



Minutes of Committee Meeting

Tuesday 25 May 2021 at 7.30pm

Due to the Coronavirus (COVID-19) restrictions this meeting was conducted via Zoom

Present:

Elaine Fox, Chair
 George Barnes, Vice Char
 Alan Higbey, Treasurer
 Marian Adams, Secretary
 Jackie Harber, Membership Secretary
 William Armitage
 Emma van der Veen

In attendance:

Velma Burton, former Diversity Officer

Christina and Glenn Butterworth and Velma Burton had all recently stood down as Committee members due to changes in their personal circumstances. However, Christina's resignation would not take effect until 29 June 2021.

Because of Christina, Glenn and Velma's involvement in many of LALG's initiatives it had been agreed that this meeting would just focus on what needed to be picked up from them, to help the Committee to plan how to continue their work.

The previously planned meeting would have been an operational one, and items due to be considered would be agenda items at the next meeting.

Thanks to Velma for attending the meeting. Glenn was unable to do so, and Christina apologised after the meeting for missing it.

Item	Decisions and Actions	Who	By
1. Approval of apologies	None.		
2. Declaration of interests	Standing declarations from: <ul style="list-style-type: none"> ▪ Alan and Marian as Treasurer and Secretary of Letchworth Educational Settlement, a partner and linked 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. 		

Item	Decisions and Actions	Who	By
3. Approval of minutes of previous meeting	Approval of minutes of meeting on 26 April 2021 deferred to meeting on 23 June 2021.		
4. Chair's Report	<p>Thank yous The Committee thanked Velma, Christina and Glenn for their work and contributions to the Committee and LALG.</p> <p>Purpose of meeting Noted that had achieved such a lot during the pandemic and it would be a shame if the momentum could not be kept going.</p>		
5. Position on Diversity Officer work	<ul style="list-style-type: none"> ▪ Velma had provided a report, details of which had been circulated. ▪ Links already made needed to be nurtured. ▪ North Herts South Asian Group and Black Voice Letchworth interested in becoming linked organisations. See update below. ▪ Also possible that someone from one of these groups would be interested in joining the Committee at some point. ▪ Additionally both groups could be approached to provide a speaker at a future Members' meeting, but agreed better to wait until after contact renewed. ▪ ACTION: Elaine to contact both groups to arrange to meet in person post 21 June. George to also attend meetings. <p>Update on review of linked organisations</p> <ul style="list-style-type: none"> ▪ George, Jackie, Velma and Sheila Hogan had reviewed existing criteria but had not yet reached any conclusions. ▪ No applications to be processed pending outcome of review. Position had been explained to three organisations interested in making an application. ▪ Also "audit" of existing linked organisations deferred until review completed. ▪ Revised criteria to be considered by the Committee at a future meeting. 		
6. Position on Publicity Officer work	<ul style="list-style-type: none"> ▪ Agreed needed to proactively look for another Publicity Officer. ▪ Needed to confirm position on: <ul style="list-style-type: none"> ▪ New leaflets. ▪ Letchworth Food & Drink Festival (25-27 June), Stand already paid for and Sheila Hogan trying to find volunteers for it. ▪ ACTION: Elaine to email Members re Publicity Officer position. Also to be included in July newsletter. <p>For information Christina had prepared the following documents, saved in the Committee meeting Dropbox folder:</p> <ul style="list-style-type: none"> ▪ LALG Publicity processes ▪ Publicity Handover document 		

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	There was also other documentation in the Operations Folder (section 8 Publicity), including notes of Publicity Team meetings which set out actions agreed.		
7. Position on COVE events	<ul style="list-style-type: none"> ▪ Glenn had provided a report, details of which had been circulated. ▪ Agreed needed someone to co-ordinate centrally organised (not group) events. ▪ Noted that groups being encouraged to use online booking system for their activities/events. Jackie considering a Zoom training session for group contacts. Alan needed to be informed if there was a charge for any activities/events. ▪ Elaine, Alan and Derek Blyth to continue to co-ordinate concert series in partnership with the Settlement. ▪ Needed to find speakers for monthly Monday morning Members' meetings. ▪ Needed to find out whether planned Summer Spectacular was a viable option, and if not, whether an alternative social event could be arranged. ▪ ACTIONS: <ul style="list-style-type: none"> ▪ George and William to resurrect Social Team to organise monthly Monday morning Members' meetings, Volunteers' Evening on 10 September and AGM. ▪ Elaine to discuss speakers for monthly Tuesday evening online Members' talks with Derek. ▪ Elaine to discuss Summer Spectacular with Derek and Ann Pegrum. ▪ Elaine to email Members re a COVE co-ordinator. Also to be included in July newsletter. 		
8. Any urgent business	None.		
9. Date of next meeting, venue and agenda items	<ul style="list-style-type: none"> ▪ Meeting date: 23 June. ▪ Assuming COVID-19 restrictions allowed, agreed to meet in person in Mrs Howard Hall (room previously booked). Note: Wi-Fi available in Hall so if any member preferred to attend virtually, hopefully it could be organised. ▪ Agreed should be an operational meeting to pick up items that would have been considered at this meeting. Additional agenda item would be to review actions agreed at this meeting and any other related issues. ▪ Review of newsletter to be deferred. No problem in continuing with current newsletter pro-tem. Elaine would consider how to get people on board with the proposed changes. 		
10. Future meeting dates	<p>Committee: All meetings start at 730pm. Meetings asterisked are strategy ones.</p> <p>Wednesday 23 June 2021 Monday 26 July 2021 Tuesday 24 August 2021*: LALG beyond COVID part 2/focus on newsletter or website Wednesday 22 September 2021 Tuesday 19 October 2021: AGM</p>		

Item	Decisions and Actions	Who	By
	Monday 25 October 2021 (provisional – to be reviewed nearer the time) Wednesday 24 November 2021 Monday 13 December 2021*		

The meeting closed at 8.27pm.

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 23 June 2021