



**Minutes of Committee Meeting**

**Wednesday 23 June 2021 at 7.30pm**

**Due to the Coronavirus (COVID-19) restrictions this meeting was conducted via Zoom**

**Present:**

Elaine Fox, Chair  
 George Barnes, Vice Char  
 Alan Higbey, Treasurer  
 Marian Adams, Secretary  
 Jackie Harber, Membership Secretary  
 Christina Butterworth, Publicity Officer

**In attendance:**

None

Item	Decisions and Actions	Who	By
<b>1. Approval of apologies</b>	Apologies from William Armitage and Emma van der Veen approved.		
<b>2. Declaration of interests</b>	Standing declarations from: <ul style="list-style-type: none"> <li>▪ Alan, Marian and Christina as Treasurer, Secretary and Trustee of Letchworth Educational Settlement, a partner and linked 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 meetings on 26 April and 25 May 2021 approved.</li> <li>▪ Minutes signed by Elaine and emailed to Marian.</li> </ul>		
<b>4. Matters arising/outstanding actions not covered under other agenda items</b>	Actions, with exception of those for Marian (as planning for future meetings), noted in minutes of meeting on 25 May reviewed: <p><b>Elaine</b></p> <ul style="list-style-type: none"> <li>▪ Emailed Members re Publicity Officer and Events Co-Ordinator but no response yet.</li> <li>▪ Still to arrange meeting with North Herts South Asian Group and Black Voice Letchworth.</li> <li>▪ Speaker (from Versus Arthritis) arranged for September online Members' talk and progressing others.</li> </ul>		

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	<ul style="list-style-type: none"> <li>▪ Summer Spectacular cancelled – part item 5 refers.</li> <li>▪ “Pop up get together” on hold due to COVID-19 restrictions but to be arranged at Fairfields.</li> <li>▪ No response from Hertfordshire Community Foundation re Committee training. Alternative to be investigated.</li> </ul> <p><b>George/William</b> Re-forming of Social Team in hand.</p> <p><b>Jackie</b> “Reminder” process post lapse of membership included in April report.</p> <p><b>Governance items</b></p> <ul style="list-style-type: none"> <li>▪ Review of risk register – part item 11 refers.</li> <li>▪ Reviews of Data Protection policy and associated documentation, and Records Management and Membership policies – part item 11 refers.</li> </ul> <p><b>George/Jackie</b> Review of linked organisations ongoing. Meeting to review criteria to be arranged.</p> <p>There were no other matters arising/outstanding actions not covered under other agenda items.</p>		
<b>5. Chair’s Report</b>	<p><b>Priority</b> Finding new Committee members.</p> <p><b>Summer Spectacular</b></p> <ul style="list-style-type: none"> <li>▪ No interest, therefore had agreed to cancel. Would consider revisiting idea in autumn for a Christmas show.</li> <li>▪ Article in July newsletter noted there was some doubt about it going ahead and to look at website for latest information.</li> <li>▪ <b>ACTIONS:</b> <ul style="list-style-type: none"> <li>▪ <b>Marian to ask Web Editors to update website re cancellation.</b></li> <li>▪ <b>Elaine to explain position to Members in Chair’s email.</b></li> </ul> </li> </ul>		
<b>6. Review of actions agreed at meeting on 25 May 2021</b>	Item 4 refers.		
<b>7. Update on LALG beyond COVID</b>	<p><b>Review of concert programme</b></p> <ul style="list-style-type: none"> <li>▪ Considering concert on 18 June clashed with an England match in Euro 2021, it was quite successful.</li> <li>▪ Last currently planned concert on 16 July. <b>ACTION: Elaine to publicise in Chair’s email.</b></li> </ul> <p><b>Summer Spectacular</b> Part item 5 refers.</p> <p><b>COVE programme for rest of 2021</b> Part item 4 refers re online Members’ talks.</p>		

