



**Minutes of Committee Meeting**

**Monday 26 July 2021 at 7.30pm**

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

**Present:**

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

**In attendance:**

None

Item	Decisions and Actions	Who	By
<b>1. Approval of apologies</b>	Apologies from William Armitage approved. Apologies also received from Andy Stroomer, member of Newsletter Team, noted.		
<b>2. Declaration of interests</b>	Standing declarations from: <ul style="list-style-type: none"> <li>▪ Alan and Marian as Treasurer and Secretary of Letchworth Educational Settlement, a partner organisation.</li> <li>▪ Elaine whose husband was a trustee of Citizens Advice North Hertfordshire and North Herts Centre for Voluntary Service, organisations with which LALG had interacted.</li> </ul>		
<b>3. Approval of minutes of previous meeting</b>	<ul style="list-style-type: none"> <li>▪ Minutes of meeting on 23 June 2021 approved subject to replacing the originally drafted minute for item 16 Admin of Events page of website and access points to online booking form for events with "After discussion agreed that the Publicity Team, Website Editors and Website Technical Team would meet to discuss. <b>ACTION: Elaine.</b>"</li> <li>▪ Amended minutes signed by Elaine.</li> </ul>		
<b>4. Matters arising/outstanding actions not covered under other agenda items</b>	None.		

Item	Decisions and Actions	Who	By
5. Chair's Report	<p><b>New Committee members</b></p> <ul style="list-style-type: none"> <li>▪ Elaine had met with Amandeep Dhillon, UK Asian Film Festival &amp; Projects Manager, who was committed to widening community links. She was interested in joining the Committee and might take on role of Diversity Officer. She would attend the Committee's next meeting.</li> <li>▪ Amandeep had put Elaine in touch with Emma Rowe, chair of a local school Parents' Association, who also might be interested in joining the Committee and take on role of Events Co-Ordinator. She too would attend the Committee's next meeting.</li> </ul> <p><b>Committee training</b> Reported under item 16.</p> <p><b>Life membership for Malcolm King</b></p> <ul style="list-style-type: none"> <li>▪ Agreed to give Malcolm life membership to recognise his contribution to LALG.</li> <li>▪ To be formally presented at 2021 AGM.</li> <li>▪ <b>ACTION: Elaine to contact Malcolm.</b></li> </ul>	Elaine	
6. Treasurer's Report	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Still in healthy financial position despite delay in renewals due to extension of membership.</li> </ul> <p><b>Budget for restarting Members' meetings</b></p> <ul style="list-style-type: none"> <li>▪ Members' meetings restarting in person from September 2021.</li> <li>▪ Potential attendance unknown so costs might not be covered by entrance fees.</li> <li>▪ <b>The Committee therefore approved a budget of £300 to cover any shortfall of income over expenditure for meetings for the rest of 2021. ACTION: Alan to inform Social Team.</b></li> <li>▪ Position to be reviewed at Committee's November meeting. <b>ACTION: Marian: agenda item.</b></li> </ul> <p><b>Entrance fees for Members' meetings</b></p> <ul style="list-style-type: none"> <li>▪ <b>The Committee approved an increase to £3 for Members and £5 for non-Members with effect from September 2021.</b></li> <li>▪ The increased differential might encourage non-Member attendees to join LALG and also demonstrated the value of membership.</li> <li>▪ <b>ACTION: Alan to inform Social Team.</b></li> </ul>	Alan Marian	ASAP
7. Membership Secretary's Report	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ From last month stats now reported on previous month rather than at a date in the month of meeting.</li> <li>▪ Payment by cash still an issue. <b>ACTION: Jackie to confirm reversion to pre-COVID arrangements for collection of renewals via David's Bookshop.</b></li> <li>▪ Jackie collecting small supply of newsletters from Prontaprint to include with membership card for new Members.</li> </ul>	Jackie	

