



## Minutes of Committee Meeting

**Wednesday 21 June 2023 at 7.30pm**

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

### Present:

Elaine Fox, Chair

Alan Higbey, Treasurer

Jackie Harber, Membership Secretary

Tessa Palfreyman, Secretary

Amandeep Dhillon, Diversity Officer

Jan Gates

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from Mike and William approved.		
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 23 May 2023 approved and signed by Elaine.		
4. Matters arising/ outstanding actions not covered under other agenda items	<ul style="list-style-type: none"> <li>See revised table at the end of these minutes for current action items</li> </ul>	All	Various
5. Chair's Report	<ul style="list-style-type: none"> <li>The meeting recorded a formal vote of thanks to Tony Maynard-Smith and Graham Wood. Tony will be stepping down from September and has made an immeasurable contribution to the development of LALG over many years. Graham Wood has helped steer recent LALG's website upgrade staying on to assist despite a move to Devon.</li> <li>Elaine reported that Make Music for Ukraine raised a total of £420 which will be sent to Unicef's Ukraine Fund. Thanks were recorded to LALG's Ukulele Group and local musicians who performed at the event.</li> <li>Elaine reported on developments regarding the newsletter. Nick created a new format for the newsletter using a different software package to Publisher which uses a single column for text and includes icons in a form of side margin. Following further research into Publisher, Nick believes it should be possible to reproduce this format using it. Elaine will</li> </ul>		

Item	Decisions and Actions	Who	By
	<p>instruct Nick to work on creating the August edition in this way. We will treat it as a pilot edition and seek reader feedback. It was noted that it would be helpful to see how half and quarter page adverts will fit into the new format.</p> <ul style="list-style-type: none"> <li><b>ACTION: Elaine to instruct Nick re August newsletter.</b></li> </ul>	Elaine	ASAP
6. Treasurer's Report	<ul style="list-style-type: none"> <li>Report, previously circulated, noted.</li> <li>Committee ratified payment to Hitchin Creatives.</li> <li>The committee discussed what we mean by reserves: is it all of our funds or is it an amount of money held in reserve to cover unanticipated expenditure/loss of income? Alan noted that currently there are only two budgets set: for IT and Group Support. There was some concern that accepting a form of wording that referred to 'actual/planned expenditure' for a particular time period without having approximate figures for monthly income and expenditure prevented us from making informed decisions. Elaine suggested we put the accounts as the main focus for our next Strategy meeting (in August).</li> <li><b>ACTION: Alan to provide monthly income and expenditure figures from the end of June in addition to his monthly spreadsheet.</b></li> <li><b>ACTION: Tessa to add Accounts to the agenda for the August committee meeting.</b></li> </ul>	Alan  Tessa	July  Sept
7. Membership Report	<ul style="list-style-type: none"> <li>Report, previously circulated, noted.</li> <li>Jackie pointed out that our system does not support phone payments so she has withdrawn this option from the payment reminders and redesigned the membership form. As an alternative, the membership team would like to set up regular in-person sessions where payments can be taken. These could be at the monthly Monday meetings and possibly once a month at David's café.</li> <li><b>ACTION: Jackie to approach Ann re attending at Monday meetings from September.</b></li> <li><b>ACTION: Jackie to contact David's.</b></li> </ul>	Jackie  Jackie	July  July
8. Focus	<ul style="list-style-type: none"> <li>Jackie gave a demonstration of certain key functions on the website and showed us the latest planned change to make access to the renewal page easier and more direct following feedback last month from Mike</li> <li>The Volunteers Coordinator job description was accepted following removal of the reference to length of term. Elaine and Tessa will collaborate to produce a piece for the newsletter to start recruitment process. This can also be included in a Chair's email to members and supplied to CVS. Aman offered to circulate it to local schools from September.</li> <li><b>ACTION: Tessa to amend JD and circulate to Committee.</b></li> <li><b>ACTION: Elaine and Tessa to collaborate on piece for newsletter.</b></li> <li><b>ACTION: Aman to circulate to schools at start of new term if post not filled.</b></li> </ul>	Tessa  Elaine/ Tessa Aman	ASAP  10 July Sept

Item	Decisions and Actions	Who	By
9. Any other business	<p>i) The committee had no objections to the idea of an advert for McCarthy and Stone in the newsletter but felt it could not be accommodated until the redesign of the newsletter was complete.</p> <p>▪ <b>ACTION: Elaine to reply to McCarthy and Stone.</b></p> <p>ii) The meeting agreed that the Group Buy Solar Panel Project does not relate to LALG's aims and objectives and insurance is unlikely to cover commercial activities.</p> <p>▪ <b>ACTION: Tessa to advise member and suggest an advert in the newsletter.</b></p> <p>iii) Meeting agreed the Weleda rep could be encouraged to become a discount supplier and advertise in the newsletter. A regular column is not appropriate.</p> <p>▪ <b>ACTION: Tessa to contact Weleda rep.</b></p> <p>iv) Offer of carpet bowls set to be passed to Group Support Team.</p> <p>▪ <b>ACTION: Tessa to contact Group Support Team.</b></p> <p>iv) Alan and Tessa each noted that they would be absent from the next committee meeting on 24 July. Aman kindly offered to minute the meeting on Tessa's behalf.</p>	<p>Elaine</p> <p>Tessa</p> <p>Tessa</p> <p>Tessa</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
10. Future Committee meeting dates	<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>Monday 24 July 2023</p> <p>Tuesday 22 August 2023*</p> <p>Wednesday 20 September 2023</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>		

The meeting closed at 9.30pm.

**These minutes were approved by the Committee, and signed by the Chair, at its meeting on 24 July 2023**