



## Minutes of Committee Meeting

**Wednesday 20 September 2023 at 7.30pm**

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

### Present:

#### Committee

Elaine Fox, Chair

Alan Higbey, retiring Treasurer

Hetty Smith, incoming Treasurer

Jackie Harber, Membership Secretary

Tessa Palfreyman, Secretary

Amandeep Dhillon, Diversity Officer

William Armitage

Kim Baker

Fiona Lennox

Amy Wilson

Sharon Jones - guest

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from Jan Gates and approved. Sharon was welcomed to the meeting and introductions made. Mike sent apologies after the event following a mix-up over diary dates.		
2. Declaration of interests	Standing declaration from Alan as Treasurer of Letchworth Educational Settlement, a partner organisation.		
3. Approval of minutes of previous meeting	Minutes of meeting on 22 August approved and signed by Elaine.		
4. Matters arising/ outstanding actions not covered under other agenda items	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.	All to review	ASAP
5. Chair's Report	Elaine expressed warm thanks to past and present members of the LALG committee for their hard work and support during her tenure as Chair.  Fairfield Apple Day was an enjoyable event and well attended. Several people were interested in LALG and Sharon had come forward as a possible volunteer.		
6. Treasurer's Report	<ul style="list-style-type: none"> <li>Report previously circulated and contents noted. Hetty expressed gratitude for Alan's induction training for the Treasurer role and his ongoing support.</li> </ul> <p>Alan is rationalising the signatories to the account with Redwood Bank. They are Hetty, Jackie and Tessa.</p>		

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	<p>Elaine reported on progress with budget setting for the teams. The Group Support Team has proposed £200 for the year as last year. The Publicity team has suggested £100 to cover stall costs for events. The team will be reviewing publicity materials and strategy and when that is complete will be able to submit a revised figure. The IT team would prefer for standing costs (such as Zoom licence, web hosting etc) to remain with the Treasurer, this was agreed by the committee. The committee suggested a figure of £2000 to cover other IT team expenditure for the year. The Social team manage their funds in a different way, seeking to raise funds throughout the year to cover their costs and make donations to main LALG funds periodically.</p> <ul style="list-style-type: none"> <li><b>ACTION: Jackie to take the budget proposal to the IT team for their consideration.</b></li> <li><b>ACTION: Hetty to work these figures into the accounts spreadsheets.</b></li> </ul>	<p>Jackie</p> <p>Hetty</p>	<p>Oct</p> <p>ASAP</p>
<b>7. Membership Secretary's Report</b>	<ul style="list-style-type: none"> <li>Report, previously circulated, noted.</li> </ul> <p>Jackie reported that in July 2022 membership figures stood at 1543 households and 2380 individuals. Figures for July 2023 are 1560 households and 2479 individuals.</p> <p>There then followed a discussion of the Membership Survey which closed in July. Only around 50 responses have been received. Jackie has extracted the data and put it in a spreadsheet in the LALG Operations Folder in Dropbox.</p> <ul style="list-style-type: none"> <li><b>ACTION: Elaine to add a note of the results to her AGM report.</b></li> <li><b>ACTION: Elaine and Aman to look at survey results.</b></li> </ul> <p>Aman suggested distributing hard copies of the Equality, Diversion and Inclusion (EDI) survey to attendees at the AGM as only around 7 responses have been received. Fiona noted that data should not be shared with third party organisations when such a small sample could lead to identification of respondents.</p> <ul style="list-style-type: none"> <li><b>ACTION: Aman to arrange for copies of EDI survey to be available at AGM</b></li> <li><b>ACTION: Aman and Elaine to discuss promoting EDI survey via Group Contacts. .</b></li> </ul>	<p>Elaine</p> <p>Elaine/ Aman</p> <p>Aman</p> <p>Aman/ Elaine</p>	<p>Oct</p> <p>ASAP</p> <p>Oct</p> <p>ASAP</p>
<b>8. Governance</b>	<p><b>Approval of Safeguarding Policy &amp; Procedures</b></p> <p>Following previous discussion of these documents and a recommendation from Fiona that the sentence around the use of any individual's DBS check be amended to state "stored and used confidentially" they were approved.</p> <ul style="list-style-type: none"> <li><b>ACTION: Tessa to amend wording and archive. Next review date July 2024.</b></li> </ul> <p><b>Review planning for Risk Register</b></p> <ul style="list-style-type: none"> <li><b>ACTION: Jackie, Tessa, Hetty and Fiona to review this policy and invite Jackie Sayers from IT team.</b></li> </ul> <p><b>Review planning for Reserves Policy an Schedule of</b></p>	<p>Tessa</p> <p>JH/TP/ HS/FL</p> <p>JH/HS/</p>	<p>ASAP</p> <p>Nov</p>