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	<p><b>Volunteers' Evening</b></p> <ul style="list-style-type: none"> <li>▪ Social Team to arrange. <b>ACTION: George to liaise with William.</b></li> <li>▪ Invitations to be sent out via email. <b>ACTION: Marian to prepare list of invitees for approval at next Committee meeting.</b></li> </ul>		
<p><b>8. Treasurer's Report</b></p>	<p>Report, previously circulated, noted.</p> <p><b>COVE budget</b></p> <ul style="list-style-type: none"> <li>▪ Noted still some funds remaining.</li> <li>▪ Needed to consider how remaining funds would be spent before end of financial year, to release or carry forward provision.</li> </ul> <p><b>Charges incurred when booking events online</b></p> <ul style="list-style-type: none"> <li>▪ Needed to agree treatment of card processing charges incurred when using online booking facility.</li> <li>▪ <b>The Committee agreed:</b> <ul style="list-style-type: none"> <li>▪ For time being charges would be met from LALG's central funds as amounts involved not material.</li> <li>▪ An initial allocation of £50 to meet charges.</li> <li>▪ Review position at Committee's November meeting. Increase in allocation, if required, to be considered before then. <b>ACTION: Marian: agenda item.</b></li> </ul> </li> <li>▪ Noted that as Elaine was the group contact for London Places and might use the online booking facility for its trips, her group could benefit from what had been agreed.</li> </ul>		
<p><b>9. Membership Secretary's Report</b></p>	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Membership form redesigned.</li> <li>▪ Data cleansing and deduping of email addresses completed so records looking better.</li> <li>▪ Kathryn Maher leaving Membership Team at end of August so would look for replacement in autumn.</li> <li>▪ Discussed ideas for dealing with bulk of renewals occurring at same time, e.g. encouraging early renewal, perhaps offering incentive to do so. Would consider ideas at future meeting.</li> </ul> <p><b>"Reminder" process post lapse of membership</b> Part item 4 refers.</p>		
<p><b>10. Diversity Officer's Report</b></p>	<p>None pending appointment of new Diversity Officer.</p>		
<p><b>11. Governance</b></p>	<p><b>Approval of updated Data Protection policy and associated documentation, and Records Management and Membership policies</b></p> <p>Reviews not quite completed so would be agenda items for Committee's next meeting.</p> <p><b>Reminder about policy review procedure</b></p> <ul style="list-style-type: none"> <li>▪ Review planning to be agenda item two months before review date so could agree who would review and timetable.</li> <li>▪ Secretary to co-ordinate reviews.</li> <li>▪ Hoped Committee would accept recommended</li> </ul>		

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	<p>updates made by review group unless substantive issues.</p> <p><b>Approval of updated Risk policy</b></p> <ul style="list-style-type: none"> <li>▪ Updated policy (reviewed by Officers) previously circulated.</li> <li>▪ <b>The Committee approved the updated policy.</b></li> </ul> <p><b>Update on review of risk register</b> Officers still to review so would be agenda item for Committee's next meeting.</p> <p><b>Planning for review of Safeguarding Policy</b></p> <ul style="list-style-type: none"> <li>▪ Scheduled for review at Committee's next meeting.</li> <li>▪ Elaine and Marian to review, and liaise with Steve Green as LALG's Named Safeguarding Person.</li> <li>▪ If possible, would be agenda item for Committee's next meeting.</li> </ul> <p><b>Proposed dates for 2022 AGM and Committee meetings</b></p> <ul style="list-style-type: none"> <li>▪ Proposed dates set out on agenda agreed.</li> <li>▪ <b>ACTION: Marian to book meeting rooms.</b></li> </ul>		
<b>12. Group Support Team</b>	Report, previously circulated, noted.		
<b>13. Publicity Team</b>	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ All promotional materials completed and would be available for Letchworth Food &amp; Drink Festival.</li> <li>▪ Social media feed needed on regular basis. Items to be given to Emma.</li> </ul>		
<b>14. Events Team</b>	Covered under agenda items.		
<b>15. Newsletter Team</b>	Nothing to report.		
<b>16. IT Group and website</b>	<p><b>IT Group meeting 17 June</b></p> <ul style="list-style-type: none"> <li>▪ Main item was review of risk register. Comments would be incorporated into Committee's review of register (part item 11 refers).</li> <li>▪ Also reviewed terms of reference for IT Group and teams. Updated versions to be an agenda item for Committee's next meeting. <b>ACTION: Marian: agenda item.</b></li> <li>▪ Weekly meetings continued re Drupal upgrade. Still could not predict when work would be completed. Position as follows: <ul style="list-style-type: none"> <li>▪ Drupal 7's end of life towards end of <b>2022</b>.</li> <li>▪ Drupal 8's end of life <b>November 2021</b> (before Drupal 7).</li> <li>▪ Huge step from version 7 to 8, but would be stepping stone to version 9 so migration to 9 should be relatively easy.</li> <li>▪ Until ready to migrate to version 9, would not stop using version 7, so version 8 would not be released to Members.</li> </ul> </li> </ul>		

