



Minutes of Committee Meeting

Wednesday 23 March 2022 at 7.30pm

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

Present:

Elaine Fox, Chair
George Barnes, Vice Chair
Marian Adams, Secretary
Jackie Harber, Membership Secretary
Amandeep (Ama) Dhillon, Diversity Officer
Emma Rowe

In attendance:

None

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from Alan Higbey (Treasurer), William Armitage and Emma van der Veen 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	Minutes of meeting on 22 February 2022 approved and signed by Elaine.		
4. Matters arising/outstanding actions not covered under other agenda items	<p>Review of summary of actions</p> <p>Elaine</p> <ul style="list-style-type: none"> ▪ Still looking for Publicity Officer. ▪ Publicity for LALG's 35th anniversary ongoing. ▪ Website review group agenda item (item 14 refers). ▪ Reminder to group contacts re data protection in hand. ▪ General reminder re data protection ready to be sent. Elaine having problems in sending out Chair's emails and will work with Tony Maynard-Smith to sort out. ▪ Information for new group contacts being progressed. <p>George</p> <ul style="list-style-type: none"> ▪ Quote obtained from Broadway Hotel for 35th anniversary social event. Cost £395 plus food from £15 per head (no external catering). Agreed too expensive. ▪ Spirella Ballroom not available. ▪ Alternative Grange Community Centre. Cost £160 plus 		

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	<p>catering. ACTION: George to contact re availability for a date in October and investigate caterers.</p> <ul style="list-style-type: none"> ▪ Band that performed at 30th anniversary event now just a duo. Cost £400. ▪ Suggested contact SingingCactus (involved with Letchworth Festival). ACTION: George to contact. <p>Alan</p> <ul style="list-style-type: none"> ▪ Still investigating contactless card reader. Noted needed for Letchworth Festival event. ACTION: Marian to let Alan know requirement on his return from holiday. Fallback would be to use reader from Emma R's PTA but would prefer to avoid this. <p>Ama Actioned.</p> <p>Emma R Agenda items (items 5 and 12 refer).</p> <p>Marian</p> <ul style="list-style-type: none"> ▪ Group reviewing Equality policy had met. ▪ Storage solutions ongoing. 	<p>George</p> <p>George</p> <p>Marian/ Alan</p>	
<p>5. Chair's Report</p>	<p>Publicity Officer vacancy Still vacant.</p> <p>Update on 35th anniversary events Items 4 and 12 refer.</p> <p>Update on Letchworth Festival</p> <ul style="list-style-type: none"> ▪ LALG's involvement as part of 35th anniversary events: Saturday 11 June. ▪ 3 areas: <ul style="list-style-type: none"> ▪ Town centre with pitch and putt game in Arcade (to be run by LALG golf groups), gardening and chicken events in the Wynd area (and possible involvement from vegan, food and wine groups with proximity to Garden City Brewery). Could include other traditional garden games such as giant jenga. ▪ Inflatable assault course in Howard Park. Course to be sponsored by Emma R's employer. Charity to benefit to be identified. Volunteers needed but not necessarily LALG Members – for example, could be local scout group if they were one of the beneficiaries. ▪ "Colour Run" on Norton Common, perhaps using colours from LALG's logo. ▪ Emma R progressing necessary consents for events and had approached BBC Three Counties Radio about covering the Colour Run. ACTION: Marian to provide Emma with LALG's insurance certificate. ▪ Noted for paid events, net profit to go to charity. ▪ Volunteers needed. Emma had already contacted 85% of LALG's groups and had some interest. ▪ Games to be supplied by local company (Timeless 	<p>Marian</p>	<p>ASAP</p>

