



Minutes of Committee Meeting

Tuesday 24 May 2022 at 7.30pm

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

Present:

Elaine Fox, Chair
 Alan Higbey, Treasurer
 Marian Adams, Secretary
 Jackie Harber, Membership Secretary
 Amandeep (Ama) Dhillon, Diversity Officer
 William Armitage

In attendance:

Graham Taylor, Newsletter Team
 Keith Timewell

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from George Barnes (Vice Chair), Emma Rowe 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 meetings	Minutes of meetings on 23 March and 21 April 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. ▪ First meeting of Website review group had taken place. ▪ Reminder to group contacts re data protection still outstanding (to be sent as part of a general email) but reminder to Members done. ▪ Information for new group contacts still being progressed. <p>George</p> <p>Arrangements for 35th anniversary social event progressing.</p> <p>Alan</p> <ul style="list-style-type: none"> ▪ Position with printers agenda item (item 8 refers). ▪ Clarified position on second mobile card reader. Also 		

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	<p>noted procedures (including those for membership) and controls for use would be put in place. ACTION: Alan to purchase.</p> <p>Emma R</p> <ul style="list-style-type: none"> ▪ Dates for Committee get togethers outstanding. ▪ Letchworth Festival agenda item (item 5 refers). <p>William Baking Group not able to provide cakes for Volunteers' Evening but might do so for Letchworth Festival. Noted would need food hygiene certificate if did.</p> <p>Marian Electronic storage solutions ongoing.</p>		
<p>5. Chair's Report</p>	<p>Elaine had been on holiday but now back the priorities she would be concentrating on were:</p> <ul style="list-style-type: none"> ▪ Letchworth Festival/LALG's 35th anniversary events ▪ Make Music Day 21 June 2022 ▪ Filling Committee and other vacancies <p>Update on Letchworth Festival/35th anniversary events</p> <ul style="list-style-type: none"> ▪ LALG's involvement as part of 35th anniversary events: Saturday 11 June. ▪ Emma has events in hand: <ul style="list-style-type: none"> ▪ Arrangements for "Colour Run" on Norton Common and inflatable assault course in Howard Park in place. ▪ Crossword competition distributed. Needed help to check that discount suppliers had displayed details. ▪ Stalls, including one for membership, work in progress, including checking that actual stalls booked. Elaine and William to help. ▪ William had organised five walks. Conflict of details between LALG newsletter and festival brochure, with those in festival brochure correct. Details correct on LALG website and Elaine to inform Members via Chair's email. ACTION: Elaine. ▪ Writing competition sorted out (item 17 also refers). <p>Filling vacancies</p> <ul style="list-style-type: none"> ▪ Any ideas on how to do, or suggested names, to Elaine. ▪ Keith suggested that his latest initiative, "Kind Christmas", to be launched on 1 July and raising funds for Jackie's Drop-in Centre, could be a useful way for LALG to attract new volunteers. ▪ Other suggestions included using the "Colour Run" and asking local organisations to promote LALG. 	<p>Elaine</p>	
<p>6. Focus: Format of Members' meetings (and any update on format of Volunteers' Evening)</p>	<p>Format of Members' meetings</p> <ul style="list-style-type: none"> ▪ Social Team had suggested meetings should have a more interesting name. A number were suggested to the Committee and "LALG open meeting" was the most popular. 		

