



Minutes of Committee Meeting

Tuesday 24 August 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

In attendance:

Amandeep (Ama) Dhillon (via Zoom)
 Emma Rowe

Item	Decisions and Actions	Who	By
Introduction	<p>Elaine welcomed Ama and Emma to the meeting and everyone introduced themselves.</p> <p>Ama and Emma provided more information about themselves, Ama with her involvement with the UK Asian Film Festival and Emma as Chair of the PTA for St Mary's School, Baldock. They were both looking to get more involved with the local community and thought they had experience/skills that could benefit LALG.</p>		
1. Approval of apologies	Apologies from William Armitage and Emma van der Veen approved.		
2. Declaration of interests	<p>Standing declarations from:</p> <ul style="list-style-type: none"> ▪ Alan and Marian as Treasurer and Secretary of Letchworth Educational Settlement, a partner organisation. ▪ Elaine whose husband was a trustee of Citizens Advice North Hertfordshire and North Herts Centre for Voluntary Service, organisations with which LALG had interacted. ▪ Additionally for this meeting, Elaine as group contact for London Places, the subject of part of item 8. 		
3. Approval of minutes of previous meeting	Minutes of meeting on 26 July 2021 approved and signed by Elaine.		

Item	Decisions and Actions	Who	By
4. Matters arising/outstanding actions not covered under other agenda items	None.		
5. Chair's Report	<ul style="list-style-type: none"> ▪ Following the easing of COVID restrictions, LALG activities were starting up again. Some groups were still using Zoom but a lot meeting in person again. ▪ Mixed messages from Members – some eager to get out again, others more cautious. ▪ LALG to continue to make allowance for all sensibilities, and to follow government guidance. <p>Fairfield pop up event 21 August.</p> <ul style="list-style-type: none"> ▪ Not very well attended due to weather, but one Member took trouble to drive to it to say thank you for online events during lockdown. ▪ There were a small number of attendees who seemed interested in what LALG had to offer so might join. <p>Launch of Letchworth as centre of culture</p> <ul style="list-style-type: none"> ▪ Heritage Foundation (HF) to launch in June 2022 and would like interested parties to participate. ▪ Ideas for LALG: <ul style="list-style-type: none"> ▪ Having a place to exhibit examples of work by LALG creative groups. ▪ Book swap. ▪ Walking and cycling groups to organise walks/rides and invite members of community to participate. ▪ Wine tasting or similar drink/food related event. Would need support from, and cost underwritten by, HF. ▪ Other ideas included outdoor screening and stage with live performances (e.g. music, morris dancing) in Kennedy Gardens. ▪ Any other ideas to Elaine before next planning meeting on 9 September. ▪ HF considering using a paid project manager to support launch which would help with areas such as publicity. ▪ Hilary Kemp, Chair of the Settlement and Letchworth Festival felt that there should be community involvement alongside the culture launch. <p>COVID “entry requirements”</p> <ul style="list-style-type: none"> ▪ A Member had raised the issue of whether proof of “double jab” status and a negative lateral flow test should be required for attendance at LALG activities. ▪ The Committee agreed that this would not be a LALG condition as it was not in current government guidance but recognised that some groups might agree to additional safeguards if they had a vulnerable member. ▪ It was also up to individuals to assess their own level of risk. 		

Item	Decisions and Actions	Who	By
6. Introduction of potential new Committee members	Introduction refers.		
7. Focus: managing membership renewal process	<ul style="list-style-type: none"> ▪ Membership Secretary's report, previously circulated, included data on December renewals and some suggestions on how to smooth out the renewal process to deal with the spike both this year and going forward. ▪ Hoped that increased online usage during pandemic would result in more Members renewing online. ▪ Also offering opportunity to renew by phone, with calls being handled during a limited period each day. ▪ Whatever decision made, needed to have a publicity push on encouraging Members to renew online rather than by other payment methods. ▪ Using volunteers to fold and mail/deliver membership cards could be difficult in December. ▪ Early issue of renewal reminders would not solve problem of spike. <p>Following discussion, the Committee agreed the following:</p> <ul style="list-style-type: none"> ▪ To obtain quotes for printing, envelope stuffing and posting membership cards – to be itemised between elements so could consider costs. ACTION: Jackie. ▪ To accept that a household would receive more than one mailing if more than one membership card issued. ▪ In principle, on renewal to change the membership end date based on original start date as per membership database (as this was a fairer approach and gave credit to long standing Members). ACTIONS: ▪ Jackie to produce figures on how this would affect future renewals for Committee's next meeting if possible. ▪ Marian: agenda item for Committee's final decision. ▪ Publicity Team to consider how to publicise once final decision made. 	<p>Jackie</p> <p>Jackie</p> <p>Marian</p>	
8. Any other business	<p>Grant to Board Games group for purchase of fold up games table</p> <p>Following affirmative responses made by a majority of members to Alan's email of 11 August, the Committee ratified the decision to make a grant of £44.90 to the Board Games group for the purchase of a fold up games table.</p> <p>Review of risk register</p> <ul style="list-style-type: none"> ▪ Updated register previously circulated. ▪ Noted the new format and content had been reviewed and agreed by the Officers. ▪ The Committee noted the position. <p>Approval of updated terms of reference for IT Group, Web Editors Team and Website Technical Team.</p> <ul style="list-style-type: none"> ▪ Updated terms of reference previously circulated. ▪ The Committee approved the updated terms of reference. <p>Volunteers' Evening</p>		

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	<ul style="list-style-type: none"> ▪ Noted that when Committee discussed the newsletter at its meeting on 23 February 2021 it did not explicitly approve the proposed merging of the December and January newsletters. ▪ The Committee therefore confirmed its formal approval to the proposal. <p>Diary dates for concerts in partnership with Settlement</p> <ul style="list-style-type: none"> ▪ 29 October 2021: Derek Blyth and Rachel Thomas ▪ 5 February 2022: Americano (Johnny Cash and Neil Young). ▪ tba: in discussion with London Accordion Orchestra, to perform at the Broadway following agreement with Jason Valentine (HF). Discounted tickets for LALG and Settlement Members. ▪ Noted need to publicise all events more effectively than in past. <p>Co-option of Committee members</p> <ul style="list-style-type: none"> ▪ Ama and Emma R confirmed they would like to join the Committee. ▪ Elaine proposed, and Alan seconded, their co-option, which was unanimously agreed. They would serve until the next AGM, when they could stand formally for election. 		
<p>9. Future meeting dates</p>	<p><u>Committee:</u> All meetings start at 730pm. Meetings asterisked are strategy ones.</p> <p>Wednesday 22 September 2021 - minute taker to be confirmed</p> <p>Tuesday 19 October 2021- AGM</p> <p>Wednesday 24 November 2021</p> <p>Monday 13 December 2021*</p> <p>2022 meetings – list of confirmed dates circulated.</p>		

The meeting closed at 9.25pm.

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 22 September 2021.