



Minutes of Committee Meeting

Tuesday 20 February 2024 at 7.30pm

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

Present:

Jackie Sayers, Vice-Chair

Hetty Smith, Treasurer

Tessa Palfreyman, Secretary

Judith Gower

William Armitage (to conclusion of item 9)

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from Jackie Harber, Kim Baker, Jan Gates and Amandeep Dhillon approved.		
2. Declaration of interests	Standing declaration from Judith as member of the Board of The Cloisters.		
3. Approval of minutes of previous meeting	Minutes of meeting on 22 January scrutinised, approved and signed by Jackie S.		
4. Matters arising/ outstanding actions not covered under other agenda items	<ul style="list-style-type: none"> ▪ See revised table at the end of these minutes for current action items 	All	Various
5. Chair's Report	<ul style="list-style-type: none"> ▪ Report previously circulated. ▪ The Committee ratified the revised Committee Procedures document which had previously been approved via email. ▪ Jackie H reported her recent attendance at the Monday open meeting and Meet for Coffee 6 group. ▪ BSIC and Jackie H will be meeting in March. ▪ Good progress is being made on checking copyright on the icons we use in the newsletter. ▪ The team are working hard on the bulk emails issue & have found a way to exclude addresses of bouncing emails allowing us to resume sending to most members. 		
6. Treasurer's Report	<ul style="list-style-type: none"> ▪ Report, previously circulated, noted. ▪ Hetty noted that some newsletter advertisers have not yet paid their invoices. She is pursuing them and requested that late payment be considered in the 		

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	<p>review of advertising policy.</p> <ul style="list-style-type: none"> ACTION: Jackie S and Jackie H to include consideration of approach to late/non payers Hetty noted that the 'LGC Community' referenced in invoices is Mrs Howard Hall. The £300 under newsletter costs in the January accounts was a keying error which has been corrected. The costs of the 300 newsletters printed for publicity purposes are now recorded under a publicity heading. Income generated to cover them from collection boxes in David's is recorded as a credit to publicity. Hetty has received around 72 responses from groups following her email offering to take over finances for them. Many are happy to proceed with this; a few have their own committees and bank accounts and would prefer things to remain that way. Hetty has a new Sum-Up machine which she can pass to the social team to receive card payments at the monthly Monday meetings. Purchase of a second machine was rejected for now. ACTION: Hetty to contact Social Team re machine. 	<p>Jackie S Jackie H</p> <p>Hetty</p>	<p>ASAP</p> <p>ASAP</p>
7. Membership Report	<ul style="list-style-type: none"> Report, previously circulated, noted. Jackie H's notes regarding membership fees and newsletter frequency will be discussed at strategy workshop and future committee meeting. 		
8. Volunteering report	<ul style="list-style-type: none"> Tessa reported that Sharon Jones has had to stand back from her role as Volunteers Coordinator. She hopes to return later in the year. In the meantime, Jackie S has offered to cover the basics of the role. Judith suggested Jackie S call key volunteers from her list and invite them to the strategy workshop. ACTION: Jackie S to contact key volunteers. William noted that this regular item should always include an updated list of roles/teams with vacancies. ACTION: Jackie S to provide an indication of roles/teams with vacancies for committee meetings The meeting discussed a possible date for the Volunteers Evening bearing in mind possible proximity to the AGM. 30 or 23 September were chosen and William agreed to approach David's to see if we could use the café and they could cater. ACTIONS: William to ask David's if they can host and cater on Monday 30 preferably or otherwise 23 September. Tessa to advise Social Team. The meeting discussed possible format of the AGM (as it linked to the Volunteers Evening). It was felt that an interesting evening talk on Monday 21 October with a short AGM attached would increase audience numbers. A daytime AGM was explored but it was felt inappropriate to offer a time that could exclude working members. ACTION: Judith to approach Eric Knowles to see if he would be willing to speak on that date. 	<p>Jackie S</p> <p>Jackie S</p> <p>William Tessa</p> <p>Judith</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
9. Linked Organisations	<ul style="list-style-type: none"> Concern was expressed over local groups that are already part of large charities applying to be a linked 		

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	<p>organisation.</p> <ul style="list-style-type: none"> The meeting agreed with Jackie H's view that we create a small working party to sort out the definitions for linked orgs, partners etc to clarify purpose and suitability. It was agreed to reconsider the application from the local branch of the RSPB following advice from the working party. ACTION: Jackie H to contact those who work on linked orgs with her to ask if they would like to be involved. Jackie S, Judith, William and Tessa also expressed an interest in being included. William left the meeting at this point. 	Jackie H	ASAP
10. Focus on Charitable Incorporated Organisation Status	<ul style="list-style-type: none"> Judith started her presentation by addressing some of the issues that had arisen in 2016, when the LALG committee last pursued an application for CIO status with the Charity Commission. Judith felt we could draft an application that met in full the charitable purposes for each group focusing on addressing social exclusion, educational benefit, etc. Judith acknowledged the concern that the term 'Trustee' might put members off from joining the committee but pointed out that Trustees are in fact better protected through CIO regulation than ordinary committee members. Judith confirmed that the vast majority of our groups would need their finances to be handled via LALG accounts. It would no longer be possible for any LALG group to collect monies via a personal bank account. CIO status would enable members who pay tax and who are willing to opt for gift aid on their membership payments (and possibly other payments of a reasonable amount). This amounts to 25% ie every £10 generates a further £2.50 for LALG funds. CIO status would require: 1) LALG to redraw the constitution using the Charities Commission model. 2) Keep a register of members and trustees. 3) Submit an annual report by the Chair identifying public benefit. 4) Submit annual accounts. Concerns were raised that this process could be quite disruptive and runs the risk of alienating some members or groups, with associated damage to our volunteer network and activities. Overall, the meeting felt that pursuing CIO status was not appropriate at this time. 		
11. Any other business	<p>i) News from Committee</p> <ul style="list-style-type: none"> Tessa reported that William has suggested we keep this item on the agenda for each committee meeting so we can agree what items should be reported in the newsletter. The meeting agreed to flag up the Volunteers Event planned for late September and to reiterate that the Treasurer is offering support for groups for their accounts. ACTION: Tessa to draft text for News from the Committee for agreement with the Chair and submit 	Tessa	ASAP

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	<p>to newsletter editor.</p> <p>ii) Dropbox issues</p> <ul style="list-style-type: none"> Jackie S offered to assist Tessa address Dropbox capacity issues as a first step before deciding whether to take up a paid subscription. 		
12. 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>Wednesday 20 March 2024 Monday 22 April 2024* Tuesday 21 May 2024 Wednesday 19 June 2024* Monday 22 July 2024 Tuesday 20 August 2024* Wednesday 18 September 2024 Monday 21 October 2024: AGM at The Settlement, Kincaid Hall Wednesday 20 November 2024</p>		

The meeting closed at 9.30pm.