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	<ul style="list-style-type: none"> ▪ Noted that a change of name was start to a gradual change of format. Over time it was hoped that LALG groups would run some of the meetings which would hopefully introduce greater participation. <p>Volunteers' Evening Noted arrangements in hand.</p>		
<p>7. Treasurer's Report</p>	<p>Report, previously circulated, noted.</p> <p>Second mobile card reader Item 4 refers.</p> <p>Alan moving house</p> <ul style="list-style-type: none"> ▪ Alan moving to Stotfold at end of month. ▪ Noted there were a number of LALG volunteers who delivered cheques for banking to Alan's house. In future to be directed to David's Bookshop (for Membership Team to pick up) or to Marian's house. <p>Closure of Lloyds' Letchworth branch</p> <ul style="list-style-type: none"> ▪ Closure announced with effect from 1 September 2022. ▪ Cheques could be paid in via the Business Mobile Banking app and cash via the post office. 		
<p>8. Membership Secretary's Report</p>	<p>Report, previously circulated, noted.</p> <p>Membership statistics</p> <ul style="list-style-type: none"> ▪ Tony Maynard-Smith and Jackie congratulated on producing new set of statistics. ▪ Noted some charts more useful than others, depending on data set e.g. age profile not representative as data set very small. ▪ Agreed useful to continue to have membership numbers every month (as part of Membership Secretary's report) with other statistics quarterly. ▪ Would be helpful to know geographical distribution of households. This information available but presentation still being worked on. ▪ Report on renewal dates to show spread following change in process to be circulated for Committee's meeting on 25 July. ACTION: Jackie. <p>Level of membership fees for printed newsletter</p> <ul style="list-style-type: none"> ▪ Online only memberships continuing to subsidise printed newsletter ones (currently 950). Current cost of printed option £16.50 per annum. ▪ Following points made in discussion: <ul style="list-style-type: none"> ▪ No appetite for increase given current cost of living situation. ▪ LALG not short of funds. ▪ Numbers show Members still want printed option. Anecdotally more likely to browse printed copy whereas online only look at specific items interested in. ▪ Small increase of say £1 would not make a lot of difference. 	<p>Jackie</p>	

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	<ul style="list-style-type: none"> ▪ Could consider asking for voluntary contributions but would make accounting difficult. ▪ Could also consider looking for sponsorship. ▪ The Committee agreed to ask Members for their views at the 2022 AGM, with one option being a rising increase to meet the funding gap over time. ACTION: Marian AGM agenda. ▪ Post meeting note: Information on when fees last increased detailed below <p>Changes to membership card</p> <ul style="list-style-type: none"> ▪ Jackie tabled updated card currently being used. Logo had been added and lines removed. ▪ The Committee confirmed it was happy with the updated card. <p>Newsletter Team</p> <ul style="list-style-type: none"> ▪ Resignation of Jackie Sayers noted. ▪ The Committee thanked Jackie for her contribution to the work of the Team, particularly at the time when it was short of editors. <p>Newsletter editors' laptop</p> <ul style="list-style-type: none"> ▪ Noted that two of the current newsletter editors did not have Publisher on their personal IT equipment and therefore borrowed a laptop from Jackie Sayers when it was their turn to edit a newsletter. ▪ Discussed purchasing a dedicated laptop versus paying for a Publisher licence for editors. Noted that installing Publisher software on personal IT equipment could have an adverse effect. ▪ The Committee approved the purchase of a dedicated laptop for the Newsletter Team, up to a cost of £600. It also agreed that as the Newsletter Team was meeting the next day, it should be asked for its views on the specification. ACTION: Newsletter Team. <p>Printers</p> <ul style="list-style-type: none"> ▪ Quotes for alternatives to Prontaprint detailed in Membership Secretary's report. ▪ Noted the cheapest quote not significantly different from Prontaprint's costs. ▪ Following points made in discussion: <ul style="list-style-type: none"> ▪ Difficulties caused by Prontaprint's requirements to have membership data 7-10 days before send out so have time to produce labels and stick to envelopes. This means sending out new membership cards on hold during this time. ▪ In past wanted to support a local business and but things have now changed. ▪ "Naked" option (where address printed on actual newsletter rather than using an envelope) attractive as more environmentally friendly. ▪ Postage is however lower when using envelopes as 	Marian	

