



Minutes of Committee Meeting

Wednesday 23 November 2022 at 7.30pm

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

Present:

Elaine Fox, Chair

Alan Higbey, Treasurer

Tessa Palfreyman, Secretary

Jackie Harber, Membership Secretary

Amy Wilson (to item 12)

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from William, Amandeep (Ama) Dhillon and Emma Rowe approved.		
2. Declaration of interests	Standing declaration from Alan as Treasurer of Letchworth Educational Settlement, a partner organisation.		
3. Election of Officers	<p>Chair (conducted by Treasurer) Elaine confirmed that she was willing to continue as Chair. Tessa proposed and Alan seconded and she was unanimously elected.</p> <p><i>The Chair took over.</i></p> <p>Vice Chair and Treasurer Alan volunteered to stand temporarily as Vice Chair in combination with his role as Treasurer. Alan was proposed for both roles by Elaine and seconded by Jackie.</p> <p>Secretary Jackie proposed Tessa as Secretary and Alan seconded.</p> <p>Membership Secretary Elaine proposed Jackie as Membership Secretary and Tessa seconded.</p> <p>Publicity Officer Amy volunteered to consider the role of Publicity Officer. Elaine invited her to attend meetings of the publicity team in order to understand the scope of the role.</p>	Elaine/ Amy	
4. Approval of minutes of previous meeting	Minutes of meeting on 21 September 2022 approved and signed by Elaine.		
5. Matters	<ul style="list-style-type: none"> ACTION: Periodic reminder re data protection 	Elaine	

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arising/outstanding actions not covered under other agenda items	<p>required for group contacts.</p> <ul style="list-style-type: none"> ACTION: Information for new group contacts required. ACTION: Explore publication of winning stories from writing competition on website. ACTION: Purchase of second card reader is 80% achieved. ACTION: Jackie has taken over the action on creating a restricted document for passwords from Marian. ACTION: Jackie to liaise with Tessa re research into cloud-based storage options as an alternative to Dropbox. 	<p>Elaine</p> <p>Elaine</p> <p>Alan</p> <p>Jackie</p> <p>Jackie/ Tessa</p>	
6. Chair's Report	<p>Review of Membership Fees Current printing and postage costs per newsletter amount to £1.50 resulting in an annual cost of £16.50 for 11 newsletters. Agreed to increase charge for receipt of printed newsletters from £4 to £10 resulting in a total membership cost of £20 for members who opt for a paper newsletter. Agreed to enact fee increase from 1 January 2023. No change to digital only membership fee. ACTIONS: Jackie will notify January and subsequent renewals in renewal correspondence. Elaine will inform general membership via Chair's email and note in February newsletter.</p> <p>Update on 35th Anniversary Exhibition at Broadway Gallery</p> <ul style="list-style-type: none"> ACTION: Elaine to check image hanging requirements with gallery. ACTION: Elaine to check printing options with The Settlement and North Herts College Print Room. ACTION: Elaine to work to agreed £500 budget for all expenses for exhibition and related events on 10 and 17 December. ACTION: Elaine to organise purchase of refreshments following liaison with Events/Social Team. <p>Committee Social Event on 12 December</p> <ul style="list-style-type: none"> To take place in bar area of Broadway Hotel at 7.30pm. 	<p>Jackie</p> <p>Elaine</p> <p>Elaine</p> <p>Elaine</p> <p>Elaine</p>	ASAP
7. Treasurer's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. 		
8. Membership Secretary's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. Trend continues towards more households opting not to receive a printed newsletter. In October we had a total of 1573 households, including 25 new households, 76 household renewals and 3 households re-joined. 10 households were overdue. The memberships have now been spread throughout the year with the majority falling between January and July. 		
9. Governance	<p>Review of Risk Register</p> <ul style="list-style-type: none"> Elaine explained content and background for new committee members. 		

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	<p>Review of Reserves Policy</p> <ul style="list-style-type: none"> Discussed figures. ACTION: Alan to provide further figures and recommendation for amendments to Reserves Policy for discussion at January meeting. <p>Annual review of Schedule of Financial Delegation</p> <ul style="list-style-type: none"> Current version previously circulated. No changes proposed. Review in one year's time. ACTION: Tessa: agenda item. <p>Reminder re review of Publicity Policy</p> <ul style="list-style-type: none"> ACTION: Elaine and Amy to review policy for discussion at next committee meeting. ACTION: Tessa: agenda item. <p>Review of membership to Making Music (MM)</p> <ul style="list-style-type: none"> Agreed to let membership lapse as no longer required. <p>Review of meeting frequency</p> <ul style="list-style-type: none"> Continue to meet monthly but keep frequency under review. <p>Circulation of Committee agenda and minutes</p> <ul style="list-style-type: none"> Agreed to extend circulation to LALG's Group Support, Publicity, Events/Social and IT teams. ACTION: Tessa to include on circulation lists. <p>Focus for January meeting</p> <ul style="list-style-type: none"> No particular focus identified. 	<p>Alan</p> <p>Tessa</p> <p>Elaine/ Amy Tessa</p> <p>Tessa</p>	<p>9 Jan</p> <p>9 Jan</p>
10. Group Support Team	<ul style="list-style-type: none"> Reports for October and November, previously circulated, noted. <p>Members' Survey</p> <ul style="list-style-type: none"> Elaine and Ama have previously met to discuss the survey which will be included in the agenda for February's meeting. ACTION: Tessa: agenda item. The proposal to be discussed at the February meeting should include its technical underpinning (eg Survey Monkey). Group Support Team keen to recruit more volunteers but timing of the survey will not meet this urgent need. 	Tessa	
11. Publicity Team	<ul style="list-style-type: none"> Report, previously circulated, noted. 		
12. Events/Social Team	<ul style="list-style-type: none"> Report, previously circulated, noted. <p>Date for 2023 Volunteers' Evening</p> <ul style="list-style-type: none"> ACTION: Elaine to ask team if they would consider a date around the end of March. 	Elaine	
13. Newsletter Team	<ul style="list-style-type: none"> Elaine concerned and keen to improve communication between the relevant teams around the group life cycle in order to understand the processes and try to reduce overheads. ACTION: Elaine to contact relevant parties and set up a meeting. 	Elaine	
14. IT Group and website	<ul style="list-style-type: none"> Report, previously circulated, noted. 		

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15. Linked organisations	Membership of Linked Organisations Approval of applications from the Arts Society North Herts and Silver Singers <ul style="list-style-type: none"> After discussion, both groups were approved. ACTION: Jackie to complete process. 	Jackie	
16. Any other business	<ul style="list-style-type: none"> Jackie reported that if any committee member would like a bespoke 'out of office' email (with their own text) to be sent in reply to emailers when they are away she can arrange this. 		
17. Future Committee meeting dates	All meetings start at 7.30pm and take place at Mrs Howard Memorial Hall unless otherwise indicated. * Meetings asterisked are strategy ones. Monday 12 December 2022: SOCIAL ONLY, no meeting Monday 9 January 2023* (note: combined operational and strategy) Tuesday 21 February 2023* Wednesday 22 March 2023 Monday 24 April 2023* Tuesday 23 May 2023 Wednesday 21 June 2023* Monday 24 July 2023 Tuesday 22 August 2023* Wednesday 20 September 2023 Tuesday 17 October 2023: AGM at The Settlement, Kincaid Hall Wednesday 22 November 2023		

The meeting closed at 9.40pm.

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 9 January 2023.