



Minutes of Committee Meeting

Monday 24 July 2023 at 7.30pm

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

Present:

Elaine Fox, Chair
 Jackie Harber, Membership Secretary
 Amandeep Dhillon, Diversity Officer
 William Armitage
 Amy Wilson
 Michael Tzimas

Apologies:

Tessa Palfreyman, Secretary
 Alan Higbey, Treasurer
 Jan Gates

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies from Tessa, Alan and Jan.		
2. Declaration of interests	None made		
3. Approval of minutes of previous meeting	Minutes of meeting on 21 June 2023 approved and signed by Elaine.		
4. Matters arising/outstanding actions not covered under other agenda items	<ul style="list-style-type: none"> Elaine has contacted Emma Rowe about the writing competition but has not heard back from her, no further action to be taken. Volunteer coordinator role details to be circulated to schools in September. ACTION: Amy to circulate poster once finished to local schools, Aman will help with this. EDI survey to be sent out in August and included in the September newsletter, ACTION: Google form to be completed by Aman. Jackie has asked David's bookshop about using the café space to sit and take memberships, can't 	<p>Amy and Aman</p> <p>Aman</p>	<p>Sept</p> <p>July end</p>

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	<p>see this being a problem.</p> <ul style="list-style-type: none"> Accounts queries have been moved to August meeting and when Alan is present 		
5. Chair's Report	<ul style="list-style-type: none"> Had a successful day at the Hitchin and Westonbury Festivals with LALG stall. Have had only positive feedback about the new newsletter format. Thank you to Nick Matthews for the excellent work on the newsletter! There is a meeting with the newsletter editors and the new potential newsletter editor volunteers next week. A room will need to be booked for this meeting. Elaine proposed the committee to approve the room hire charge, the committee members present all approved this. Action: Elaine will consider how advertisements will be displayed in the newsletter after checking ad spacing and finances. There is less space with the new newsletter format. Elaine will report back. 	Elaine	August meeting
6. Treasurer's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. The cost of two guides for the Devon trip have been approved by the committee. The rest of the account's items have been postponed to next month's meeting when Alan will be present. 		
7. Membership Secretary's Report	<ul style="list-style-type: none"> Report, previously circulated, noted. Memberships did well this month, rolling in over £2,000. The new link with renewals on the website that Jackie demonstrated last meeting is now live and working well. Michael raised a question – how do we know people attending groups are members? Elaine and Jackie commented, we are reliant on group contacts to be diligent in checking. They can check membership status online if the member is subscribed to a particular interest group or send a list to Jackie to check. William commented that we should keep an eye on membership trend. 		
8. Governance	<ul style="list-style-type: none"> Report previously circulated, noted Safeguarding policy and related policies, documents have been reviewed by Steve Green, the Safeguarding Officer. Jackie flagged that the rest of the documents detailing our procedures and guidelines for safeguarding were not sent with the agenda documents. ACTION: Tessa to circulate procedures and guidelines with safeguarding 	Tessa	For Sept meeting

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	<p>policy with September meeting agenda.</p> <ul style="list-style-type: none"> Jackie raised as we do not have children as members or events with only children present, do we need to include so much in the safeguarding policy? ACTION: Elaine to check with Steve and report back to the committee. Safeguarding queries postponed to September meeting. Data Protection and Privacy Statement has been reviewed by a solicitor, Michael and Elaine. Committee agree policies are correct and up to date. Jackie raised she would prefer personal email addresses to not appear on the website or newsletter, she can set up an LALG email address so emails can be directed from there to the personal email addresses. William and Elaine did not think this was a problem as long as the group contact was happy for their details to be shared – we would not be breaching any data protection. <p>ACTION: Elaine to check with Group contacts who have provided their personal email addresses to ask if they are concerned about their email addresses being available online and in newsletter.</p> <p>ACTION: Jackie to check with the tech group to ask their thoughts on personal email addresses being used and will report back at next meeting.</p> <p>Recruitment for committee roles</p> <ul style="list-style-type: none"> Alan is standing down from his role as treasurer at the AGM in October. Urgently require treasurer to start from August. ACTION: All of the committee to help promote the vacancy and suggest candidates We will also need a Vice Chair Also require a volunteer coordinator, does not need to be a committee member. William has asked that the volunteer situation is discussed at every monthly meeting as it is LALG's biggest risk. Once the coordinator role is filled, we should receive a monthly report from the coordinator. There are some volunteer meetings coming up. <p>ACTION: Jackie Sayers, Elaine and Tessa to discuss volunteer positions not yet filled and report with an update at next month's meeting.</p>	<p>Elaine</p> <p>Elaine</p> <p>Jackie</p> <p>All</p> <p>Tessa, Elaine Jackie S</p>	<p>For Sept meeting</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

