

## **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

Ite	em	Decisions and Actions	Who	Ву
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> <li>Elaine has contacted Emma Rowe about the writing competition but has not heard back from her, no further action to be taken.</li> <li>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.</li> <li>EDI survey to be sent out in August and included in the September newsletter, ACTION: Google</li> </ul>	Amy and Aman	Sept
		<ul> <li>form to be completed by Aman.</li> <li>Jackie has asked David's bookshop about using the café space to sit and take memberships, can't</li> </ul>	Aman	July end

Item	Decisions and Actions	Who	Ву
	<ul> <li>see this being a problem.</li> <li>Accounts queries have been moved to August meeting and when Alan is present</li> </ul>		
5. Chair's Report	<ul> <li>Had a successful day at the Hitchin and Westonbury Festivals with LALG stall.</li> <li>Have had only positive feedback about the new newsletter format. Thank you to Nick Matthews for the excellent work on the newsletter!</li> <li>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.</li> <li>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.</li> </ul>	Elaine	August meetin g
6. Treasurer's Report	<ul> <li>Report, previously circulated, noted.</li> <li>The cost of two guides for the Devon trip have been approved by the committee.</li> <li>The rest of the account's items have been postponed to next month's meeting when Alan will be present.</li> </ul>		
7. Membership Secretary's Report	<ul> <li>Report, previously circulated, noted.</li> <li>Memberships did well this month, rolling in over</li> </ul>		
	£2,000.  The new link with renewals on the website that Jackie demonstrated last meeting is now live and working well.		
	<ul> <li>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.</li> <li>William commented that we should keep an eye on membership trend.</li> </ul>		
8. Governance	<ul><li>Report previously circulated, noted</li><li>Safeguarding policy and related policies,</li></ul>		
	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 meetin g

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	<ul> <li>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.</li> </ul>	Elaine	For Sept meetin
	<ul> <li>Safeguarding queries postponed to September meeting.</li> <li>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</li> </ul>		g
	contact was happy for their details to be shared – we would not be breaching any data protection. 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.	Elaine	ASAP
	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.	Jackie	ASAP
	<ul> <li>Recruitment for committee roles</li> <li>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</li> <li>We will also need a Vice Chair</li> <li>Also require a volunteer coordinator, does not</li> </ul>	All	ASAP
	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.		
	ACTION: Jackie Sayers, Elaine and Tessa to discuss volunteer positions not yet filled and report with an update at next month's meeting.	Tessa, Elaine Jackie S	ASAP

Item	Decisions and Actions	Who	Ву
9. Group Support Team	<ul> <li>Report previously circulated, noted.</li> <li>The committee have been asked to remind group contacts to check web pages. ACTION: Elaine to check what this means with the Group Support team.</li> <li>Elaine mentioned there was not so much space in the newsletter to be able to add stories from groups.</li> </ul>	Elaine	ASAP
	Kayaking and paddle boarding has been removed from the groups as there were insurance issues, insurance did not cover these activities. Money received from these groups, check with Alan what is happening with that money? ACTION: Check with Alan what is happening with the money received?	Alan	Next meetin g
10. Publicity Team	<ul> <li>Report, previously circulated, noted.</li> <li>We had an article in the Stotfold and Arlesey News</li> <li>Jackie raised in the newsletter it says to contact the secretary regarding discounts, this needs to be changed to contact the discounters. ACTION:         Elaine to speak to newsletter editor about getting this amended.</li> <li>Amy asked if there were LALG window stickers available. Elaine confirmed there were and would give some to Amy.</li> </ul>	Elaine	ASAP
	<ul> <li>Aman will e-introduce Elaine to Chris at BBC         Three Counties Radio to be interviewed about LALG. ACTION: Aman e-introduce Elaine to Chris at BBC Three Counties Radio     </li> </ul>	Aman	ASAP
11. Events/Social Team	Committee discussed a number of events that could be a way to engage members.		
12. Newsletter Team	As above, Elaine is holding a separate meeting with Newsletter editors to discuss newsletter moving forward and will report back to committee next month with suggestions.		
13.IT Group and website	<ul> <li>Report previously circulated, noted.</li> <li>Jackie has received a large response to the call for IT help. Jackie Sayers is calling everyone and holding Zoom meetings, one of which will be to talk to those that had contacted about general volunteering and a later one with those interested in IT help. ACTION:         <ul> <li>Committee members that are available to join the Zoom meetings and confirm to Jackie Sayers to be sent link to join.</li> </ul> </li> <li>William suggested having a face-to-face meeting.</li> </ul>	Available committee members	ASAP
14. Linked	<ul> <li>Scottish country dancing group has been</li> </ul>		

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Organisations	<ul> <li>approved.</li> <li>Herts Health Walks have contacted LALG to be a linked organisation, the committee discussed how best we can incorporate them. ACTION:         Jackie will reply asking them if they would like to put an ad in the newsletter     </li> <li>Get Painting is a linked organisation but would like to be a Group. Jackie has referred to the group support team already.</li> <li>Question raised whether we should send a newsletter to all group contacts? ACTION:         Elaine will include this in her report for the August meeting.     </li> </ul>	Jackie	ASAP  August meetin q
15. Preparation for AGM on Tuesday 17 October 2023	<ul> <li>Alan is standing down from the committee.</li> <li>Jackie and William are coming to the end of their three-year term and will need to complete the nomination form and related documents again. ACTION: Tessa to send nomination documents to Jackie and William</li> <li>Committee discussed best ways in which to encourage people to attend the AGM including, sending direct invitations to members to make it more personal, Elaine to send an email to group contacts and include drinks/food/entertainment. Include Raffle prizes. ACTION: Elaine to discuss with</li> </ul>	Tessa Elaine/	ASAP
	Tessa and action emails to members and groups.	Tessa	Sept
16. Any Other Business 17. Future Committee	All meetings start at 7.30pm and take place at Mrs		
meeting dates	Howard Memorial Hall unless otherwise indicated.  * Meetings asterisked are strategy ones.  Tuesday 22 August 2023* Wednesday 20 September 2023 Tuesday 17 October 2023: AGM at The Settlement, Kincaid Hall Wednesday 22 November 2023 Monday 22 January 2024 (Governance & Strategy) Tuesday 20 February 2024* Wednesday 20 March 2024 Monday 22 April 2024* Tuesday 21 May 2024 Wednesday 19 June 2024*		

The meeting closed at 9.15pm

These minutes were approved by the Committee, and signed by the Chair, at its meeting on 22 August 2023