



Minutes of Committee Meeting

Thursday 21 April 2022 at 8pm via Zoom

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

Present:

Elaine Fox, Chair
George Barnes, Vice Chair
Marian Adams, Secretary
Amandeep (Ama) Dhillon, Diversity Officer (to item 4)
William Armitage (to item 6)
Emma Rowe

In attendance:

None

Item	Decisions and Actions	Who	By
	<ul style="list-style-type: none"> ▪ The Committee's planned meeting on 25 April 2022 was cancelled due to the unavailability of a number of Committee members. ▪ However as there were some urgent items that needed to be discussed, a replacement meeting via Zoom was arranged at short notice to deal with these. ▪ Confirmed meeting was quorate. Under clause 19(4) of constitution "The quorum is two Committee Members, or the number nearest to one third of the total number of Committee Members, whichever is greater". Currently have 9 members, so one third is 3. 		
1. Approval of apologies	Apologies from Alan Higbey (Treasurer), Jackie Harber (Membership Secretary) and Emma van der Veen approved.		
2. Declaration of interests	Standing declarations from Alan and Marian as Treasurer and Secretary of Letchworth Educational Settlement, a partner organisation.		
3. Approval of minutes of previous meeting	Approval of the minutes of the meeting on 23 March 2022 held over to the next meeting.		
4. Update on Letchworth Festival/LALG's 35th anniversary	<p>Writing competition</p> <ul style="list-style-type: none"> ▪ Some concerns had been raised in response to Emma R's email of 13 April requesting approval to prizes. ▪ Clarified that these concerns had mainly arisen because the proposal was a departure from what LALG had done in the past and the Committee had not had the opportunity to discuss it beforehand, in part due to 		

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	<p>the challenges faced by the Festival Committee in organising the Festival programme. Noted that in future it was hoped that such discussions could take place at a much earlier stage.</p> <ul style="list-style-type: none"> ▪ In a full discussion it was agreed that the competition (and more generally involvement in the Festival) was a opportunity to showcase what LALG had to offer and attract new (and younger/more diverse) Members with fresh ideas. Therefore any costs involved were seen as promotional/marketing ones for publicity purposes and hopefully they would be off set by increased membership. ▪ Also clarified that although children could take part in some LALG activities (accompanied by a responsible adult if activities in person), LALG was an adult only organisation and children could not be Members even if the adult members of their household were. ▪ Agreed criteria for entering as follows: <ul style="list-style-type: none"> ▪ Two categories of 18 and over and under 18. ▪ Address within 20 miles of Letchworth. ▪ No more than 10,000 words (to allow flexibility on length of submission). ▪ Closing date 31 August (to allow time over summer holidays). ▪ The Committee approved the following expenditure: <ul style="list-style-type: none"> ▪ £250 prize for adults (in David's Bookshop vouchers) ▪ £100 prize for children (in David's Bookshop vouchers) ▪ £250 budget for general Festival costs (e.g. posters, bunting) ▪ ACTION: Emma R to contact interested groups and circulate final details once in place. <p>Inflatable assault course and Colour Run on Norton Common</p> <ul style="list-style-type: none"> ▪ LALG's existing insurer would not provide cover for Colour Run. Insurance had therefore been arranged (and paid for) by Leysbrook Estate Agents. ▪ Although LALG was therefore not the organiser of these events, it could sponsor them (again as promotional/marketing costs) in return for marketing. ▪ Hoped that entry fees would cover costs for Colour Run and any profit would be donated to Garden House Hospice Care and Home Start Hertfordshire. ▪ After discussion, the Committee approved the following expenditure: <ul style="list-style-type: none"> ▪ £250 to sponsor the PA system for the Colour Run (provided by SingingCactus) ▪ £100 towards costs related to the inflatable assault course. ▪ Value of marketing to be reviewed post events and to inform future spend. ▪ ACTIONS: Marian: 	<p>Emma R</p> <p>Marian</p>	

