



**Minutes of Committee Meeting**

**Wednesday 22 September 2021 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  
 Jackie Harber, Membership Secretary (via Zoom)  
 William Armitage  
 Amandeep (Ama) Dhillon, Diversity Officer  
 Emma Rowe  
 Emma van der Veen

Item	Decisions and Actions	Who	By
<b>1. Approval of apologies</b>	<ul style="list-style-type: none"> <li>▪ Apologies from Marian Adams approved.</li> <li>▪ In Marian's absence, Elaine took the minutes with the assistance of the Committee.</li> </ul>		
<b>2. Declaration of interests</b>	Standing declarations from: <ul style="list-style-type: none"> <li>▪ Alan and Marian as Treasurer and Secretary of Letchworth Educational Settlement, a partner organisation.</li> <li>▪ Elaine whose husband was a trustee of Citizens Advice North Hertfordshire and North Herts Centre for Voluntary Service, organisations with which LALG had interacted.</li> </ul>		
<b>3. Approval of minutes of previous meeting</b>	<ul style="list-style-type: none"> <li>▪ Minutes of meeting on 24 August 2021 approved subject to:               <ul style="list-style-type: none"> <li>▪ Under Present, "Vice Char" to be corrected to "Vice Chair".</li> <li>▪ Item 7, third bullet restated to say "Also offering opportunity to renew by phone, with calls being handled during a limited period each day".</li> </ul> </li> <li>▪ Amended minutes signed by Elaine.</li> </ul>		
<b>4. Matters arising/outstanding actions not covered under other agenda items</b>	None.		

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5. Chair's Report	<p><b>Letchworth Culture Committee</b></p> <ul style="list-style-type: none"> <li>▪ Work progressing.</li> <li>▪ Likely to be a festival in June 2022 but would be limited in scope with a larger event in 2023 to coincide with 120th anniversary of LGC.</li> <li>▪ Work continuing to secure funding and a project manager.</li> <li>▪ Links being made with other cultural organisations across the area.</li> </ul> <p><b>Events</b></p> <ul style="list-style-type: none"> <li>▪ Successful Apple Day at Fairfield and Green Festival in LGC.</li> <li>▪ New contacts made and found some new Members.</li> <li>▪ Thanks to all who helped.</li> </ul>		
6. Treasurer's Report	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Still a healthy balance of about £22k in bank and renewals are trickling in (mainly from Members who renewed by standing order).</li> </ul> <p><b>Settlement/LALG sharing of income from concerts</b></p> <ul style="list-style-type: none"> <li>▪ Alan's note previously circulated.</li> <li>▪ <b>The Committee approved the revised split of income with the Settlement for future concerts.</b> This reflected the greater work by the Settlement as the concerts were held there.</li> </ul>		
7. Membership Secretary's Report	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Noted gradually increasing membership.</li> </ul> <p><b>Membership renewal process</b></p> <ul style="list-style-type: none"> <li>▪ The Committee agreed that an algorithm should be introduced to spread the December renewals through to August 2023 based on when a person joined LALG. Longest standing Members would get the greatest advantage.</li> <li>▪ After taking into account postal costs, the Committee also agreed to proceed with option 3 (printing, folding and posting) for mailing out new membership cards. Noted maximum cost of £1,250 plus VAT as per quote from Selectabase. Quote from Prontaprint requested to provide cost comparison.</li> <li>▪ Changes to the membership card to make it more appealing were discussed but there was insufficient time to implement this year. It was therefore agreed that this would be an agenda item for a strategy meeting in Spring 2022. <b>ACTION: Marian: agenda item.</b></li> <li>▪ <b>ACTION: Elaine to draft a communication about the renewal process, for the Committee's review, to be used for the newsletter and other publicity.</b></li> </ul>		
8. Diversity Officer's Report	None pending appointment of new Diversity Officer.		