Item	Decisions and Actions	Who	By
8. Diversity Officer's Report	None pending appointment of new Diversity Officer.		
9. Governance	<p><b>Approval of updated Data Protection documentation</b></p> <ul style="list-style-type: none"> <li>▪ Reviewed and updated documentation previously circulated.</li> <li>▪ <b>The Committee approved the updated Data Protection policy and Privacy Statement</b> (the latter replacing the existing Privacy Statement and Notice).</li> </ul> <p><b>Approval of updated Membership policy</b></p> <ul style="list-style-type: none"> <li>▪ Reviewed and updated policy previously circulated.</li> <li>▪ <b>The Committee approved the updated policy.</b></li> </ul> <p><b>Approval of updated Records Management policy</b></p> <ul style="list-style-type: none"> <li>▪ Reviewed and updated policy previously circulated.</li> <li>▪ <b>The Committee approved the updated policy subject to the re-ordered wording of second sentence of scope to “The scope of this policy reflects any requirements set out in LALG’s Constitution and any legal or regulatory requirements that are generally in force, for example those relating to data protection.”</b></li> </ul> <p><b>Approval of updated Safeguarding documentation</b></p> <ul style="list-style-type: none"> <li>▪ Reviewed and updated documentation previously circulated.</li> <li>▪ Confirmed that Steve Green, as Named Safeguarding Person, had been involved in review. Also noted that he had not had any issues to deal with in the last year.</li> <li>▪ <b>The Committee approved the updated Safeguarding policy, statement and procedures and guidelines.</b></li> </ul> <p><b>Planning for review of Equality policy</b></p> <ul style="list-style-type: none"> <li>▪ Scheduled for review at Committee’s September meeting but agreed to defer until January 2022 as would be helpful to have involvement of new Diversity Officer.</li> <li>▪ <b>ACTION: Marian: agenda item.</b></li> </ul> <p><b>Confirmation of review process for policies and other governance documentation</b></p> <ul style="list-style-type: none"> <li>▪ Process previously circulated.</li> <li>▪ <b>The Committee approved the process subject to rewording of bullet 7 to make clear other parties could be consulted.</b> Amended wording to be agreed by email. <b>ACTION: Marian.</b></li> <li>▪ <b>Post meeting note:</b> amended wording agreed: “The Committee can delegate a review to one of its teams (e.g. the IT Group), invite other LALG Members to participate in the a review and consult with any other interested parties as it deems appropriate, but the Committee retains the responsibility for approving any update(s).”</li> </ul>	Marian	

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	<p><b>Data Protection Officer's annual report</b> Report, previously circulated, noted.</p> <p><b>Approval of updated terms of reference</b></p> <ul style="list-style-type: none"> <li>▪ Updated terms of reference for IT Group, Web Editors Team and Website Technical Team still being reviewed and would be an agenda items for the Committee's next meeting. <b>ACTION: Marian: agenda item.</b></li> <li>▪ <b>Representative for Discount Suppliers:</b> <ul style="list-style-type: none"> <li>▪ Reviewed and updated terms of reference previously circulated.</li> <li>▪ <b>The Committee approved the updated terms of reference.</b></li> </ul> </li> <li>▪ <b>Named Safeguarding Person:</b> <ul style="list-style-type: none"> <li>▪ Reviewed and updated terms of reference previously circulated.</li> <li>▪ <b>The Committee approved the updated terms of reference.</b></li> </ul> </li> </ul> <p><b>AGM 2021 planning</b></p> <ul style="list-style-type: none"> <li>▪ Note previously circulated.</li> <li>▪ Agreed that the presentation about LALG recently given to local Rotary Club by Elaine and William was too long for AGM, but would be ideal for Members' meeting or monthly online Members' talk.</li> <li>▪ Independent examination of accounts for year ending 31 July 2021 in hand.</li> <li>▪ The Committee agreed: <ul style="list-style-type: none"> <li>▪ Proposed agenda</li> <li>▪ No entertainment but to provide opportunity for Members to meet socially after AGM.</li> <li>▪ In person meeting but to review if COVID position changed.</li> </ul> </li> <li>▪ <b>ACTIONS:</b> <ul style="list-style-type: none"> <li>▪ <b>Alan to check position with the Settlement on provision of alcohol for AGM and Volunteers' Evening.</b></li> <li>▪ <b>Marian to liaise with Officers re reports nearer date of AGM.</b></li> </ul> </li> </ul> <p><b>Invitees for Volunteers' Evening</b></p> <ul style="list-style-type: none"> <li>▪ List previously circulated. Noted included input from William.</li> <li>▪ List agreed.</li> <li>▪ Invitations to be sent out ASAP in August.</li> <li>▪ After discussion agreed that it would be easier to send invitations by email unless we do not have an email address for the invitee, in which case a paper invitation would be sent (hand delivered or by post).</li> <li>▪ Also agreed that if invitation included a salutation, should use "Dear Volunteer".</li> <li>▪ <b>ACTIONS:</b> <ul style="list-style-type: none"> <li>▪ <b>Marian to liaise with Social Team re wording of invitations.</b></li> <li>▪ <b>Marian to send out invitations, checking with</b></li> </ul> </li> </ul>	<p>Marian</p> <p>Alan</p> <p>Marian</p> <p>Marian</p> <p>Marian/ Marian</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

