



**Minutes of Committee Meeting**

**Tuesday 23 March 2021 at 7.30pm**

(Note: re-arranged from Wednesday 24 March)

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

**Present:**

Elaine Fox, Chair  
 Alan Higbey, Treasurer  
 Marian Adams, Secretary  
 Jackie Harber, Membership Secretary  
 Christine Butterworth, Publicity Officer  
 William Armitage  
 Velma Burton, Diversity Officer  
 Glenn Butterworth  
 Emma van der Veen

**In attendance:**

None

Item	Decisions and Actions	Who	By
	<ul style="list-style-type: none"> <li>▪ As 23 March marked one year since the first coronavirus lockdown the meeting paused for a few minutes so Committee members could take part in the doorstep vigil at 8pm.</li> <li>▪ Also agreed it was an appropriate time to formally record a very big thank you to all those involved, in whatever capacity, in organising events and activities and keeping LALG going during the last year. Despite the difficult circumstances a huge amount had been achieved.</li> </ul>		
<b>1. Approval of apologies</b>	Apologies from George Barnes were approved.		
<b>2. Declaration of interests</b>	<ul style="list-style-type: none"> <li>▪ Standing declarations from Alan, Marian and Christina as Treasurer, Secretary and Trustee of Letchworth Educational Settlement, a partner and linked organisation.</li> <li>▪ Additional declaration from Elaine whose husband was a trustee of Citizens Advice North Hertfordshire and North Herts Centre for Voluntary Service (NHCVS). A representative from the former would be giving a talk to LALG (with payment if requested) and Elaine had been in touch with the latter re team building (item 5 refers).</li> </ul>		

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3. Approval of minutes of previous meeting	<ul style="list-style-type: none"> <li>▪ Minutes of meeting on 23 February 2021 approved.</li> <li>▪ Minutes signed by Elaine and emailed to Marian.</li> </ul>		
4. Matters arising/outstanding actions not covered under other agenda items	None.		
5. Chair's Report	<p><b>Resignation of Jackie Sayers</b></p> <ul style="list-style-type: none"> <li>▪ Noted.</li> <li>▪ The Committee thanked Jackie for her contribution to the Committee and her continuing work with a number of LALG teams.</li> </ul> <p><b>Natalie Guy</b> Elaine had agreed with Natalie that she would step down as a Committee member. Once circumstances allowed, Elaine would meet with her to discuss her involvement with the option of re-joining the Committee at a future date.</p> <p><b>Team building</b></p> <ul style="list-style-type: none"> <li>▪ As a member of NHCVS, LALG entitled to some support from them, and Elaine had contacted them to see if they could help with a team building exercise.</li> <li>▪ NHCVS had suggested contacting Hertfordshire Community Foundation (HCF), who ran a Better Boards - Trustee Development Programme, parts of which might be appropriate.</li> <li>▪ Agreed that Elaine should contact HCF to see if they could tailor a session for the Committee and if so, how much it would cost. She would report back in due course. <b>ACTION: Elaine.</b></li> </ul> <p><b>2021 Volunteers' Evening</b></p> <ul style="list-style-type: none"> <li>▪ Agreed to plan for an event in early September as a way of thanking volunteers, re-engaging with any who needed support and also to get views on the proposed changes to the newsletter.</li> <li>▪ <b>ACTIONS:</b> <ul style="list-style-type: none"> <li>▪ <b>Marian to see if Kincaid Hall available on Tuesday 7 September</b></li> <li>▪ <b>Glenn and Events Team to organise event.</b></li> </ul> </li> </ul> <p><b>Other social event post COVID-19 restrictions</b></p> <ul style="list-style-type: none"> <li>▪ Agreed to hold a Summer Spectacular in partnership with the Settlement on 20 August as a celebration of a return to some form of normality and an opportunity to re-ignite friendships. To be an in person event at the Settlement, with entertainment in the Kincaid Hall and refreshments and opportunity for socialising in other parts.</li> <li>▪ If had too many offers for entertainment, could consider a second event in September.</li> <li>▪ To be a free ticketed event open to LALG and Settlement Members. Noted booking system on website could produce paper tickets.</li> </ul>	<p>Elaine</p> <p>Marian</p> <p>Glenn /others</p>	<p>ASAP</p>

