



## Minutes of Committee Meeting

Monday 24 January 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  
 William Armitage  
 Emma Rowe  
 Emma van der Veen

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from Alan Higbey (Treasurer) 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 24 November 2021 approved and signed by Elaine.  Note: planned meeting on 13 December 2021 cancelled.		
4. Matters arising/outstanding actions not covered under other agenda items	<b>Review of summary of actions</b> <ul style="list-style-type: none"> <li>▪ LALG's 35<sup>th</sup> anniversary to be discussed at next meeting.</li> <li>▪ Meeting of group to review website enhancements to be deferred to April when Jackie was back from holiday.</li> <li>▪ Jackie had contacted Baldock Floral Society re benefits for LALG members and position confirmed in Marian's email of 29 November 2021, namely that although the Society could not provide a discount for good reasons, LALG had the benefit of publicity. The Committee's in principle approval as a linked organisation given at its previous meeting therefore confirmed.</li> <li>▪ Social Team now provided Alan with regular financial reports.</li> <li>▪ Group reviewing Equality policy had had to postpone meeting but would re-arrange. <b>ACTION: Marian/Elaine.</b></li> </ul>	Marian/ Elaine	

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5. Chair's Report	<p><b>Publicity Officer vacancy</b> Elaine had invited a potential Publicity Officer to the meeting but he had been unable to attend. <b>ACTION: Elaine to contact and report back.</b></p> <p><b>35<sup>th</sup> anniversary</b> Offered exhibition space for three weeks at Broadway Gallery, but dates not yet confirmed.</p> <p><b>NHDC's Community Lottery</b></p> <ul style="list-style-type: none"> <li>▪ NHDC launching a Community Lottery to provide local charities and community groups with additional funding.</li> <li>▪ The Committee agreed that LALG was not short of funding/had no specific project and there were more deserving local groups that could benefit.</li> <li>▪ Could promote lottery in newsletter so Members aware of it.</li> </ul>	Elaine	ASAP
6. Treasurer's Report	<p>No report as Alan had only just returned from holiday.</p> <p><b>Funding for future COVE events</b></p> <ul style="list-style-type: none"> <li>▪ Only £75 of previously approved funding left.</li> <li>▪ Noted that another series of weekly online talks had been arranged as a result of the uncertainty about meeting up due to the high number of COVID Omicron cases.</li> <li>▪ <b>The Committee approved further funding of £500.</b></li> </ul> <p><b>Ratification of renewal of Making Music (MM) membership</b></p> <ul style="list-style-type: none"> <li>▪ At its previous meeting the Committee approved membership renewal at a cost of £100.</li> <li>▪ However, it was then discovered that renewal cost would be £206.89, and approval to the increased amount was requested in Marian's email of 1 December 2021 and affirmed.</li> <li>▪ <b>The Committee ratified its decision to renew MM membership at the increased cost.</b></li> </ul>		
7. Membership Secretary's Report	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Noted that there had been a good uptake of renewals with only 137 lapsed memberships, and some new memberships. (Note re numbers in report: new memberships become "current" after one month).</li> <li>▪ Agreed that discounts were still a driver for membership. More advertising to be considered e.g. focus on cafes offering discounts "Eat Out with LALG".</li> </ul>		
8. Diversity Officer's Report	<ul style="list-style-type: none"> <li>▪ No report but Ama detailed how she was planning to progress review of diversity, inclusion and equality.</li> <li>▪ Discussed how to collect more data (e.g. ethnicity, disability, age, socioeconomic status) on an anonymised basis (to ensure GDPR compliant). Ideas included to do this via groups and/or a Members' survey.</li> <li>▪ Would focus initially on existing groups and ways they could raise awareness (e.g. books discussed by book groups) rather than setting up new groups.</li> </ul>		



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	<p>before, rather than as part of, provisions.</p> <ul style="list-style-type: none"> <li>▪ The number of children allowed to attend should be at the discretion of the group contact.</li> <li>▪ Refer to LALG “centrally organised” events in the last paragraph.</li> <li>▪ <b>ACTION: Marian to circulate updated version to be approved by email and ratified at next meeting.</b></li> </ul> <p><b>Review of Schedule of Financial Delegation</b></p> <ul style="list-style-type: none"> <li>▪ Updated version taking into account comments made at previous meeting previously circulated.</li> <li>▪ <b>The Committee approved the updated schedule subject to moving the first bullet in the Notes column for item 2(b) to after the narrative in the Area of responsibility column for that item.</b></li> </ul>	Marian	ASAP
<b>10. Group Support Team</b>	<ul style="list-style-type: none"> <li>▪ Report for December, previously circulated, noted.</li> <li>▪ No meeting in January.</li> </ul>		
<b>11. Publicity Team</b>	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Noted that when Emma vdV had taken over responsibility less than a year ago LALG’s Facebook page had 562 followers, but had now passed 700. Next target 800.</li> </ul>		
<b>12. Events/Social Team</b>	<ul style="list-style-type: none"> <li>▪ Reports for December and January, previously circulated, noted.</li> <li>▪ Ceilidh organised for 19 March. Could cancel if interest insufficient due to continuing COVID related issues.</li> <li>▪ Still struggling with coffee rota for monthly Members’ meetings.</li> <li>▪ In person quiz organised for 23 April.</li> <li>▪ Strictly Come Bhangra evening being organised.</li> <li>▪ Murder Mystery evening also being investigated.</li> <li>▪ Letchworth Rugby Club happy to host 35<sup>th</sup> anniversary event, to be held before summer holiday to maximise attendance.</li> <li>▪ Emma R meeting with other local organisations on 31 January to discuss the Queen’s Platinum Jubilee celebrations.</li> </ul>		
<b>13. Newsletter Team</b>	Nothing to report.		
<b>14. IT Group and website</b>	Nothing to report.		
<b>15. Linked organisations</b>	<p><b>Approval of applications from Get Painting and Pembroke 50+ Club to become linked organisations</b> After discussion <b>the Committee approved both applications.</b></p> <p>Also noted that should be pro-active in encouraging any organisation to become a linked one if felt it added to LALG’s “offer” (and did not duplicate an existing LALG group). Agreed a good time to do this would be after Letchworth’s month of culture as that might be an opportunity to identify lively groups.</p>		
<b>16. Any other business</b>	<p><b>Promoting events in town centre</b> Noted should be able to have a stall free of charge outside WH Smith if provide own equipment.</p>		

Item	Decisions and Actions	Who	By
	<b>February meeting</b> Apologies from Jackie noted.		
<b>17. Future meeting dates</b>	<b>All meetings start at 730pm and take place at Mrs Howard Memorial Hall unless otherwise indicated.</b> <b>Meetings asterisked are strategy ones.</b> Tuesday 22 February 2022* Wednesday 23 March 2022 Monday 25 April 2022* Tuesday 24 May 2022 Wednesday 22 June 2022* 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 9.12pm.

**These minutes were approved by the Committee, and signed by the Chair, at its meeting on 22 February 2022.**