

## **Minutes of Committee Meeting**

## Wednesday 20 March 2024 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 Kim Baker, Financial Analysis Aman Dhillon, EDI Officer Judith Gower, Data Protection Officer Guest: Charles Chong

Item		Decisions and Actions	Who	Ву
1.	Approval of apologies	Apologies received from William Armitage and Jan Gates and approved. The committee welcomed Charles Chong who was attending in order to meet us and find out about the work of the committee.		
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 20 February approved and signed by Jackie S.		
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> <li>Report previously circulated and contents noted.</li> <li>Jackie is planning to give a presentation at the April Open Meeting on the questions arising from the recent Strategy Workshop to gather more feedback.</li> </ul>	JH	8 April
		<ul> <li>Jackie is planning to email Group Contacts with guidance on supporting members in polite and respectful interactions.</li> </ul>	JH	ASAP
6.	Treasurer's Report	<ul> <li>Report previously circulated and contents noted.</li> <li>Jackie queried the figures on the spreadsheet for membership.</li> <li>ACTION: Hetty to check figures and update the report.</li> <li>Some committee members noted that the graphs in the report do not display correctly in the spreadsheet.</li> </ul>	нѕ	ASAP
		<ul> <li>ACTION: Hetty to save monthly report as a PDF.</li> </ul>	HS	April

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	<ul> <li>Almost half of the groups have responded to Hetty's email regarding how they hold their funds. Hetty is following up the remainder. The meeting felt that groups who do not hold their funds centrally ringfenced within LALG accounts should provide an end of year balance to the Treasurer so the data can form part of the annual Treasurer's Report.</li> <li>Hetty reported that she has managed to secure payment from recent late/non payers for newsletter advertising. The committee expressed their thanks and appreciation to Hetty for her work in achieving this.</li> <li>The meeting discussed payment by card option at monthly Open Meetings.</li> </ul>		mtg
	ACTION: Jackie H and Hetty to meet with Social Team to discuss this.	JH/HS	April
7. Membership Secretary's Report	<ul> <li>Report, previously circulated, noted.</li> <li>At the end of February we had 1661 household members and approximately 2696 individual members.</li> <li>Jackie has created a Google map showing location of members which reveals a wide spread across the different areas of Letchworth, a considerable number in neighbouring towns and a few further afield.</li> <li>Jackie would welcome extra help with the technical side of membership admin.</li> </ul>		
8. Governance	<ul> <li>Review of Advertising Policy and Rates – The meeting discussed how reviewed documents should be presented and it was agreed that the revised draft together with the original in Dropbox was sufficient. The revised policy and new advertising rates were approved. The rates will be implemented for the August/September issue onwards.</li> <li>ACTION: Tessa to update website and Dropbox folder with approved versions.</li> </ul>	ТР	ASAP
	<ul> <li>Review planning for Equality, Diversity and Inclusion policy.</li> <li>ACTION: Aman, Judith and Jackie H agreed to meet to review the EDI policy.</li> <li>Review planning for Records Management and Schedule.</li> </ul>	AD/JGo/ JH	May
	<ul> <li>ACTION: Jackie H, Judith, Hetty and Tessa agreed to meet to review the Records documents.</li> </ul>	JH/JGo/ HS/TP	May
9. Volunteering	<ul> <li>Report previously circulated and contents noted.</li> <li>Jackie S reported that she has already received some positive responses to the recent bulk email that requested support with publicity.</li> <li>Aman reported a potential volunteers contact.</li> <li>ACTION: Aman to introduce this prospective LALG member to Jackie S.</li> <li>Awaiting response from William regarding availability of David's for hosting and catering the Volunteers' thank you evening on 30 September (or 23 Sept).</li> <li>The meeting discussed the possibility of involving 6th formers or Duke of Edinburgh award entrants in our volunteering but it was felt the DBS /safeguarding issues made it too complicated.</li> </ul>	AD	ASAP

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10. Group Support Team	Reports previously circulated and contents noted.		
11. Publicity Team	Report previously circulated and contents noted.		
	<ul> <li>Jackie S noted that since the report was drafted a</li> </ul>		
	further newsletter editor has stepped down leaving the		
	team with just 4 editors (plus Jackie as a stand-in).		
	This means that a monthly newsletter has become		
	unsustainable. The meeting discussed the proposal to		
	move to a bi-monthly schedule. This would reduce the		
	editor team workload; reduce the number of times in a		
	year the Group Contacts would have to provide copy;		
	reduce income from advertising and reduce annual		
	printing and postage costs. It was acknowledged that		
	the regular publicity emails would assume a greater		
	importance in disseminating information about group		
	events, particularly those that may not have been		
	organised in time to meet the newsletter copy deadline.		
	On balance, the committee decided to trial the bi-		
	monthly schedule after May with double issues for		
	June/July, August/September, October/November and		
	December/January (already a double issue).		
	<ul> <li>ACTION: Jackie to liaise with editors team.</li> </ul>	JS	ASAP
	<ul> <li>It is the intention to generate a simple form for GCs to</li> </ul>		
	use to submit their copy which should make the editor's		
	job more straightforward.		
	<ul> <li>ACTION: JS to liaise with Webtech team.</li> </ul>	JS	Ongoing
	The committee extended their grateful thanks to		
	Graham Taylor for his hard work and application in		
	editing the newsletter so successfully.		
12. Social Team	<ul> <li>Reports previously circulated and contents noted.</li> </ul>		
13. IT Group and website	Reports previously circulated and contents noted.		
·	The team is hoping to go live with Drupal 10 over		
	Easter. The site will be down for 2-3 days with a note		
	shown on the home page.		
	The committee congratulated the web developers on		
	their magnificent work on the upgrade to Drupal 10.		
14. Linked organisations	No applications received.		
15. AGM	Judith reported that Eric Knowles is unavailable to		
	speak at the AGM as he will be away filming. It was		
	suggested the Social Team may be able to help		
	ACTION: Jackie H to approach Social Team re a		
	speaker for the AGM.		
	It was agreed the new committee formed at the		
	October AGM should hold a Zoom meeting the		
	following day (Tuesday 22 October) to elect officers.		
16. Any Other Business	i) News from the Committee item in newsletter: it was		
	agreed it should cover the newsletter moving to bi-monthly;		
	advertising rates held until 1/8/24; results of Strategy		
	Workshop.		
	ACTION: TP to draft copy and submit to newsletter.	TP	10 April
	TACTION. IF ID WAIL CODY AND SUDDING ID NEWSJEUEL		
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	ii) It was agreed the focus for the April committee meeting should be the results of the strategy workshop on		- '

Item	Decisions and Actions	Who	Ву
17. Future Committee	All meetings start at 7.30pm and take place at Mrs		
meeting dates	Howard Memorial Hall unless otherwise indicated.		
	* Meetings asterisked are strategy ones.		
	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		

The meeting closed at 9.20pm

These minutes were approved and signed by the Chair at the committee meeting on Monday 22 April 2024