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	<p><b>Financial Delegation</b></p> <ul style="list-style-type: none"> <li><b>ACTION: Jackie, Hetty, Tessa and Kim will meet to review these documents.</b></li> </ul> <p><b>Review of Insurance Guidance for Groups</b> The committee approved the document with no amendments and then discussed dissemination of the information. William suggested a 'News from the Committee' section in the newsletter.</p> <ul style="list-style-type: none"> <li><b>ACTION: Tessa to archive the guidance document. Date of next review July 2024.</b></li> <li><b>ACTION: Elaine to notify newsletter team of new item of News from the Committee</b></li> </ul> <p><b>AGM arrangements</b> Membership figures suggest 25 will achieve quorum. Tessa ran through the elements of the AGM for the benefit of new committee members. Fiona made her apologies as she will be away. Please could committee members arrive well before 7.30pm in order to help with signing in etc. Tessa volunteered to create some A4 posters advertising our volunteer vacancies on the teams for display at the AGM</p> <ul style="list-style-type: none"> <li><b>ACTION: Tessa to prepare volunteer posters.</b></li> <li><b>ACTION: Elaine, Alan and Jackie to submit their reports to Tessa beforehand.</b></li> </ul>	<p>TP/KB</p> <p>Tessa</p> <p>Elaine</p> <p>Tessa EF/AH/ JH</p>	<p>ASAP</p> <p>ASAP</p> <p>Oct Oct</p>
9. Volunteering	<p><b>Current Volunteer Status</b> Tessa reported on the human resources available within each of the teams. Elaine noted that the Publicity team needs more creative and social-media-aware people. It was noted that Amy already has these skills and will be more available soon. Aman drew the distinction between PR and marketing: one drives up the profile of the organisation and the other focuses on recruitment of members. There is much scope for development of these two strands.</p> <ul style="list-style-type: none"> <li><b>ACTION: Publicity team to meet and focus on developing a PR and marketing strategy.</b></li> </ul> <p>The Social team need more volunteers but equally importantly LALG needs to encourage grassroots attendance at events. William noted that one idea was for each group to organise an event so that they 'own' it. Amy suggested a joint social for groups that share related interests.</p> <ul style="list-style-type: none"> <li><b>ACTION: Amy to explore the idea of a crafts/textiles shared event for groups in that interest area.</b></li> </ul> <p>The Membership team is about to welcome Fran back and is engaging with another possible volunteer.</p> <p>The Group Support team has eight members but would welcome some volunteers happy to tackle admin.</p> <ul style="list-style-type: none"> <li><b>ACTION: Tessa to include GST requirements on AGM poster display board.</b></li> </ul>	<p>Elaine</p> <p>Amy</p>	<p>Ongoing</p> <p>Oct</p>

