



## Minutes of Committee Meeting

Wednesday 21 June 2022 at 7pm

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  
 Jackie Harber, Membership Secretary  
 William Armitage  
 Emma Rowe (from item 5)  
 Emma van der Veen

### In attendance:

None

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from Amandeep (Ama) Dhillon (Diversity Officer) 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	<ul style="list-style-type: none"> <li>▪ Minutes of meeting on 24 May 2022 approved and signed by Elaine.</li> <li>▪ Noted that food hygiene certificate not required if only providing food at a community event on an occasional basis (item 4 William refers).</li> </ul>		
4. Matters arising/outstanding actions not covered under other agenda items	<p><b>Alan: purchase of second mobile card reader</b></p> <ul style="list-style-type: none"> <li>▪ Second card reader with mobile data not purchased as discovered still need Wi-Fi access or connection using a smartphone's data.</li> <li>▪ Other options to be investigated.</li> </ul> <p>Any other matters arising/outstanding issues either completed or not urgent, and to be picked up at next meeting.</p>		
5. Chair's Report	<p><b>Update on Letchworth Festival</b></p> <ul style="list-style-type: none"> <li>▪ Noted that everyone involved had managed to achieve an amazing amount in a very short time in difficult circumstances.</li> <li>▪ Colour Run and inflatable assault course had made profits of approx. £400 and £1,200 respectively.</li> <li>▪ Trail around LGC and writing competition ongoing.</li> </ul>		

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	<ul style="list-style-type: none"> <li>▪ Thanks to William and Ann P had stall in town centre on 11 June and some LALG groups had presence.</li> <li>▪ In future felt that needed a dedicated co-ordinator for each event as being responsible for organising everything too much for one person.</li> <li>▪ The Committee noted its thanks to all involved, especially Emma R, for delivering a successful event. Also noted staff at Love Letchworth had been a great help.</li> <li>▪ Full debrief agenda item for next meeting.</li> </ul> <p><b>35th anniversary display at Broadway Gallery</b></p> <ul style="list-style-type: none"> <li>▪ Offered free space for 3 weeks towards end of year.</li> <li>▪ Idea of having 35 photos with connections to LALG.</li> <li>▪ Could also invite groups to hold meetings there (e.g. malt whisky appreciation, book groups).</li> <li>▪ Could also hold reception for those connected to LALG.</li> <li>▪ <b>ACTION: Elaine to confirm dates.</b></li> </ul> <p><b>Writing competition</b></p> <ul style="list-style-type: none"> <li>▪ Potential judge had been in touch. <b>ACTION: Emma R to contact.</b></li> <li>▪ Hitchin Creative holding event in Market Square on 16 July as part of Hitchin Festival. Agreed good idea to have a stall (no cost) to promote competition. <b>ACTION: Elaine to contact Hitchin Creative.</b></li> <li>▪ <b>ACTION: Emma R to also send details to local schools before the end of term.</b></li> </ul> <p><b>Make Music for Ukraine: 21 June</b></p> <ul style="list-style-type: none"> <li>▪ Successful event.</li> <li>▪ £612.07 raised and paid over to Disasters Emergency Committee Ukraine Appeal.</li> </ul>	<p>Elaine</p> <p>Emma R</p> <p>Elaine Emma R</p>	
<p><b>6. Focus: Diversity</b></p>	<ul style="list-style-type: none"> <li>▪ In Ama's absence, discussion to be deferred until August meeting.</li> <li>▪ Agreed might be better to do Members' survey in autumn (previously tied in with membership renewal in August). Noted that diversity survey, part of membership renewal, currently disabled.</li> </ul>		
<p><b>7. Any other business</b></p>	<p><b>35th anniversary social event</b></p> <ul style="list-style-type: none"> <li>▪ Report previously circulated.</li> <li>▪ Band now been in touch.</li> <li>▪ Felt one meal between two might not be enough. However noted that at most events we had overprovided on refreshments.</li> <li>▪ Hot food option to be investigated. <b>ACTION: George.</b></li> <li>▪ In discussion about ticket prices the Committee agreed that event should aim to break even but a small loss would be acceptable if meant event went ahead.</li> <li>▪ <b>The Committee agreed ticket cost of £15 or £16 for Members and £20 for non-Members, but delegated the final decision to the Social Team.</b></li> <li>▪ Confirmed that Alan would arrange payment of deposits on production of invoices.</li> <li>▪ <b>The Committee confirmed that it was happy with the arrangements and approved a budget of £1,310.</b></li> </ul>	<p>George</p>	

