/ Elaine</p>	<p>May</p> <p>ASAP</p> <p>ASAP</p> <p>May</p>

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	<ul style="list-style-type: none"> ACTION: Aman, Jackie and Elaine to review. Review planning for Risk Register review in May ACTION: Elaine, Alan, Jackie and Tessa to review this document. 	Aman/ EF/JH EF/AH/ JH/TP	May May
9. Group Support Team	<ul style="list-style-type: none"> Reports for February and March, previously circulated, noted. <p>William reported that the GST is working well but needs more members. Aman reported that the South Asia and Beyond group will be reviewing interest in September. It would be better to make individual LALG groups more diverse rather than run a group for one ethnic group that duplicates the activities on offer in other LALG groups. Aman will be doing a course on EDI which will help with this.</p> <p>Group Support Team Flyer</p> <p>Sally noted that she would have found a leaflet like this very helpful when she started running a group. Elaine felt it would be useful to include brief notes on group's responsibilities regarding data protection, safeguarding and diversity on the reverse.</p> <ul style="list-style-type: none"> ACTION: Elaine to contact GST with brief text for flyer. 	Elaine	ASAP
10. Publicity Team	<ul style="list-style-type: none"> Reports for February and March, previously circulated, noted. ACTION: Request for help for LALG stall at Stotfold Steam Weekend on 13/14 May, all to consider. <p>Jackie suggested a page on the website flagging up a list of external events where we will be represented requesting help with them</p> <ul style="list-style-type: none"> ACTION: Amy to draw up a list and liaise with Jackie re inclusion on website. 	All Amy/ Jackie	ASAP ASAP
11. Events/Social Team	<ul style="list-style-type: none"> Report for March, previously circulated, noted. ACTION: Tessa to follow up with Ann the minute under item 5 of the report regarding terms of Reference post-Covid. <p>Elaine gave a formal vote of thanks on behalf of the committee to the Social Team for their hard work in organising and running the Volunteer's Evening on 20 March.</p>	Tessa/ Ann	
12. Newsletter Team	<ul style="list-style-type: none"> Report of meeting on 1 March, previously circulated, noted. <p>Elaine confirmed that the team are mocking up a new version of the newsletter using different software for review and feedback. Jackie pointed out that Publisher is less feature-heavy than other software and may therefore emerge as simpler to use despite its faults.</p>		
13. IT Group and website	<ul style="list-style-type: none"> No report received. <p>The IT teams have been very involved in developing and completing the migration of the website; this was eventually achieved on Monday following three years of work writing new modules and adapting others. Elaine gave a formal vote of thanks on behalf of the committee to the website teams for their hard work in developing, checking and setting up the new website.</p>		
14. Linked organisations	Membership of Linked Organisations		

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	Approval of applications from Baldock Town Twinning Association, Unicorn Ceilidhs and Letchworth Open Water Swimming After discussion, all three groups were approved. Jackie will complete the application process.		
15. Any other business	i) Following the recent offer of the Bowls Club's clubhouse on Norton Common as a possible venue for LALG group meetings, Lorraine asked if a list of possible venues was available on the website. There is one – in Guidance under the About LALG tab. There are other venues that could be added to it such as Willian Hall. ▪ ACTION: Jackie to contact Group Support Team to discuss sending an email requesting info on venues to all group contacts so that list can be updated. ii) The meeting then discussed a possible Focus for the next Strategy committee meeting. It was felt that a session on the nitty gritty of what various volunteering roles entail would be useful so new faces understand what various roles require. ▪ ACTION: Elaine to consider how this could best be achieved at the meeting on 24 April.	Jackie	ASAP
16. Future Committee meeting dates	All meetings start at 7.30pm and take place at Mrs Howard Memorial Hall unless otherwise indicated. * Meetings asterisked are strategy ones. Monday 24 April 2023* Tuesday 23 May 2023 Wednesday 21 June 2023* Monday 24 July 2023 Tuesday 22 August 2023* Wednesday 20 September 2023 Tuesday 17 October 2023: AGM at The Settlement, Kincaid Hall Wednesday 22 November 2023	Elaine	ASAP

The meeting closed at 9.35pm

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 24 April 2023