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	<p>The Website Development team are regrouping following the retirement of Tony Maynard-Smith and Graham Wood and the welcoming of several new volunteers.</p> <p>The Web Editors team is now at full strength.</p> <p>The Newsletter team has a full rota of editors for editions until next summer.</p> <p>The committee currently has 12 members. Alan will be retiring and new members may wish to stand at the AGM. 15 is the maximum total number permitted. Officers will be elected by the committee at the first meeting following the AGM. Hetty and Tessa are willing to stand again as Treasurer and Secretary, Jackie is happy to stand as Membership Secretary and is also willing to stand for Chair. It was agreed that a Vice Chair would be very useful. Elaine offered to carry on writing a monthly letter to members in the newsletter – 'Elaine's email' if that was felt to be appropriate.</p> <p>William noted that we all each need to try to recruit volunteers: it is a shared responsibility.</p>		
<b>10. Group Support Team</b>	<ul style="list-style-type: none"> <li>▪ Reports for August and September, previously circulated, noted.</li> </ul> <p>Elaine noted that few member/group success stories are being received but we hope to have a little more space for them from the New Year when we pilot a 48 page newsletter edition.</p>		
<b>11. Publicity Team</b>	<ul style="list-style-type: none"> <li>▪ Reports for August and September, previously circulated, noted.</li> </ul> <p>Elaine reported that she is hoping to discuss with a new volunteer the production of relevant statistics.</p>		
<b>12. Social Team</b>	<ul style="list-style-type: none"> <li>▪ Report for September, previously circulated, noted.</li> </ul> <p>Elaine reported that she plans to carry on attending the monthly Monday meetings and would be happy to act as a representative of the committee if the new committee felt that would be appropriate.</p>		
<b>13. Newsletter Team</b>	No report.		
<b>14. IT Group and website</b>	<ul style="list-style-type: none"> <li>▪ Reports for August and September, previously circulated, noted.</li> </ul>		
<b>15. Linked organisations</b>	<p>The committee discussed the application from North Herts Karate-do Shotokai club and it was approved.</p> <ul style="list-style-type: none"> <li>▪ <b>ACTION: Jackie to complete application process.</b></li> </ul>	Jackie	ASAP
<b>16. Any Other Business</b>	<p>i) Discussion of purpose, quantity and dispersal of publicity copies of newsletter.</p> <p>We currently print around 300 publicity copies of the newsletter each month at a cost of around £250. William explained that he distributes these to roughly 60 venues in Letchworth and the surrounding towns and villages. Libraries get 6 copies, other venues 3-4. Venues include cafes, community centres, key shops, estate agents, pubs and the cinema. Supplies in the cinema, Letchworth library</p>		

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	<p>and David's bookshop get replenished; the others are allowed to run out. It was recognised that this is a significant amount of work and helps to get LALG wide coverage. There were concerns that the newsletter is an expensive document to produce. Tessa suggested getting a price from the printers for a black and white version on thinner paper to see if cost savings could be made. Elaine noted that the work the Publicity team intends to do on evaluating all the publicity materials will help inform our future decisions.</p> <p>▪ <b>ACTION: Elaine to get a price from the printers for a black and white edition on thinner paper.</b></p>	Elaine	Nov
<b>17. Future Committee meeting dates</b>	<p><b>All meetings start at 7.30pm and take place at Mrs Howard Memorial Hall unless otherwise indicated.</b></p> <p><b>* Meetings asterisked are strategy ones.</b></p> <p>Tuesday 17 October 2023: AGM at The Settlement, Kincaid Hall</p> <p>Wednesday 22 November 2023</p> <p>Monday 22 January 2024 (Governance &amp; Strategy)</p> <p>Tuesday 20 February 2024*</p> <p>Wednesday 20 March 2024</p> <p>Monday 22 April 2024*</p> <p>Tuesday 21 May 2024</p> <p>Wednesday 19 June 2024*</p> <p>Monday 22 July 2024</p> <p>Tuesday 20 August 2024*</p> <p>Wednesday 18 September 2024</p> <p>Monday 21 October 2024: AGM at The Settlement, Kincaid Hall</p> <p>Wednesday 20 November 2024</p>		

The meeting closed at 9.30pm