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<p><b>9. Governance</b></p>	<p><b>Appointment of Diversity Officer</b> Ama appointed as Diversity Officer.</p> <p><b>Reminder re AGM nominations</b></p> <ul style="list-style-type: none"> <li>▪ Reminder that documentation for the AGM was required from some Committee members.</li> <li>▪ <b>ACTION: Marian would liaise as appropriate.</b></li> </ul> <p><b>Annual Review of Groups guidance</b></p> <ul style="list-style-type: none"> <li>▪ Noted Elaine was progressing review with assistance from Jackie and others. Any other Committee member was welcome to contribute.</li> <li>▪ Once the review had been completed, the updated guidance would be available on the website for the Committee to review.</li> <li>▪ Items, mainly relating to rights (copyright, performing etc), identified in the recent review of LALG's risk register, had been incorporated into guidance.</li> <li>▪ It was agreed to include reference in the guidance to climate change responsibility.</li> </ul>		
<p><b>10. Group Support Team</b></p>	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Process for starting and supporting groups explained.</li> </ul>		
<p><b>11. Publicity Team</b></p>	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Question on whether high viz jackets with LALG logo could be provided for walk/cycle/trip leaders. These would add to safety and give some publicity to LALG. <b>ACTION: Jackie to provide details of companies who might supply at a reasonable cost.</b></li> <li>▪ Would also review whether other branded items, e.g. lanyards for wearing at stalls, were needed. <b>ACTION: Elaine to provide Committee with a suggested package, including costs, at a future meeting.</b></li> </ul>		
<p><b>12. Events/Social Team</b></p>	<ul style="list-style-type: none"> <li>▪ First events of the autumn series had taken place and there had been a good take up.</li> <li>▪ A series of Members' meetings, online talks and concerts was being planned.</li> </ul>		
<p><b>13. Newsletter Team</b></p>	<p>Nothing to report.</p>		
<p><b>14. IT Group and website</b></p>	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ A new volunteer has left due to other commitments.</li> <li>▪ Graham Wood was moving to Devon, although he might continue to do some work remotely. <b>ACTION: Elaine to thank him for all he has done for LALG.</b></li> </ul>		

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15. Linked organisations	<p><b>Update</b></p> <ul style="list-style-type: none"> <li>▪ Audit almost completed and all linked organisations now knew of the planned changes.</li> <li>▪ Approval process in place, starting with an online application which would be reviewed by the Linked Organisations Team.</li> <li>▪ Organisations were welcome to apply if they were: <ul style="list-style-type: none"> <li>▪ Relatively local</li> <li>▪ Shared common values</li> <li>▪ Did not replicate another LALG group</li> <li>▪ Added to the offer for LALG Members</li> </ul> </li> <li>▪ It was agreed that would be a good idea to encourage local organisations to link with LALG.</li> <li>▪ Jackie wished to step down from the Linked Organisations Team and it was hoped someone could replace her after the AGM. George still happy to be involved.</li> </ul> <p><b>Approval of applications to become linked organisations</b>  After discussion, and as recommended by the Linked Organisations Team, <b>the Committee approved the applications to become linked organisations from the following:</b></p> <p><b>North Herts Ramblers Group</b>  <b>Weston Music Society</b>  <b>Baldock Floral Society</b></p>		
16. Any other business	<p><b>Annual Members' survey</b></p> <ul style="list-style-type: none"> <li>▪ The Committee agreed that there would not be a Membership or Diversity survey alongside the renewal process.</li> <li>▪ It had been an unusual year and would consider how best to survey Members next summer.  <b>ACTION: Marian: agenda item.</b></li> </ul> <p><b>Non LALG events</b></p> <ul style="list-style-type: none"> <li>▪ Emma R was running a fireworks event on Sunday 7 November at 4pm in Baldock. LALG would be welcome to have a stall. Agreed this would be a good idea if sufficient volunteers were available (note: Elaine away that week).</li> <li>▪ Emma R was also running an online bingo session on 15<sup>th</sup> October at which LALG Members would be welcome. She would send Elaine details for circulation.</li> </ul>		
17. Future meeting dates	<p><b>Committee: All meetings start at 730pm. Meetings asterisked are strategy ones.</b>  Wednesday 22 September 2021 - minute taker to be confirmed  Tuesday 19 October 2021- AGM  Wednesday 24 November 2021  Monday 13 December 2021*  2022 meetings – list of confirmed dates circulated.</p>		

The meeting closed at 9.30pm.

**These minutes were approved by the Committee, and signed by the Chair, at its meeting on 24 November 2021.**

