



Minutes of Committee Meeting

Tuesday 23 May 2023 at 7.30pm

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

Present:

Committee

Elaine Fox, Chair via Zoom
 Jackie Harber, Membership Secretary
 Tessa Palfreyman, Secretary
 Amandeep Dhillon, Diversity Officer
 William Armitage
 Amy Wilson
 Jan Gates
 Mike Tzimas

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from Alan Higbey, Kim Baker and Joanne Jarvis and approved.		
2. Declaration of interests	None to declare		
3. Approval of minutes of previous meeting	Minutes of meeting on 24 April approved and signed by Jackie, as Chair of the meeting.		
4. Matters arising/ outstanding actions not covered under other agenda items	<p>A number of actions from the summary table have been completed. See revised summary table of actions on page 4 of these minutes for outstanding actions.</p> <p>The committee formally approved the co-option of Jan Gates and Mike Tzimas onto the committee and welcomed them.</p>	All to review	ASAP
5. Chair's Report	<p>Elaine recorded her thanks to everyone who helped on the LALG stall at the recent event at Stotfold Mill. William is preparing an article on LALG for Stotfold News as a result. Elaine put forward the proposal to purchase a heavy-duty gazebo and outdoor table for LALG's use at future events. Alan has set a budget of £300; the meeting approved the purchase.</p> <p>Elaine reported that the Group Contact for trips has made contact with other local groups with a view to cross-advertising our coach trips with them in an effort to fill the coaches and reduce losses. The meeting approved the idea.</p>		

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	<p>Elaine reported that Mike Tzimas has agreed to take over the role of Data Protection Officer from her. Claire Briginshaw has agreed to look after the discount suppliers and Lorraine Gregory will be assisting William with distribution.</p> <p>LALG has various walks organised during the Letchworth Festival. Helpers are required for the Sing for Ukraine event on 21 June and our stall on 10 June.</p> <ul style="list-style-type: none"> ACTION: Elaine to purchase gazebo and table. ACTION: Jackie to link Mike's email to LALG email address for DPO & Jan's and Mike's to committee. ACTION: Tessa to advise newsletter re Mike's details. 	<p>Elaine Jackie Tessa</p>	<p> June ASAP ASAP</p>
6. Treasurer's Report	No report supplied.		
7. Membership Secretary's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. <p>The majority of renewals pay by credit card. Very few cheques are now received. Jackie has contacted Stripe to set up Mail Order/Telephone Order (MOTO) payment protocols.</p> <p>MT noted that the payment link sent in the renewal email still requires the completion of several steps and enquired as to whether the process could be simplified.</p> <ul style="list-style-type: none"> ACTION: Jackie to feedback Mike's comments to WebTech team. ACTION: Jackie to consider adding a note to renewal letter explaining renewal not immediate when payment made by cheque or BACS. <p>Jackie reported that the membership survey has generated only 38 replied to date.</p> <ul style="list-style-type: none"> ACTION: Tessa to draft email with link to survey and send to everyone including opt-outs. 	<p> Jackie Jackie Tessa</p>	<p> ASAP ASAP June</p>
8. Governance	<p>Review of IT Policy</p> <p>Following review by relevant parties no changes were proposed to the policy which was accepted by the committee.</p> <ul style="list-style-type: none"> ACTION: Tessa to update review date on policy and archive. Next review date May 2026. <p>Review of Equality, Diversity and Inclusion Policy</p> <p>The meeting accepted Jackie's proposal to amend the wording of the point covering extension of membership to cover a care accompanying a member to a LALG event Discussion of the point regarding the encouragement of third parties to respect the policy led to the meeting accepting "We will share this policy with our discount suppliers, partners and linked organisations."</p> <ul style="list-style-type: none"> ACTION: Tessa to revise policy and archive. Next review due May 2024. <p>Review of Risk Register</p> <p>Following review by postholders the minor amendments to the Risk Register were approved by the committee.</p> <p>Review planning for Safeguarding Policy review in July</p> <ul style="list-style-type: none"> ACTION: Elaine to review this policy in liaison with Steve Green. 	<p> Tessa Tessa Elaine</p>	<p> ASAP ASAP July</p>

Item	Decisions and Actions	Who	By
	Review planning for Data Protection Policy in July ▪ ACTION: Elaine and Mike to review. Review of proposed changes to Events/Social Team Terms of Reference The meeting approved the team's proposed changes with the omission of the word 'reasonable' in the point concerning profit from member meetings. ▪ ACTION: Tessa to amend and inform Social Team. Proposal to create new role of Volunteers Officer Tessa explained the proposal and shared a draft outline job description. The committee approved the idea. Elaine suggested expanding recruitment of the role to non-members who may have valuable experience. ▪ ACTION: Tessa to develop job description and send to committee for comment. ▪ ACTION: Elaine and Tessa to collaborate on a piece for the newsletter.	Elaine/ Mike Tessa Tessa Elaine/ Tessa	July ASAP June June
9. Group Support Team	▪ Report for April, previously circulated, noted. William reported that the GST is delighted to welcome David and Porsche onto the team but would still welcome new members.		
10. Publicity Team	▪ Reports for April and May, previously circulated, noted. Elaine noted that she is gradually handing over the role to Amy.		
11. Events/Social Team	▪ Report for May, previously circulated, noted. The committee recorded their thanks to the Social Team for their valuable contribution to LALG funds from the profits of the recent quiz.		
12. Newsletter Team	Elaine reported that the draft revised newsletter produced by Nick using different software looks smart and effective. Mock-ups of extracts will now be shared with newsletter editors for feedback.		
13. IT Group and website	▪ Report for May, previously circulated, noted. Jackie reported that the WebTech team is losing two members: Graham Wood, who has already moved to Devon and possibly Tony Maynard-Smith. Both have made huge contributions to the development of the LALG website over the years and will be much missed.		
14. Linked organisations	No applications received.		
15. Dates for future committee meetings	The dates had been previously circulated and were accepted. Tessa has booked Mrs Howard Hall for the meetings. ▪ ACTION: Tessa to book Kincaid Hall for the AGM and add meeting dates to website.	Tessa	June
16. Any Other Business	i) Volunteers' event on 22 June: Jackie and Aman have tickets to attend. ii) Elaine noted we need a focus for next month's strategy meeting. William is keen to make the meetings more people-focused and less admin-heavy. Jackie offered to run a session on the website and associated functions for the new committee members. ▪ ACTION: Jackie to prepare material for next meeting.	Jackie	June
17. Future Committee	All meetings start at 7.30pm and take place at Mrs		

Item	Decisions and Actions	Who	By
meeting dates	Howard Memorial Hall unless otherwise indicated. * Meetings asterisked are strategy ones. 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 9.25pm

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 21 June 2023