



**Minutes of Committee Meeting**

**Tuesday 22 February 2022 at 7.30pm**

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

**Present:**

Elaine Fox, Chair  
 George Barnes, Vice Chair  
 Alan Higbey, Treasurer  
 Marian Adams, Secretary  
 Amandeep (Ama) Dhillon, Diversity Officer  
 William Armitage  
 Emma Rowe

**In attendance:**

Keith Timewell

Item	Decisions and Actions	Who	By
<b>Introduction</b>	Elaine welcomed Keith, who was considering joining the Committee, to the meeting. Keith provided more information about himself, noting that he was interested in helping LALG with new ideas and getting to know people.		
<b>1. Approval of apologies</b>	Apologies from Jackie Harber (Membership Secretary) and Emma van der Veen approved.		
<b>2. Declaration of interests</b>	Standing declarations from Alan and Marian as Treasurer and Secretary of Letchworth Educational Settlement, a partner organisation.		
<b>3. Approval of minutes of previous meeting</b>	Minutes of meeting on 24 January 2022 approved and signed by Elaine.		
<b>4. Matters arising/outstanding actions not covered under other agenda items</b>	<p><b>Review of summary of actions</b></p> <p><b>Elaine</b></p> <ul style="list-style-type: none"> <li>▪ Still looking for Publicity Officer.</li> <li>▪ Publicity for LALG's 35th anniversary ongoing item.</li> <li>▪ Periodic reminder re data protection to group contacts and Members being progressed.</li> <li>▪ Information for new group contacts to be progressed on Jackie's return from holiday.</li> </ul> <p><b>George</b></p> <p>Notes of Social Team's meeting on 7 February 2022, previously circulated, included some ideas about Members' meetings.</p>		

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	<p><b>Alan</b> Still investigating contactless card reader.</p> <p><b>Emma vdV</b> Results of 2019 Members' survey still to be sent to Ama. (Post meeting note: Emma vdV confirmed had already been done).</p> <p><b>Ama</b> Draft disclaimer re giving permission for images still to be circulated.</p> <p><b>Marian</b></p> <ul style="list-style-type: none"> <li>Meeting of group reviewing Equality policy to be re-arranged on her return from holiday.</li> <li>Final response from insurers re open water swimming group now received and requirements with Steve Green to consult group and decide way forward.</li> </ul>		
<p><b>5. Chair's Report</b></p>	<p><b>Letchworth Garden Shed</b></p> <ul style="list-style-type: none"> <li>Presentation on LGS explaining what it was about (a "library of things" that could be lent out to the community), previously circulated, noted.</li> <li>LGS had featured on NHCVS talk earlier in day which Ama had attended. <b>ACTION: Ama to circulate link.</b></li> <li>Discussed featuring LGS in an article in newsletter when ready to launch.</li> <li>Agreed that mutual support could be beneficial.</li> <li>Confirmed happy to support LGS application to become a linked organisation when up and running.</li> </ul> <p><b>Update on Committee get together</b></p> <ul style="list-style-type: none"> <li>Problem finding a date everyone could make in next few months.</li> <li>Agreed to try again to find a date post quarter one.</li> <li>Also agreed that if a future Committee meeting started earlier at 7pm, could have a social gathering afterwards.</li> <li><b>ACTION: Emma to circulate new Doodle polls to try to find dates for both options.</b></li> </ul>	<p>Ama</p> <p>Emma</p>	
<p><b>6. Focus: LALG's 35<sup>th</sup> anniversary</b></p>	<p>Noted that needed to consider what was manageable versus what we wanted to do.</p> <p>A number of suggestions for events were discussed, including:</p> <ul style="list-style-type: none"> <li>A walking event involving different walking (and cycling) groups arriving at the same place at the end of their walks/rides. Could be linked to the Woodland Trust's talk at the April Members' meeting.</li> <li>Groups with similar interests getting together for an event.</li> <li>Participation in the Letchworth Festival. Emma R had pitched LALG for the "Green Festival" weekend (11/12 June) which would focus on arts and heritage. This could be an opportunity to celebrate 35 years of LALG by making a big splash. Discussed best way to involve</li> </ul>		

