



Minutes of Committee Meeting

Monday 26 April 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
 Christine Butterworth, Publicity Officer
 William Armitage
 Glenn Butterworth
 Emma van der Veen

In attendance:

None

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from Velma Burton approved.		
2. Declaration of interests	Standing declarations from: <ul style="list-style-type: none"> ▪ Alan, Marian and Christina as Treasurer, Secretary and Trustee 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. 		
3. Approval of minutes of previous meeting	<ul style="list-style-type: none"> ▪ Minutes of meeting on 23 March 2021 approved. ▪ Minutes signed by Elaine and emailed to Marian. 		
4. Matters arising/outstanding actions not covered under other agenda items	<p>Item 4: 2021 Volunteers' Evening</p> <p>Noted that Kincaid Hall not available on Tuesday 7 September so booked for Friday 10 September instead.</p> <p>There were no other matters arising/outstanding actions not covered under other agenda items.</p>		
5. Chair's Report	<p>Team building</p> <ul style="list-style-type: none"> ▪ Elaine had contacted Hertfordshire Community Foundation (HCF) but it had taken them a while to respond. ▪ However, she had submitted their application form last 		

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	<p>week and was now waiting to hear back from them.</p> <ul style="list-style-type: none"> ▪ She felt that their programme, aimed at charities, was probably a little excessive for LALG, but it did include some interesting modules which could form part of a tailored course, subject to the cost not being prohibitive and HCF being able to provide a trainer. 		
<p>6. Focus: LALG beyond COVID</p>	<ul style="list-style-type: none"> ▪ Discussion paper, prepared by Elaine previously circulated. ▪ Approach assumed that COVID restrictions would be lifted in line with government road map. However, if COVID restrictions were re-imposed at any time, whatever was decided would need to be reviewed. <p>1. Groups</p> <ul style="list-style-type: none"> ▪ In addition to previous discussions about groups at the Committee's meeting on 25 January 2021, agreed that should encourage groups to get together socially, including where appropriate, meeting up with similar groups. ▪ Group Support Team to discuss how to facilitate at its meeting on 7 May, which was before the final deadline for the June newsletter. ▪ ACTIONS: <ul style="list-style-type: none"> ▪ Elaine to provide article on LALG going forward for the June newsletter. She would include reference to groups meeting socially. ▪ In response to a request to find more group contacts, Elaine would also include a plea for volunteers both in newsletter article and in her Chair's email. ▪ If there were any other ideas in addition to those covered under this item, please let Elaine know and she would include in newsletter article. <p>Issue of non Members</p> <ul style="list-style-type: none"> ▪ Jackie reported that she was looking at registering Members on the website so they did not have to do so themselves. ▪ As a start she had been looking at group contacts and had discovered that there were a few who did not appear to be Members. ▪ Similarly, she had been asked by a group contact to check the details of a group member whose email had bounced. On investigation it appeared the group member was not a LALG Member. ▪ The Committee agreed that it was acceptable for someone to have a taster of an activity for one or two sessions, but if, after that, they wanted to continue they should become a Member. ▪ Group contacts were encouraged to check membership cards, and reminded periodically to do so, but it was difficult to ensure this happened. ▪ Noted that greater use of the membership system to book Member only events and some activities would 	<p>Elaine</p>	<p>5 May</p>

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	<p>on concert series with the Settlement so far, although the last one had been the least successful.</p> <ul style="list-style-type: none"> ▪ Those planned for next three months should be more successful as hopefully could be a live audience in Kincaid Hall, as well as via Zoom. Those attending in person could also order an alcoholic drink when booking. Noted that the arrangements were in line with government guidance for performing arts and the Settlement had carried out all necessary risk assessments. ▪ Programme to be reviewed at June Committee meeting and way forward, including collaboration with other local music organisations, considered. Action: Marian: agenda item. <p>5. Trips</p> <ul style="list-style-type: none"> ▪ Meeting, attended by Elaine, Glenn, William, Malcolm King and the trip organisers from the Monday to Friday Group, had taken place to discuss restarting trips. ▪ Proposed to try to run three test trips in August to gauge interest: <ul style="list-style-type: none"> ▪ Coach trip to Kew – Malcolm King ▪ Coach trip to Holkam Hall - Monday to Friday Group ▪ A trip to London by train – London Places, perhaps with a tour led by Alan and Charlotte Drake ▪ Hoped that organisers of trips would use membership system for booking. As noted in (1) above, booking could then be restricted to LALG Members, or they could have a priority window over non members. However, it was noted that the Monday to Friday Group had a long established booking system which they would probably want to continue using. ▪ The Committee agreed that no organiser should be out of pocket should a test trip not go ahead. It therefore agreed in principle that LALG would cover any costs that would not be refunded. Each request would be the subject of specific approval by the Committee, and should be supported by documentation to show the costs involved. <p>6. Quizzes</p> <ul style="list-style-type: none"> ▪ Noted that there were enough organisers for online quizzes to continue for another year after a break for the summer. ▪ However, agreed that should hold one in person quiz a year as not only a social event but also raised additional funds. <p>7. Diversity Approach noted with addition of increasing age range of Members.</p> <p>8. Festivals and the like</p> <ul style="list-style-type: none"> ▪ Noted Letchworth Festival would probably not take 	Marian	

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	<p>place in 2021, but Hitchin Festival was being planned.</p> <ul style="list-style-type: none"> ▪ Agreed to attend any that happened in order to raise LALG's profile and attract new Members. <p>9. Collaboration</p> <ul style="list-style-type: none"> ▪ Approach noted. ▪ Link to LALG from Settlement's website needed to be re-instated. <p>10. An Arts and Leisure hub</p> <ul style="list-style-type: none"> ▪ Agreed should be more pro-active in bringing the activities of other organisations that might be of interest to LALG Members to their attention. ▪ Social sharing guidelines now drawn up for external parties. Noted that a third party event would not be promoted if it clashed with an LALG one, and vice versa. ▪ Also noted that needed to review data protection documentation to check permissions from Members (item 7 refers). <p>ACTION: In addition to specific actions re her article for June newsletter noted under (1) and (2), Elaine to also include details of other plans.</p>	Elaine	5 May
7. Any other business	<p>Planning for review of policies</p> <ul style="list-style-type: none"> ▪ In future, planning for review of policies would be an agenda item two months before date of review to allow sufficient time for those tasked with the work to undertake it. ▪ ACTION: Marian. <p>Planning for review of Risk Management policy and risk register (for May meeting)</p> <ul style="list-style-type: none"> ▪ Agreed Officers to review. ▪ Marian to co-ordinate. <p>Planning for review of Data Protection policy and associated documentation (for May meeting, brought forward from July meeting)</p> <ul style="list-style-type: none"> ▪ Agreed Elaine, Jackie and Marian to review. ▪ Marian to co-ordinate. <p>Planning for review of Membership policy (for May meeting)</p> <ul style="list-style-type: none"> ▪ Agreed Jackie and Marian to review. ▪ Marian to co-ordinate. <p>General re policy reviews Any comments from other Committee members to be given to Marian.</p> <p>Review of meeting frequency</p> <ul style="list-style-type: none"> ▪ Agreed to continue with alternate strategy and operational meetings. ▪ To be reviewed again at meeting following AGM. 	Marian Officers Elaine/ Jackie/ Marian Jackie/ Marian	 23 May 23 May 23 May

