



Minutes of Committee Meeting

Wednesday 22 November 2023 at 7.30pm

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

Present:

Committee

Jackie Harber, Chair and Membership Secretary
 Jackie Sayers, Vice Chair and Publicity Officer
 Hetty Smith, Treasurer
 Tessa Palfreyman, Secretary

William Armitage
 Kim Baker, Financial Analysis
 Jan Gates, Social Team liaison
 Fiona Lennox, Linked Orgs liaison

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from Aman Dhillon, Judith Gower and Sharon Jones and approved.		
2. Declaration of interests	None		
3. Election of Officers	The following committee members said a few words about themselves before being approved for the relevant post: Jackie Harber – Chair, Jackie Sayers – Vice-Chair and Publicity Officer, Fiona Lennox – Linked Organisations Liaison. Judith Gower was approved as Data Protection Officer in her absence.		
4. Approval of minutes of previous meeting	Minutes of meeting on 20 September approved and signed by Jackie H. William raised a query about the inclusion of a section on 'Committee news' in the newsletter. It was confirmed that this is now in place.		
5. 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 current actions.	All to read	ASAP
6. Chair's Report	<ul style="list-style-type: none"> The Committee recorded grateful thanks to Elaine for her hard work chairing LALG for the last four years. The Jan/Dec newsletter will be uploaded to the printers tonight and sent to Royal Mail on 27 November. Our thanks to Jackie S for finishing the newsletter. There are two new discounters: Tutti Fritti in Letchworth (10% off items over £10) and the Prep Lounge in Baldock (10% off food and drink). 		
7. Treasurer's Report	<ul style="list-style-type: none"> Report previously circulated and contents noted. The committee thanked Kim for producing the new 		

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	<p>spreadsheet for which Hetty provided the data. Kim offered to provide associated graphs and it was agreed income and expenditure month by month would be helpful.</p> <ul style="list-style-type: none"> ▪ ACTION: A working party comprising Hetty, Kim and Jackie H will focus on budget setting and report back in January. ▪ The meeting discussed the administration of group funds and agreed to start by contacting groups to get an idea of how much money is held within them. <p>ACTION: Hetty to draft email and circulate for comment.</p>	<p>HS/KB/JH</p> <p>HS</p>	<p>Jan 24</p> <p>ASAP</p>
8. Membership Secretary's Report	<ul style="list-style-type: none"> ▪ Report, previously circulated, noted. ▪ Colin Hume is becoming more involved with the team. ▪ Fran has now returned to the team. ▪ Membership Form – Jackie explained the amendments necessary to meet our data protection requirements. William suggested adding an option for members to give a donation. Jackie H will use the amended version of the form and we will discuss the donation option at the January committee meeting. ▪ Membership fees – agreed to discuss at January meeting. ▪ Concession rate – it was agreed we would need a consistent rather than discretionary approach. A monthly payment plan may be a suitable option. This will be discussed at the January committee meeting. <p>ACTION: Tessa to add items to January agenda.</p>	TP	Jan 24
9. Governance	<ul style="list-style-type: none"> ▪ Review of Reserves Policy and Schedule of Financial Delegation – The meeting discussed whether the reserves figure of £5000 designated for IT spending would be sufficient in the event of a negative event such as hacking. It was felt that the amount could not be easily quantifiable and that the other reserves may be needed and then may still not be sufficient. It was noted that The Settlement had survived post-Covid via donations from members. A grant may be another source of funds. The policy was approved. Hetty noted that she has researched alternative savings accounts for our reserves. <p>ACTION: Hetty to circulate table of savings accounts for consideration.</p> <p>The Schedule of Financial Delegation was approved with small amendments to reflect changes in banking practice regarding cheque scanning etc.</p> <ul style="list-style-type: none"> ▪ Review of Risk Register – this was approved. ▪ ACTION: A working party of Tessa, Jackie S, Jackie H and Jan will meet on Zoom to discuss Committee Procedures and timings of AGM and first committee meeting following. ▪ ACTION: A working party of Tessa, Fiona, Jackie H and Hetty will meet to review Code of Conduct, Annual Declaration and membership documents to ensure they are in the optimum form to reduce risk exposure. 	<p>HS</p> <p>JH/JS/TP/JGa</p> <p>JH/TP/HS/FL/JGo</p>	<p>ASAP</p> <p>Jan 24</p> <p>Jan 24</p>