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	<p><b>Jackie beforehand that list of generic email addresses for group contacts up to date.</b></p> <ul style="list-style-type: none"> <li>▪ <b>Jackie to provide postal addresses for group contacts without email.</b></li> </ul>	Jackie Jackie									
<b>10. Group Support Team</b>	Report, previously circulated, noted.										
<b>11. Publicity Team</b>	Report, previously circulated, noted.										
<b>12. Events/Social Team</b>	<p>Report, previously circulated, noted.</p> <p><b>Volunteers' Evening</b></p> <ul style="list-style-type: none"> <li>▪ Part item 10 refers.</li> <li>▪ Elaine to do thank you speech.</li> <li>▪ <b>ACTION: Marian to liaise with Social Team re arrangements.</b></li> <li>▪ Committee attendance/help to be confirmed at next meeting. <b>ACTION: Marian: agenda item.</b></li> </ul> <p><b>AGM</b></p> <p><b>ACTION: Marian to liaise with Social Team re arrangements.</b></p>	Marian Marian Marian	ASAP								
<b>13. Newsletter Team</b>	Nothing to report.										
<b>14. IT Group and website</b>	Nothing to report as next meeting 27 July.										
<b>15. Linked organisations</b>	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Proposal to include linked organisations in newsletter in same listing format as discount suppliers, with option for them to pay for additional advertising space.</li> <li>▪ Likely that existing criteria would not change greatly.</li> <li>▪ In discussion noted that one of benefits of linked organisations was that they provided additional, not replicated, offer to LALG Members.</li> <li>▪ Could have a regular feature on a linked organisation in newsletter.</li> <li>▪ Did not preclude providing one off information about activities/events of other (not linked) organisations if of interest to Members.</li> <li>▪ <b>The Committee approved the following:</b> <ul style="list-style-type: none"> <li>▪ <b>David's Bookshop and the Settlement to be treated as partners and not linked organisations given relationship with LALG.</b></li> <li>▪ <b>Listing format for linked organisations.</b></li> <li>▪ <b>Listings for both discount suppliers and linked organisations to appear in every newsletter, space permitting.</b></li> <li>▪ <b>Non-commercial advertising rates:</b> <table data-bbox="571 1711 900 1845" style="margin-left: 20px;"> <tr> <td>Full page (A5) *</td> <td>£55</td> </tr> <tr> <td>Half page (A6)*</td> <td>£30</td> </tr> <tr> <td>Quarter page (A7)</td> <td>£15</td> </tr> <tr> <td>Eighth page (A8)</td> <td>£10</td> </tr> </table> <p style="margin-left: 20px;">*Already approved by Committee at meeting on 23 March 2021</p> </li> </ul> </li> </ul> <p>Special rates could be negotiated if reciprocal arrangements or other consideration.</p>	Full page (A5) *	£55	Half page (A6)*	£30	Quarter page (A7)	£15	Eighth page (A8)	£10		
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	<ul style="list-style-type: none"> <li>Hoped to bring further report to Committee's next meeting. <b>ACTION: Marian: agenda item.</b></li> </ul>	Marian	
<b>16. Any other business</b>	<p><b>Focus for Committee's next meeting</b> Managing renewal process. <b>ACTION: Marian: agenda item.</b></p> <p><b>Open Water Swimming</b></p> <ul style="list-style-type: none"> <li>Request to form an open water swimming group following discussion by Group Support Team and attendance at an (non-LALG) induction session by interested Members.</li> <li><b>The Committee approved formation of this group subject to confirmation that covered by insurance.</b></li> <li><b>ACTION: Marian to check position with insurers.</b></li> </ul> <p><b>Letchworth Culture Committee</b> Planning month long festival in June 2022. Hoped that LALG would participate.</p> <p><b>Committee training</b></p> <ul style="list-style-type: none"> <li>Elaine had approached Directory of Social Change (DSC).</li> <li>DSC had suggested a programme around team building and communication with following outcomes: <ul style="list-style-type: none"> <li>What makes Committee members tick.</li> <li>Identification of personal communication style preferences.</li> <li>Ways to adapt/adjust communication styles to get most from working relationships.</li> <li>Effectiveness of Committee and areas for development.</li> </ul> </li> <li>Would be some pre-course preparation.</li> <li>Cost £500 online, £600 plus expenses in person.</li> <li>Following discussion when differing views on need for training expressed, agreed to defer decision until after AGM when position would be reviewed. <b>ACTION: Marian: agenda item.</b></li> </ul> <p><b>Thank you</b> Elaine again thanked everyone involved in LALG's organisation for their hard work during the pandemic.</p>	<p>Marian</p> <p>Marian</p> <p>Marian</p>	<p>ASAP</p>
<b>17. Future meeting dates</b>	<p><b>Committee: All meetings start at 730pm. Meetings asterisked are strategy ones.</b></p> <p>Tuesday 24 August 2021* - focus on managing renewal process</p> <p>Wednesday 22 September 2021</p> <p>Tuesday 19 October 2021- AGM</p> <p>Monday 25 October 2021 (provisional – to be reviewed nearer the time)</p> <p>Wednesday 24 November 2021</p> <p>Monday 13 December 2021*</p> <p>2022 meetings – list of confirmed dates circulated.</p>		

The meeting closed at 9.20pm.

**These minutes were approved by the Committee, and signed by the Chair, at  
its meeting on 24 August 2021**