



## Minutes of Committee Meeting

**Tuesday 24 April 2023 at 7.30pm**

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

### Present:

Elaine Fox, Chair

Alan Higbey, Treasurer

Jackie Harber, Membership Secretary

Tessa Palfreyman, Secretary

Amy Wilson

William Armitage (from 7.40)

Ann Pegrum (from 7.50)

| Item  | Decisions and Actions  | Who                   | By             |
|---|--|-----------------------|----------------|
| <b>1. Approval of apologies</b>   | Apologies from Aman and William approved. (William then able to attend from 7.40).   |                       |                |
| <b>2. Declaration of interests</b>  | Standing declaration from Alan as Treasurer of Letchworth Educational Settlement, a partner organisation.  |                       |                |
| <b>3. Approval of minutes of previous meeting</b>                                   | Minutes of meeting on 22 March 2023 approved with the insertion of the word 'have' in line two of item 8 and signed by Elaine.   |                       |                |
| <b>4. Matters arising/ outstanding actions not covered under other agenda items</b> | <ul style="list-style-type: none"> <li><b>See revised table at the end of these minutes for current action items</b></li> </ul>  | <b>All</b>            | <b>Various</b> |
| <b>5. Chair's Report</b>  | Elaine noted that she had nothing that merited reporting bearing in mind the time pressure on the meeting.   |                       |                |
| <b>6. Treasurer's Report</b>  | <ul style="list-style-type: none"> <li>Report, previously circulated, noted.</li> <li>Alan introduced figures for approximate income and expenditure per month to inform the discussion for the reserves policy but it was agreed that more time needed to be spent on this item and it would therefore be moved to the agenda for June.</li> </ul>  |                       |                |
| <b>7. Any other business</b>  | <p>i) Ann was invited to set out proposed amendments to the terms of reference for the Events/Social team. It was agreed that this item would be held over to the May committee meeting when more information is available.</p> <p>ii) The suggestion for a dedicated phone for Chair to prepare for hand-over to new post-holder was accepted in principle, but will not work in practice as mobile signal is</p> | <b>Ann/<br/>Tessa</b> | <b>May</b>     |

| Item                                     | Decisions and Actions  | Who | By |
|--|--|-----|----|
|  | unreliable in Elaine's house. Will retain use of Elaine's landline for the moment.<br>iii) The request for promotion of a LALG member's writing competition was declined.  |     |    |
| <b>8. Future Committee meeting dates</b> | <b>All meetings start at 7.30pm and take place at Mrs Howard Memorial Hall unless otherwise indicated.</b><br><b>* Meetings asterisked are strategy ones.</b><br>Tuesday 23 May 2023<br>Wednesday 21 June 2023*<br>Monday 24 July 2023<br>Tuesday 22 August 2023*<br>Wednesday 20 September 2023<br>Tuesday 17 October 2023: AGM at The Settlement, Kincaid Hall<br>Wednesday 22 November 2023 |     |    |

The meeting closed at 8.05pm. It was followed by an informal session for seven LALG members who had expressed an interest in joining the committee and/or one of the teams.

**These minutes were approved by the Committee, and signed by the Chair, at its meeting on 23 May 2023**