Item	Decisions and Actions	Who	By
	<ul style="list-style-type: none"> <li>▪ <b>ACTION: Glenn, William and Derek Blyth to form team to organise.</b></li> </ul>	Glenn /others	
6. Treasurer's Report	<p>Report, previously circulated, noted.</p> <p><b>Ratification of expenditure on page turner for online newsletter</b> Following affirmative responses made by members to Jackie's email of 26 February, the Committee ratified the the proposal to purchase a "advertisement banner free" page turner for the online newsletter at a cost of \$149 (approx. £110) per annum.</p> <p><b>Review of COVE budget</b></p> <ul style="list-style-type: none"> <li>▪ Approved budget would be expended by talks already organised (although not all speakers would want to be paid).</li> <li>▪ To cover any deficit for already organised talks, and to allow for continuing weekly talks until planned lifting of COVID-19 restrictions in June, <b>the Committee approved a further allocation of £350 to the COVE budget.</b></li> <li>▪ Also agreed to review funding for future COVE talks/Members' meetings at a later date.</li> </ul>		
7. Membership Secretary's Report	<p>Report, previously circulated, noted.</p> <p><b>Membership renewal extension</b></p> <ul style="list-style-type: none"> <li>▪ Request for decision brought forward from Committee's April meeting to allow Membership Team sufficient time to make arrangements, as reminders go out 42 days before renewal date.</li> <li>▪ <b>The Committee agreed that the renewal extension should be removed from June 2021.</b></li> <li>▪ <b>ACTION: Jackie to include details of "reminder" process post lapse of membership in her May report.</b></li> </ul> <p><b>Amendment to age profile data to be collected on Members</b></p> <ul style="list-style-type: none"> <li>▪ Decision made on 25 February 2020 on collecting Members' year of birth range for the membership database had not yet been actioned.</li> <li>▪ Noted that easier to request the actual year of birth rather than a range and would provide better reporting/tracking of the age demographic in future.</li> <li>▪ <b>The Committee approved collecting the year of birth rather than a range, noting that the question would continue to be optional.</b></li> </ul> <p><b>References to newsletters</b> In view of proposed changes to the newsletter frequency, <b>the Committee agreed to amend any references from "monthly" to "regular" newsletters</b>, to future proof the position and provide more flexibility.</p>	Jackie	23 May
8. Diversity Officer's Report	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Contact had been established and was being</li> </ul>		

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	<p>progressed with a number of local minority groups. Some groups considering applying to be linked organisations, and also reciprocal social media publicity.</p> <ul style="list-style-type: none"> <li>▪ Overall LALG's visibility was increasing and progress being made. Hoped that by June/July would be in a position to draft strategy.</li> <li>▪ Noted very heartening that progress was being made in current circumstances.</li> </ul>		
<p><b>9. Governance</b></p>	<p><b>Review of Records Management policy</b></p> <ul style="list-style-type: none"> <li>▪ Deferred until May meeting as needed to agree new process for reviewing policies. <b>ACTION: Marian: agenda item.</b></li> <li>▪ Agreed that in future policy review planning would be an agenda item two months before review date so could agree who would review and timetable. <b>ACTION: Marian.</b></li> <li>▪ Agreed Marian and Jackie would review Records Management policy. <b>ACTION: Marian and Jackie.</b></li> </ul> <p><b>Final approval of updated records management process and schedule</b>  <b>The Committee approved the updated records management process and schedule</b>, noting that there had been a few minor changes to the wording in the process but these did not affect the substance.</p> <p><b>ICO self-assessment annual confirmation</b>  Marian confirmed that no requirement for LALG to register with the ICO.</p>	<p>Marian</p> <p>Marian</p> <p>Marian /Jackie</p>	<p>23 May</p>
<p><b>10. Group Support Team</b></p>	<p>Report, previously circulated, noted.</p>		
<p><b>11. Publicity Team</b></p>	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Decided to carry out consultation on newsletter proposals before doing more detailed work so would have better feel for implications from group contacts and Members. Survey, limited to ten questions, being drafted, taking care to avoid unconscious bias. Survey to be approved by Elaine, and circulated to Committee for information.</li> <li>▪ Needed to draw up some guidelines for reciprocal social media arrangements. <b>ACTION: Christina, Emma and Marian to deal.</b></li> </ul> <p><b>Approval of Publicity Strategy</b>  <b>The Committee approved the Publicity strategy.</b></p>	<p>Christina /others</p>	
<p><b>12. Events Team</b></p>	<ul style="list-style-type: none"> <li>▪ Oral report noted.</li> <li>▪ COVE budget: item 6 refers.</li> </ul> <p><b>Outings</b></p> <ul style="list-style-type: none"> <li>▪ Alan Drake and his wife, both Blue Badge Tourist Guides, were happy to run outings for LALG and they were drawing up a proposal for consideration.</li> <li>▪ Elaine and William had also discussed and were going to run a workshop with interested parties in LALG to see if this was something we could do "in house" or if</li> </ul>		