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	<ul style="list-style-type: none"> ▪ Confirm costs approved to Alan. ▪ Future agenda item. 		
<p>5. Card reader acquisition</p>	<ul style="list-style-type: none"> ▪ The Committee ratified the acquisition of a SumUp machine, at a cost of £19.99, which allowed LALG to accept card payments (when paired with a mobile) anywhere there is a mobile signal. Also noted that the use of any device would be restricted to nominated people. ▪ Agreed a second device would also be useful, and if possible should have in-built mobile data. ▪ ACTION: Marian to inform Alan. 	Marian	
<p>6. Combining July and August newsletters/ Letchworth Festival advertising</p>	<ul style="list-style-type: none"> ▪ Noted that the Newsletter Team had requested that the Committee considered the idea of having a combined July/August edition of the newsletter from summer 2022 onwards. ▪ Reasons given: <ul style="list-style-type: none"> ▪ Combined Christmas edition worked well. ▪ Nothing much changed from July to August editions. ▪ Many groups do not meet in August. ▪ Many editors were away or on childcare duties. ▪ Also financial saving. ▪ After a full discussion, although the Committee remained happy with a combined December/January newsletter, it felt that a combined summer edition would lose momentum for new groups just starting up and miss out on promoting activities groups were planning for the autumn. Additionally, it missed the opportunity to report on LALG's involvement in the Letchworth Festival. ▪ The Committee therefore agreed to retain separate newsletters for July and August. ▪ ACTIONS: Elaine to inform Newsletter Team, and to let them know that Emma R would provide copy for Letchworth Festival report. <p>Letchworth Festival advertising in June newsletter</p> <ul style="list-style-type: none"> ▪ The Committee also agreed that the Festival could have a four page insert as the central pages of the June newsletter. ▪ ACTION: Elaine to inform Newsletter Team. 	Elaine Emma	
<p>7. Ratification of underwriting of costs for new Trips group</p>	<ul style="list-style-type: none"> ▪ Following affirmative responses made by a majority of members to Alan's email of 9 April, the Committee ratified its decision to underwrite the costs for the new Trips Group and confirmed the details as follows: <ul style="list-style-type: none"> ▪ In line with the decision made at its meeting on 26 April 2021, the Committee agreed that no organiser should be out of pocket should a test trip not go ahead. It therefore agreed in principle that LALG would cover any costs that would not be refunded. Each request would be the subject of specific approval by the Committee, and should be supported by documentation to show the costs involved. ▪ The Committee agreed that its decision should also 		

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	<p>be applied to any trip organised by the new LALG Trips group. This amendment does not set a precedent for any other group. The arrangement with the Trips group will be reviewed after six months.</p> <ul style="list-style-type: none"> ▪ ACTION: Marian: future agenda item. ▪ For information: the Committee had already agreed that for the time being card fees incurred for booking trips and events should be met from LALG's central funds. This decision was made at its meeting on 23 June 2021 and an initial allocation of £50 agreed. The Committee reviewed the decision at its meeting on 24 November 2021, when it was agreed to review the position again in summer 2022 and also to consider whether booking fee should be introduced. The next review is scheduled for the Committee's meeting in July. 	Marian	
<p>8. Volunteers' Evening</p>	<p>The Social Team had asked the Committee to consider a number of items and the Committee agreed the following:</p> <p>Invitations</p> <ul style="list-style-type: none"> ▪ Two representatives from each group ▪ All members of LALG's Teams ▪ Partners not to be invited but would be considered on an exceptional basis (e.g. help needed in attending) ▪ Past Committee members (since 30th anniversary) and others closely involved with LALG. ACTION: Marian to draft list for consideration at next meeting. ▪ Invitations to be sent out by email unless the invitee does not have an email address. <p>Budget</p> <ul style="list-style-type: none"> ▪ The Committee approved an initial budget of £100 towards cost of the planned activities (additional to cost of refreshments). ▪ Amount to be reviewed if not sufficient. <p>Cake</p> <ul style="list-style-type: none"> ▪ Agreed there should be a birthday cake (additional to the one for the planned social event in October). ▪ Suggested there could be several cakes and could be a challenge for the Baking Group, with LALG meeting cost of ingredients. ACTION: William to discuss with group. ▪ ACTION: Marian to inform Social Team of decisions. 	<p>Marian</p> <p>William</p> <p>Marian</p>	
<p>9. Deferment of other items planned for discussion at meeting on 26 April</p>	<p>The Committee noted that these items would now be discussed at the meeting on 24 May – including the focus topic, Format of Members' meetings.</p>		
<p>10. Any other business</p>	<p>LALG's 35th anniversary social event</p> <ul style="list-style-type: none"> ▪ George, Elaine and Marian to visit Grange Community Centre on 28 April to assess suitability. 		

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	<ul style="list-style-type: none"> ▪ Singing Cactus performing at Garden City Brewery on 25 May. Feedback from Committee members welcome if any were able to attend. 		
11. Future meeting dates	<p>All meetings start at 730pm and take place at Mrs Howard Memorial Hall unless otherwise indicated. Meetings asterisked are strategy ones.</p> <p>Tuesday 24 May 2022</p> <p>Wednesday 22 June 2022* - note start time of 7pm with social to follow</p> <p>Monday 25 July 2022</p> <p>Tuesday 23 August 2022*</p> <p>Wednesday 21 September 2022</p> <p>Tuesday 25 October 2022: AGM (Kincaid Hall, Settlement)</p> <p>Wednesday 23 November 2022</p> <p>Monday 12 December 2022*</p>		

The meeting closed at 9.40pm.

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 24 May 2022.