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	<p><b>Admin of Events page of website and access points to online booking form for events</b>            After discussion agreed that the Publicity Team, Website Editors and Website Technical Team would meet to discuss. <b>ACTION: Elaine.</b></p>		
<p><b>17. Discount suppliers</b></p>	<p><b>Review report</b></p> <ul style="list-style-type: none"> <li>▪ Confirmed process also covered direct application from supplier (from step 2 onwards).</li> <li>▪ Noted step 12 re update of website not required as when membership database updated (step 11), website was automatically updated. Report updated during meeting.</li> <li>▪ The Committee confirmed it was happy with amended report.</li> </ul> <p><b>Representative for Discount Suppliers: terms of reference</b></p> <ul style="list-style-type: none"> <li>▪ Agreed Marian would agree final updated version with Christina.</li> <li>▪ To be an agenda item for Committee's next meeting. <b>ACTION: Marian: agenda item.</b></li> </ul> <p><b>Representative briefing</b>            The Committee confirmed it was happy with briefing document.</p> <p><b>Form</b></p> <ul style="list-style-type: none"> <li>▪ Noted image of membership card not the most up to date version. <b>ACTION: Christina to amend.</b></li> <li>▪ The Committee confirmed it was happy with form subject to amendment.</li> </ul> <p><b>Audit</b></p> <ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Currently 47 discount suppliers.</li> </ul>		
<p><b>18. Linked organisations</b></p>	<p>Part item 4 refers.</p>		
<p><b>19. Any other business</b></p>	<p><b>Litter picking grant</b></p> <ul style="list-style-type: none"> <li>▪ Brian Noble, group contact for "Blitz An Open Space", wanted to make a grant application to Hertfordshire County Council, but it had to be from an organisation, not an individual. He therefore sought approval to make the application in LALG's name.</li> <li>▪ <b>The Committee approved the request.</b> If successful, funds would be paid to Brian to reimburse him for expenditure on his group's equipment.</li> </ul> <p><b>50<sup>th</sup> anniversary of Tubular Bells</b></p> <ul style="list-style-type: none"> <li>▪ A Member had contacted Elaine with a suggestion to mark the 50<sup>th</sup> anniversary of Mike Oldfield's Tubular Bells (actual anniversary of release May 2023).</li> <li>▪ Noted that William going to contact Member.</li> </ul>		

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	<p><b>Amendment to age profile data to be collected on Members</b> Already approved by Committee at meeting on 23 March 2021.</p> <p><b>Forums</b></p> <ul style="list-style-type: none"> <li>▪ Agreed that should be removed from website (currently hidden).</li> <li>▪ Alternative on Facebook had not engendered much interest either.</li> </ul> <p><b>Christina stepping down (from 29 June 2021)</b> As it was Christina' s last meeting, Elaine thanked her again for her work for LALG.</p>		
<p><b>20. Future meeting dates</b></p>	<p><b><u>Committee</u>: All meetings start at 730pm. Meetings asterisked are strategy ones.</b> Monday 26 July 2021 Tuesday 24 August 2021* - focus on newsletter or website Wednesday 22 September 2021 Tuesday 19 October 2021- AGM Monday 25 October 2021 (provisional – to be reviewed nearer the time) Wednesday 24 November 2021 Monday 13 December 2021*</p>		

The meeting closed at 8.55pm.

**These minutes were approved by the Committee, and signed by the Chair, at its meeting on 26 July 2021**