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	<p>can take advantage of mailing discounts offered by Royal Mail.</p> <ul style="list-style-type: none"> ▪ The Committee agreed to trial WDM (“naked” option) for three months with effect from the August 2022 newsletter. ACTION: Jackie to liaise with Newsletter Team on requirements. ▪ Position to be reviewed at Committee’s meeting on 21 September. ACTION: Marian agenda item. 	Jackie Marian	
9. Diversity Officer’s Report	<ul style="list-style-type: none"> ▪ Draft action plan previously circulated. ▪ To be discussed as part of focus at Committee’s next meeting on 22 June. 		
10. Governance	<p>Review of Equality, Diversity and Inclusion policy (previously Equality policy)</p> <ul style="list-style-type: none"> ▪ Updated version previously circulated. ▪ The Committee approved the updated policy with the addition of “adults” at the end of the opening sentence. <p>Raising awareness of Equality, Diversity and Inclusion policy To be discussed as part of focus at Committee’s next meeting on 22 June.</p> <p>Approval of Complaints policy (previously part of Equality policy)</p> <ul style="list-style-type: none"> ▪ Draft previously circulated. ▪ The Committee approved the policy. <p>Review of risk register</p> <ul style="list-style-type: none"> ▪ Updated version previously circulated. ▪ Noted that updated actions required to risk O3 did not relate to IT systems and therefore a new action O8 would be added. ▪ The Committee confirmed that it was happy with the updated register subject to the addition of new risk O8. ▪ ACTION: Marian to circulate updated risk register for any further comments by 6 June. <p>Dates of 2023 AGM and 2023 Committee meetings</p> <ul style="list-style-type: none"> ▪ The Committee agreed the following dates: <p>Monday 9 January** Tuesday 21 February* Wednesday 22 March Monday 24 April* Tuesday 23 May Wednesday 21 June* Monday 24 July Tuesday 22 August* Wednesday 20 September Tuesday 17 October: AGM Wednesday 22 November</p> <p>* strategy meetings</p>	Marian	

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	<p>** combined operational and strategy (if required) meeting</p> <ul style="list-style-type: none"> The Committee also agreed that the meetings on Monday 12 December 2022 and Monday 11 December 2023 would be replaced by a social event. ACTION: Marian to organise rooms. <p>Additional invitees for Volunteers' Evening</p> <ul style="list-style-type: none"> List of suggested additional invitees previously circulated. The Committee agreed the list. Any additional names to be given to Marian by 27 May. ACTION: Jackie to check group contacts email addresses up to date ready for sending out invitations in week beginning 30 May. 	Marian	
11. Group Support Team	Report for May, previously circulated, noted.		
12. Publicity Team	No meeting as Elaine had been away.		
13. Events/Social Team	<ul style="list-style-type: none"> Report for May, previously circulated, noted. Items 6 and 8 also refer. Date of 35th anniversary social event Friday 14 October at Grange Community Centre. 		
14. Newsletter Team	Item 8 refers.		
15. IT Group and website	<ul style="list-style-type: none"> Report for April, previously circulated, noted. Met earlier in day but report not yet available. 		
16. Linked organisations	<p>Approval of application from Hitchin Floral Art Club to become linked organisation</p> <p>The Committee approved the application, noting that although the Club duplicated the activities on one of LALG's groups, it covered a different geographical area.</p>		
17. Any other business	<ul style="list-style-type: none"> Reminder about focus of June meeting: diversity, including Annual Members' survey Reminder about social post June Committee meeting. Meeting to start at 7pm. <p>Writing competition</p> <ul style="list-style-type: none"> Poster finalised. To be launched in Letchworth Library during Festival. Closing date now 30 September. Suggested entries judged "blind" i.e. without details of entrant. ACTION: Elaine to facilitate possible submission of entries via LALG website. 	Elaine	
18. Future meeting dates	<p>All meetings start at 730pm and take place at Mrs Howard Memorial Hall unless otherwise indicated. Meetings asterisked are strategy ones.</p> <p>Wednesday 22 June 2022* - note start time of 7pm with social to follow</p> <p>Monday 25 July 2022</p> <p>Tuesday 23 August 2022*</p> <p>Wednesday 21 September 2022</p> <p>Tuesday 25 October 2022: AGM (Kincaid Hall, Settlement)</p> <p>Wednesday 23 November 2022</p> <p>Monday 12 December 2022: SOCIAL ONLY, no meeting</p>		

The meeting closed at 9.27pm.

Level of membership fees

Date	Decision
Committee meeting 30 January 2018	<ul style="list-style-type: none">▪ Approved increase in fee for printed newsletter option from £13 to £14 per annum, with effect from 2018/19 (pre rolling membership year, so effective date September 2018).▪ Online option remained at £10 per annum.▪ Also suggested that members' views on level of fees be canvassed at the next AGM.
AGM 20 Nov 2018	<ul style="list-style-type: none">▪ Change to rolling membership approved at AGM.▪ Discussed level of membership fees and agreed to maintain at then current rate (£14 printed/£10 online only)
Committee meeting 25 April 2019	Agreed that current fees should remain.
AGM 2019	Not discussed, presumably because of decision taken by Committee on 25 April 2019

For information I have created a record of membership fees which I have put in the Operations folder, section 6c Record of membership fees.

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