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	<p><b>Increase in entry fee for monthly LALG open meetings</b></p> <ul style="list-style-type: none"> <li>▪ Noted no increase for some considerable time.</li> <li>▪ <b>The Committee approved an increase to £4 for Members (currently £3) and £6 for non-Members (currently £5), with effect from the September 2022 meeting. ACTION: Elaine to inform Members in her communications.</b></li> <li>▪ Also discussed the differential between costs for Members and non-Members for other events, and agreed it needed to be sufficient to provide an incentive to join LALG.</li> </ul> <p><b>Volunteers' Evening 15 July</b></p> <ul style="list-style-type: none"> <li>▪ Alan offered to be on signing-in duty.</li> <li>▪ Any Committee members who could help set up to arrive at Kincaid Hall at 6.15pm.</li> </ul> <p><b>Meeting on 25 July</b></p> <ul style="list-style-type: none"> <li>▪ Not aware of any changes required to policies due for review. Therefore agreed no need to set up review group. However, Marian to check Steve Green, as LALG's Named Safeguarding Officer, was still happy with safeguarding documentation.</li> <li>▪ <b>ACTION: Marian to circulate policies.</b></li> <li>▪ Apologies from Marian and Emma R noted.</li> <li>▪ George offered to take notes in Marian's absence and she would produce formal minutes. <b>ACTION: Marian to provide proforma to George post issue of agenda.</b></li> </ul> <p><b>Nominations for LGCHF Governor</b></p> <ul style="list-style-type: none"> <li>▪ LALG, as one of the Letchworth Garden City Clubs and Societies registered with LGCHF, had been asked to nominate someone to stand as a LGCHF governor.</li> <li>▪ Emma VDV happy to be nominated</li> <li>▪ Deadline for nominations:31 July.</li> <li>▪ <b>ACTION: Elaine to nominate Emma VDV on LALG's behalf.</b></li> </ul> <p><b>Grant to Qi Gong group</b> Following affirmative responses made by a majority of members to Elaine's email of 14 June, <b>the Committee ratified the decision to make a grant of £50 to the Qi Gong group.</b></p> <p><b>Newsletter editors' laptop</b></p> <ul style="list-style-type: none"> <li>▪ Now purchased (Jackie's note, previously circulated, refers).</li> <li>▪ <b>The Committee ratified the cost of £650.99.</b></li> </ul> <p><b>Payments</b> Reminder that Alan needed an invoice to make payments, even if the cost had previously been approved by the Committee.</p>	<p>Elaine</p> <p>Marian</p> <p>Marian</p> <p>Elaine</p>	

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	<p><b>Newsletter adverts</b></p> <ul style="list-style-type: none"> <li>▪ Alan noted process had changed but he was unaware of details.</li> <li>▪ <b>ACTION: Elaine/Alan to discuss.</b></li> </ul> <p><b>Passwords</b></p> <ul style="list-style-type: none"> <li>▪ Query on where LALG passwords held.</li> <li>▪ <b>ACTION: MARIAN to investigate and provide any information to Jackie.</b></li> </ul>	<p>Elaine/ Alan</p> <p>Marian</p>	
<b>8. Future meeting dates</b>	<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>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 8.05pm.

**These minutes were approved by the Committee, and signed by the Chair, at its meeting on 25 July 2022**