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	<p>groups and agreed an initial general approach, followed by a more targeted one. Would like to have at least three stalls (one being for LALG as the umbrella organisation) and needed a way to engage with people, one idea being using old fashioned games like shove halfpenny and a coconut shy. <b>ACTION: Emma to:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Confirm number of stalls.</b></li> <li>▪ <b>Liase with William and Ama to draft email for Elaine to send to group contacts.</b></li> </ul> <ul style="list-style-type: none"> <li>▪ Exhibition at Broadway Gallery, although might not be during Letchworth Festival. Suggestions for exhibition included 35 displays of LALG over the years, a special features programme and recorded interviews with long standing LALG Members (similar to the Listening Project).</li> <li>▪ A new format for Volunteers' Evening. Notes of Social Team's meeting on 7 February 2022 included some ideas. Agreed to discuss at April meeting (with format of Members' meetings) and also possible change of date. <b>ACTION: Marian: agenda item.</b></li> <li>▪ Strictly Come Bhangra if venue could be found.</li> <li>▪ A social event like the one for LALG's 30<sup>th</sup> anniversary. <b>ACTION: George to investigate venue and lead team to organise if venue found.</b></li> </ul> <p>Update on progress to be agenda item at next meeting. <b>ACTION: Marian: agenda item.</b></p> <p>Additionally noted two events being organised by the Settlement which would have discounted entry for LALG Members:</p> <ul style="list-style-type: none"> <li>▪ 2 July: London Accordion Orchestra (featured on the new "best of" album from The Divine Comedy) at Broadway Theatre.</li> <li>▪ 28 May: Americano (songs from the great American back catalogue including those of Johnny Cash and Neil Young) at Kincaid Hall.</li> </ul>	<p>Emma</p> <p>Marian</p> <p>George</p> <p>Marian</p>	
<p><b>7. Any other business</b></p>	<p><b>Allowing children to attend LALG meetings with a responsible adult: ratification of guidelines</b> Following affirmative responses made by a majority of members to Marian's email of 25 January 2022, the Committee ratified the guidelines.</p> <p><b>Contingency plans for printing newsletter</b></p> <ul style="list-style-type: none"> <li>▪ Some concerns about existing supplier.</li> <li>▪ Noted increases in cost of paper and staff related costs which would result in higher charges.</li> <li>▪ <b>ACTION: Alan to confirm position with existing supplier, including ongoing commitment for next year and charges.</b></li> <li>▪ Membership fees for printed newsletter to be reviewed in due course. <b>Marian: agenda item.</b></li> <li>▪ An alternative supplier could be Dragon Print and Design, based on the Wilbury Way Industrial Estate in Hitchin (<a href="http://www.dragonprint.co">www.dragonprint.co</a>).</li> </ul>	<p>Alan</p> <p>Marian</p>	

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	<p><b>Dropbox</b></p> <ul style="list-style-type: none"> <li>▪ Noted that storage limit on the basic option for Dropbox had been reached, and there were also “sharing” issues.</li> <li>▪ Rather than using Dropbox, there might be an alternative cloud-based solution.</li> <li>▪ The Committee approved expenditure on some form of storage. <b>ACTION: Marian to prepare a note to ask the IT Group for advice on an alternative cloud-based solution on her return from holiday.</b></li> </ul> <p><b>New ideas for groups in 2022 (survey closes 31 March 2022)</b></p> <ul style="list-style-type: none"> <li>▪ So far guided village walks and visiting historical buildings outside London in a small group had been most popular.</li> <li>▪ Noted that some groups were still trying to catch up as a result of COVID-19. Group Support Team trying to support them, and maintain the overall number of groups.</li> </ul> <p><b>New website</b></p> <ul style="list-style-type: none"> <li>▪ IT Group had demo of new website earlier in day.</li> <li>▪ Website looked very similar but very different at back end.</li> <li>▪ The Committee noted its thanks to all involved in working on the upgrade to Drupal 9.</li> </ul> <p><b>March meeting</b> Apologies from Alan noted.</p>	Marian	
8. Future meeting dates	<p><b>All meetings start at 730pm and take place at Mrs Howard Memorial Hall unless otherwise indicated. Meetings asterisked are strategy ones.</b></p> <p>Wednesday 23 March 2022  Monday 25 April 2022*  Tuesday 24 May 2022  Wednesday 22 June 2022*  Monday 25 July 2022  Tuesday 23 August 2022*  Wednesday 21 September 2022  Tuesday 25 October 2022: AGM (Kincaid Hall, Settlement)  Wednesday 23 November 2022  Monday 12 December 2022*</p>		

The meeting closed at 9.08pm.

**These minutes were approved by the Committee, and signed by the Chair, at its meeting on 23 March 2022.**