



Minutes of Committee Meeting

Monday 22 January 2024 at 19:30

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
 Aman Dhillon, Diversity Officer
 Jan Gates

William Armitage
 Judith Gower, Data Protection Officer
 Kim Baker, Financial Analysis
 Hetty Smith, Treasurer

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received Tessa Palfreyman and approved.		
2. Declaration of interests	Judith Gower declared that she has a seat on the Board of The Cloisters		
3. Approval of minutes of previous meeting	Minutes of meeting on 22 November 2023 approved and signed by Jackie H.		
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 4 of these minutes for current actions.	All to read	ASAP
5. Chair's Report	<ul style="list-style-type: none"> Thanks extended to Fiona Lennox for her contribution to LALG committee, especially the risk register, Fiona has stepped down due to work commitments. JH went through the published Chair's report (See Dropbox 'Chair report – Jackie Harber 21/01/2024') and explained in detail the problem of sending bulk e-mails is to be referred to IT consultant Aiden on 23 Jan 24. Black Squirrel Investment Club (BSIC). After much discussion it was agreed that JH would visit the Club. The BSIC have a meeting on 24 Jan 2024 and feedback is expected. ACTION: JH to visit BSIC Welcome to Judith our new Data Protection (DPO) Officer. All agreed the current report (see Dropbox DPO Report for 2023) is good and the area of DP will become a separate agenda in future. Discussion of publishing personal e-mail addresses 	JH	March

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	<p>(see Dropbox note 'Personal emails January 2024'). All agreed with the Tech Team advice not to publish personal emails on the LALG website.</p> <ul style="list-style-type: none"> The copyright issue was resolved by payment of a reduced fee of £70 and work is ongoing to ensure no further breaches. 		
6. Treasurer's Report	<ul style="list-style-type: none"> Report previously circulated and contents noted. Question of £300 on newsletter postage. ACTION: HS to clarify. JH questioned what the LGC community was. ACTION HS: to clarify. ACTION: A working party comprising Hetty, Kim and Jackie H will focus on budget setting and report back in January, new date 24 Jan 2024 The meeting discussed the administration of group funds and agreed to start by contacting groups to get an idea of how much money they hold and how. Form of words agreed at the meeting for the data gathering survey. ACTION: Hetty to send email as agreed to groups. Redwood Bank. Following investigation, the marginal gains of moving the funds to another account do not justify the effort involved. Situation will be kept under review. All agreed. 	<p>HS</p> <p>HS HS/KB/ JH</p> <p>HS</p>	<p>Feb 24</p> <p>Feb 24 Feb 24</p> <p>ASAP</p>
7. Membership Secretary's Report	<ul style="list-style-type: none"> Report (Dropbox: Membership report – Jackie Harber 18/01/2024), previously circulated, noted. Membership Form –It was agreed to amend the form to remove the words 'but are not limited to' from footnote 1. Change front box to make year of birth optional, to be consistent with other parts of the form and choose a younger year for the example. Membership fees – Much discussion on funding models including digital exclusion and paywalls like the newspapers employ all aimed at covering the cost of the printed material. It was finally agreed to go with option 4 in the membership report - wait till after the strategy meeting. Concession rate – it was agreed not to offer any. Donations – Discussed, the idea has merit and donations would be welcome but will need time to research and implement a workable solution. 	<p>JH</p> <p>JH/HS</p>	<p>ASAP</p> <p>Ongoing</p>
8. Governance	<ul style="list-style-type: none"> Committee Procedures – this was omitted by accident. Membership documents – terms of membership, privacy statement, code of conduct, data confidentiality statement and removal of annual declaration ratified following agreement by email subject to the following: see item 7 for agreed changes to the draft membership form circulated by JH. ACTION: Tessa to update documents in Ops Folder Data Gathering Survey. WA suggested gathering data such as interest group etc. at the same time as membership renewals. AD raised issue of including 	<p>TP</p>	<p>ASAP</p>

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	<p>EDI questions at time of joining or renewal.</p> <ul style="list-style-type: none"> ▪ Strategy Workshop – Booked for 16 Mar 2024, 13:30 – 16:30, Main Hall, Mrs Howard Hall. See note on Dropbox. 		
9. Volunteering	<ul style="list-style-type: none"> ▪ It was discussed and agreed to postpone the Volunteers' Evening until later in the year – all agreed that a summer evening would be better. <p>ACTION: Jackie H to notify the Social Team</p>	JH	ASAP
10. Group Support Team	<ul style="list-style-type: none"> ▪ The good work of JS was commended by William. ▪ It was agreed that more training and networking meetings with Group Contacts was desirable. ▪ WA reported he gets several emails and phone calls daily regarding new groups. ▪ GST are always keen for more meeting with groups. 		
11. Publicity Team	<ul style="list-style-type: none"> ▪ Report for January, previously circulated, noted with no additional comments. 		
12. Social Team	<ul style="list-style-type: none"> ▪ Report of 8 Jan 2024, previously circulated, noted with no additional comments. 		
13. Newsletter Team	<ul style="list-style-type: none"> ▪ Discussions took place around the cost of the hard copy newsletter and how the pricing structure for print only members may be formulated to cover the costs of a 11/year print run. A more serious matter which may force a reduced production schedule is the difficulty in finding/retaining volunteers to edit the newsletter. The current team could only sustain 6 editions. Jackie S suggested a trial of the bi-monthly approach to spread the load on the current editorial cadre and it will be discussed further at the strategy meeting in March. <p>ACTION: Jackie S to write bulk email to members asking for more volunteer newsletter editors</p>	Jackie S	ASAP
14. IT Group and website	<ul style="list-style-type: none"> ▪ Report dated 9 January 2024, previously circulated, noted. ▪ The Cookie Policy has been checked with Judith as Data Protection Officer. It was agreed by all present. ▪ JH reported that IT training of group contacts will happen but probably not until March/April timeframe. 	Jackie H	ASAP
15. Linked organisations	<ul style="list-style-type: none"> ▪ Nothing discussed 		
16. Any Other Business	<ul style="list-style-type: none"> ▪ Charity Incorporated Organisation (JGo) Can start exploring the process to turn LALG into a CIO, like a Limited Company for charities. Must report to charity commission and submit annual reports but then can claim gift aid. Note concerns that this process could not happen if BSIC were a group under LALG as they are not engaged in charitable activity. This could be broadcast further at the Strategy meeting in March. <p>ACTION: Judith to develop this further.</p>	JGo	Ongoing
17. 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>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>		

Item	Decisions and Actions	Who	By
	Tuesday 20 August 2024* Wednesday 18 September 2024 Monday 21 October 2024: AGM at The Settlement, Kincaid Hall Wednesday 20 November 2024		

The meeting closed at 21:07