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	<p>Strategy Workshop – Jackie H explained the idea behind the proposal. The meeting discussed the best way to involve the membership. It was agreed to invite all members to the workshop via the February Newsletter and via email with the outcomes and ideas generated by it to be discussed by the committee and other key volunteers.</p> <p>ACTION: Jackie H to research venues for a Saturday am or pm in March which can be advertised to the membership in the February newsletter and via email. William will ask the Heritage Foundation if they have a room.</p> <ul style="list-style-type: none"> ▪ Request for help with creation of metrics – it was agreed that this would need to happen after the results of the strategy workshops. <p>ACTION: Jackie S to advise Mike Henry of timing.</p>	<p>JH</p> <p>WA</p> <p>JS</p>	<p>Jan 24</p> <p>Jan 24</p> <p>ASAP</p>
10. Volunteering	<ul style="list-style-type: none"> ▪ In Sharon's absence Tessa reported her aims: <ul style="list-style-type: none"> - to gain an understanding of how LALG works in order to see how I can be of most use without inadvertently treading on any toes or duplicating things which are already being done. - to speak to each registered volunteer individually over the next few months in order to get to know them a little and see what, if any, specific skill sets they have and how much time they have to offer. - to arrange regular meet ups - (monthly/quarterly?) - for all those registered as volunteers so that there is a feeling of mutual support and so that any possible issues can be resolved. ▪ Tessa noted that at the January committee meeting we normally discuss plans for a Volunteers' Evening; a social event held to thank volunteers across LALG. In 2023 this was held on 20 March at David's Bookshop. <p>ACTION: Tessa to add this to agenda for January meeting.</p>	TP	Jan 24
11. Group Support Team	<ul style="list-style-type: none"> ▪ Report for November, previously circulated, noted. ▪ Discussed request from Pembroke group to move from linked organisation to LALG group. It was felt to be inappropriate as it would require members to also join the Pembroke Club and N Herts Leisure Centre. Fiona offered an alternative wording of a reply. <p>ACTION: Jackie S to contact Robin with our decision not to take the idea forward.</p> <ul style="list-style-type: none"> ▪ Tessa reported John Cox's decision to step back from the Opera and ballet group. Grateful thanks were extended to John for all his hard work. ▪ The committee also offered their grateful thanks to Amanda MacKnight, Roger Smith, and Geoff Wright for their work running the Singing for Pleasure group which is now closing. ▪ William raised the point that it would be good to flag up successful groups and their events and consider how to link them up. 	JS	ASAP
12. Publicity Team	<ul style="list-style-type: none"> ▪ Report for October, previously circulated, noted. ▪ Jackie S has been in touch with the team which 		

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	comprises Amy, who is developing social media; Sheila, who oversees LALG stalls; Nick, who will head up the newsletter team and Aman, whose focus is PR.		
13. Social Team	<ul style="list-style-type: none"> Reports for October and November, previously circulated, noted. ACTION: Jackie H will take on the role of chairing the monthly Monday meetings, welcoming and thanking speakers etc.	JH	Dec 4th
14. Newsletter Team	No report.		
15. IT Group and website	<ul style="list-style-type: none"> Report for October, previously circulated, noted. The Cookie Policy has been checked with Judith as Data Protection Officer. It was agreed by all present. It was agreed to discuss IT training for group contacts at the January meeting. ACTION: Tessa to add items to January agenda.	TP	Jan 24
16. Linked organisations	<p>The committee discussed the application from North Herts Bowls Club and it was approved.</p> <ul style="list-style-type: none"> ACTION: Jackie H to liaise with Fiona re handover for the Linked Orgs liaison role. 	JH/FL	ASAP
17. Any Other Business	<ul style="list-style-type: none"> Jackie S volunteered to replace Elaine as LALG's representative on the Heritage Foundation's Culture Group. ACTION: Tessa to forward relevant information to Jackie S.	TP	ASAP
18. Future Committee meeting dates	<p>All meetings start at 7.30pm and take place at Mrs Howard Memorial Hall unless otherwise indicated.</p> <p>* Meetings asterisked are strategy ones.</p> <p>Monday 22 January 2024 (Governance & Strategy)</p> <p>Tuesday 20 February 2024*</p> <p>Wednesday 20 March 2024</p> <p>Monday 22 April 2024*</p> <p>Tuesday 21 May 2024</p> <p>Wednesday 19 June 2024*</p> <p>Monday 22 July 2024</p> <p>Tuesday 20 August 2024*</p> <p>Wednesday 18 September 2024</p> <p>Monday 21 October 2024: AGM at The Settlement, Kincaid Hall</p> <p>Wednesday 20 November 2024</p>		

The meeting closed at 9.35pm

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 22 January 2024