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	we should seek the assistance of coach companies who had expertise in the area.											
<b>13. Newsletter Team</b>	<p><b>Review of advertising rates</b></p> <ul style="list-style-type: none"> <li>▪ Subject to annual review.</li> <li>▪ <b>The Committee agreed to retain them at existing rates, namely:</b></li> </ul> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;"><b>Full page (A5)</b></th> <th style="text-align: center;"><b>Half page (A6)</b></th> </tr> </thead> <tbody> <tr> <td>Commercial</td> <td style="text-align: center;">£70</td> <td style="text-align: center;">£40</td> </tr> <tr> <td>Non-commercial</td> <td style="text-align: center;">£55</td> <td style="text-align: center;">£30</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ Noted that rates would also form part of newsletter review</li> </ul>		<b>Full page (A5)</b>	<b>Half page (A6)</b>	Commercial	£70	£40	Non-commercial	£55	£30		
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Commercial	£70	£40										
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<b>14. IT Group</b>	<p>No report as meeting earlier on 23 March.</p> <p><b>Upgrade to Drupal 8</b></p> <ul style="list-style-type: none"> <li>▪ Website Technical Team spending a great deal of time on upgrade to Drupal 8. Team meeting weekly to progress project, and lots of work being done in between.</li> <li>▪ V8 complete change from v7. Challenge is to work out how to migrate from v7 to v8, and get everything to work in v8.</li> <li>▪ Have asked for support from Squiffle Consulting on one issue.</li> <li>▪ Noted that not keen to make changes to existing website unless really necessary. Position understood.</li> <li>▪ The Committee noted its thanks to the Team.</li> </ul>											
<b>15. Any other business</b>	<p><b>Discount suppliers</b></p> <p>Noted that a lot of work being done and needed to pull it together and bring a proposal for Committee to consider.</p> <p><b>ACTION: Christina, Jackie, William and Marian (if needed) to progress.</b> If anyone else wanted to participate, please let Christina know.</p>	Christina /others										
<b>16. Future meeting dates</b>	<p><b>Committee: All meetings start at 730pm. Meetings asterisked are strategy ones.</b></p> <p>Monday 26 April 2021* - focus on moving forward (to include review of risk management policy and register)</p> <p>Tuesday 25 May 2021</p> <p>Wednesday 23 June 2021* - focus on newsletter or website</p> <p>Monday 26 July 2021</p> <p>Tuesday 24 August 2021* - focus on newsletter or website</p> <p>Wednesday 22 September 2021</p> <p>Tuesday 19 October 2021- AGM</p> <p>Monday 25 October 2021 (provisional – to be reviewed nearer the time)</p> <p>Wednesday 24 November 2021</p> <p>Monday 13 December 2021*</p>											

The meeting closed at 8.56pm.

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