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	<p>Games) in return for publicity.</p> <ul style="list-style-type: none"> ▪ Events to be branded as “LALG celebrates 35!” or similar. ▪ Deadline for Festival brochure 9 April (so events needed to be agreed by then). <p>Make Music Day 21 June 2022</p> <ul style="list-style-type: none"> ▪ Worldwide event. ▪ Elaine would like to organise a daytime “Sing for Ukraine” event in Letchworth involving community singing and other music groups. ▪ Location near the Broadway Gallery so could use as base. ▪ Agreed LALG happy to be associated with event. ▪ ACTION: Elaine to progress. <p>Cancellation of ceilidh 19 March 2022 Noted thanks to all who had been organising with regret that unable to take place.</p> <p>Update on Committee get together</p> <ul style="list-style-type: none"> ▪ Emma R still to try again to find a date. ▪ Agreed Committee meeting on 22 June 2022 would start at 7pm with a social gathering afterwards. 	Elaine	
<p>6. Treasurer’s Report</p>	<p>Alan had circulated his report before he went on holiday which Marian had received but the rest of Committee had not. ACTION: Marian to check.</p> <p>(Post meeting note: Marian circulated report).</p> <p>Grant to Open Water Swimming group</p> <ul style="list-style-type: none"> ▪ Noted Steve Green’s hard work in trying to get group set up and protracted discussions with insurers on cover. ▪ Also noted Alan’s concerns about setting a precedent for future groups. ▪ Following discussion, the Committee approved a grant of £200, on condition that it was one-off and would not set a precedent for any future funding to any group. ▪ ACTION: Marian to confirm to Steve. 	Marian	ASAP
<p>7. Membership Secretary’s Report</p>	<ul style="list-style-type: none"> ▪ Report, previously circulated, noted. ▪ Numbers holding up well. ▪ Noted thanks again to everyone involved with keeping LALG going through the pandemic. <p>Prontaprint</p> <ul style="list-style-type: none"> ▪ Concern noted that Prontaprint continuing to use labels as still unable to print addresses directly onto envelopes for circulating newsletter. ▪ Agreed before deciding on further action (including review frequency of service) should wait for Alan to report back on his discussions with Prontaprint. ▪ ACTION: Marian agenda item for next meeting. ▪ (For information: the Committee last reviewed 	Marian	

Item	Decisions and Actions	Who	By
	Format of Volunteers' Evening 15 July 2022 <ul style="list-style-type: none"> ▪ Proposal to change the format previously circulated. ▪ The Committee discussed and agreed the proposal. 		
13. Newsletter Team	Nothing to report.		
14. IT Group and website	Approval of terms of reference for website review <ul style="list-style-type: none"> ▪ Draft terms previously circulated. ▪ Discussed how the review would interact with the ongoing upgrade of the website to Drupal 9. Noted that no changes (unless critical) were currently being made to the set up (rather than content) of the website. However agreed it would be helpful to start planning what changes/new features etc it would be useful to implement once upgrade completed and the Webtech Team's workload was more manageable. ▪ A fresh look could lead to improvements from a user perspective. ▪ Ama and Emma R happy to be involved in review and representatives from other teams to also be invited. ▪ ACTION: Elaine to set up group. 	Elaine	
15. Linked organisations	<ul style="list-style-type: none"> ▪ Application received from another flower arranging group. ▪ Jackie had contacted LALG's flower arranging group for its views. ▪ Application to be considered at next meeting. ▪ ACTION: Marian agenda item for next meeting. 	Marian	
16. Any other business	Zoom licences <ul style="list-style-type: none"> ▪ Noted licence 1 about to expire. ▪ Agreed not to renew but retain licence 2. ▪ Noted easy to get a new licence if circumstances change in future. April meeting <ul style="list-style-type: none"> ▪ Apologies from Marian and Jackie noted. ▪ Agreed to consider changes to membership card at May meeting. 		
17. Future meeting dates	All meetings start at 730pm and take place at Mrs Howard Memorial Hall unless otherwise indicated. Meetings asterisked are strategy ones. Monday 25 April 2022* Tuesday 24 May 2022 Wednesday 22 June 2022* - note start time of 7pm with social to follow 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*		

The meeting closed at 9.20pm.

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 24 May 2022.