



Minutes of Committee Meeting

Wednesday 24 November 2021 at 7.30pm

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

Present:

Elaine Fox, Chair (to item 16)
 George Barnes, Vice Chair
 Alan Higbey, Treasurer
 Marian Adams, Secretary
 Jackie Harber, Membership Secretary (via Zoom)
 William Armitage
 Emma Rowe
 Emma van der Veen

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from Amandeep (Ama) Dhillon approved.		
2. Declaration of interests	<ul style="list-style-type: none"> ▪ Standing declarations from Alan and Marian as Treasurer and Secretary of Letchworth Educational Settlement, a partner organisation. ▪ Agreed it was no longer necessary to disclose the fact that Elaine's husband was a trustee of Citizens Advice North Hertfordshire and North Herts Centre for Voluntary Service. 		
3. Election of Officers	<p>Chair (conducted by Secretary) Elaine confirmed that she was willing to continue as Chair. Alan proposed and William seconded and she was unanimously elected.</p> <p><i>The Chair took over.</i></p> <p>Vice Chair George confirmed that he was willing to continue as Vice Chair. Marian proposed and Alan seconded and he was unanimously elected.</p> <p>Publicity Officer Still vacant.</p>		
4. Approval of minutes of previous meeting	Minutes of meeting on 22 September 2021 approved and signed by Elaine.		
5. Matters arising/outstanding actions not covered	<p>Item 16 Linked organisations</p> <ul style="list-style-type: none"> ▪ Noted that approval to Baldock Floral Society's application had been subject to them providing a 		

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under other agenda items	<p>discount to LALG Members.</p> <ul style="list-style-type: none"> ▪ There had been no response from them. ▪ Noted that some organisations might not be in a position to offer a discount. ▪ The Committee reconfirmed that approval to the Floral Society's application was subject to confirmation of a benefit to LALG members, which would be a discount if possible. ACTION: Jackie to follow up. 	Jackie	
6. Chair's Report	<p>Letchworth Culture Committee Heritage Foundation's application for funding for a festival co-ordinator had been unsuccessful.</p> <p>Baldock Community Fireworks</p> <ul style="list-style-type: none"> ▪ Very successful event, not only financially but also socially. ▪ £7k raised, split between St Mary's Infant and Junior Schools, Baldock Hardship Fund, Essex and Herts Air Ambulance and payment for 2022 fireworks. <p>Letchworth Christmas Lights Switch On Arrangements made and rota in place.</p> <p>Christmas Tree Festival, Free Church</p> <ul style="list-style-type: none"> ▪ Some help already arranged. ▪ Noted that could not pay for membership using card via David's. ▪ Discussed signing up new Members on the spot. Would accept cash if necessary. ACTION: Alan to investigate contactless card reader with Stripe. 	Alan	
7. Treasurer's Report	<ul style="list-style-type: none"> ▪ Report, previously circulated, noted. ▪ Bank balance increasing due to membership renewals. <p>Review of treatment of charges incurred when booking events online</p> <ul style="list-style-type: none"> ▪ Not many people going on trips at the moment. ▪ To be reviewed again in summer 2022 and consider whether booking fee should be introduced. ACTION: Marian: agenda item. <p>Review of budget for Members' meetings</p> <ul style="list-style-type: none"> ▪ Not known how much income arising from meetings as Alan did not get regular reports, but did not appear to be running at loss. ACTION: Alan to liaise with Social Team re regular financial reports. ▪ request information from Social Team. ▪ To be reviewed again in four months. ACTION: Marian: agenda item. <p>Renewal of membership to Making Music (MM)</p> <ul style="list-style-type: none"> ▪ Noted that used MM's subsidies for concerts during pandemic, and also accessed their resources on governance and related issues. ▪ Hoped that Letchworth Culture Festival might take opportunity to support young musicians through MM. 	Alan	

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	<p>noted.</p> <p>Format of Members' meetings</p> <ul style="list-style-type: none"> ▪ Noted that U3A's (most similar organisation to LALG) Members' meetings were much bigger and better attended. ▪ Could consider asking groups to run meetings so give them greater ownership. ▪ The Committee agreed to ask Social Team to discuss format and recommend some proposals for Committee's consideration. ▪ ACTION: Marian: agenda item for future strategy meeting. <p>Date of 2022 Volunteers' Evening Friday 15 July 2022.</p>	George	
14. Newsletter Team	Nothing to report.		
15. IT Group and website	<ul style="list-style-type: none"> ▪ Report for October, previously circulated, noted. ▪ Met on 23 November but report not yet available. 		
16. Linked organisations	<p>Membership of Linked Organisations Team Jackie to continue until replacement found.</p> <p>Approval of application from Letchworth Probus Club to become linked organisation After discussion the Committee did not approve the application on the grounds that the Club's membership criteria excluded many LALG Members.</p>		
17. Any other business	<p><i>As the Chair had to leave, the Vice Chair took over.</i></p> <p>December meeting Marian to discuss with Elaine whether required given that it would take place in three weeks' time.</p> <p>January and February meetings</p> <ul style="list-style-type: none"> ▪ Originally agreed that these meetings would be via Zoom but in person preferred. ▪ Marian to discuss with Elaine. <p>Post meeting note:</p> <ul style="list-style-type: none"> ▪ December meeting cancelled and replaced by informal get together. ▪ Meeting room arranged for January and February meetings with Zoom option as back up if weather bad. 		
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>Monday 13 December 2021 – CANCELLED (items scheduled for discussion at this meeting to be moved to January meeting)</p> <p>Monday 24 January 2022</p> <p>Tuesday 22 February 2022*</p> <p>Wednesday 23 March 2022</p> <p>Monday 25 April 2022*</p> <p>Tuesday 24 May 2022</p> <p>Wednesday 22 June 2022*</p> <p>Monday 25 July 2022</p>		

Item	Decisions and Actions	Who	By
	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 8.40pm.

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