



# LETCHWORTH ARTS AND LEISURE GROUP

## Minutes of Committee Meeting

**Monday 26 February 2018 at 7.30pm**

In Brunt Room, The Settlement, Letchworth Garden City SG6 4UB

**Present:**

George Barnes, Chairman  
 Val Quieros, Treasurer  
 Marian Adams, Secretary  
 Jackie Sayers, Publicity Officer  
 William Armitage  
 Elaine Fox  
 Steve Green  
 Jane Webb

Item	Decisions and Actions	Who	By
	George welcomed everyone to the meeting and thanked those who had attended the Volunteers' Evening on 23 February.		
<b>1. Approval of apologies</b>	Apologies received from Julie Bolter, Diane Jury and Maureen Strutt were approved. Apologies also noted from Sheila Arnold, Newsletter Editor and Tony Maynard-Smith, Website and Newsletter Editor.		
<b>2. Approval of minutes of previous meeting</b>	A number of amendments to the minutes of meeting on 30 January 2018 agreed. Minutes approved and amended version to be signed by George.		
<b>3. Review of actions arising from previous meeting</b>	Covered at relevant agenda points below.		
<b>4. Treasurer's report</b>	<ul style="list-style-type: none"> <li>▪ Report previously circulated.</li> <li>▪ Noted increase in cost of postage with effect from 1 April, which will increase cost of newsletter by £300 p.a.</li> <li>▪ Val to ask Prontaprint for a refund for duplicated February newsletters.</li> </ul>	Val	ASAP
<b>5. Membership Secretary's report</b>	<ul style="list-style-type: none"> <li>▪ Report previously circulated.</li> <li>▪ Noted small but continuing increase in membership.</li> </ul>		
<b>6. Secretary's report</b>	<ul style="list-style-type: none"> <li>▪ Procedure for policies previously circulated.</li> <li>▪ Agreed procedure, noting that it would be the Secretary's responsibility for ensuring that policies were reviewed at the appropriate time.</li> </ul>	Marian	
<b>7. Constitution, Policies, Documents</b>	<u>Future appointment of officers</u> <ul style="list-style-type: none"> <li>▪ Note previously circulated.</li> <li>▪ In discussion the Committee agreed the following in</li> </ul>		

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	<p>respect of each proposal:</p> <ul style="list-style-type: none"> <li>▪ (1): Officers to be appointed by the Committee, not the Members.</li> <li>▪ (2): Officers to include Vice Chairman and Publicity Officer.</li> <li>▪ (3): Officers, with exception of Chairman and Vice Chairman, to be elected for 3 year term, or for the remaining period of their appointment as a Committee member.</li> <li>▪ (4): Chairman and Vice Chairman to be appointed on an annual basis.</li> <li>▪ (5): No maximum term of service currently needed. This could be reviewed at a later date if required.</li> <li>▪ (6): Any amendments to draft Code of Conduct to be given to Marian by 9 March so final version could be approved at next meeting.</li> <li>▪ (7): Process for co-opting Committee members.</li> <li>▪ (8): All Officers to draft their job description, to be agreed by Committee in due course.</li> </ul> <ul style="list-style-type: none"> <li>▪ Proposals to be confirmed at next AGM where required.</li> <li>▪ Also agreed that Members should be informed of Officer vacancies as part of information about AGM, so any Member who wanted to be considered for a particular office could stand for election as a Committee member at the AGM.</li> </ul> <p><u>Risk Management policy</u></p> <ul style="list-style-type: none"> <li>▪ Draft policy previously circulated.</li> <li>▪ Noted that risk assessments had been discussed in the past but progress had stalled. Noted that they were an insurance requirement so needed to make sure they were done where required.</li> <li>▪ Organisational risk register drafted by IT Group and would be reviewed by Committee at April meeting.</li> <li>▪ Steve offered to draft a generic risk assessment for physical activity groups.</li> <li>▪ Way forward for other groups to be discussed by new Groups Support Team (see item (8) below).</li> <li>▪ <b>The Committee approved the policy.</b></li> </ul> <p><u>Information Technology policy</u></p> <ul style="list-style-type: none"> <li>▪ Draft policy previously circulated.</li> <li>▪ <b>The Committee approved the policy.</b></li> </ul>	<p>All</p> <p>Officers</p> <p>Marian Marian</p> <p>Steve</p>	<p>9 March</p> <p>Mid April</p>
<p><b>8. Strategy &amp; Risk</b></p>	<p><u>Workshop on 13 January</u></p> <ul style="list-style-type: none"> <li>▪ Committee to consider items 3 and 4 from report previously circulated.</li> <li>▪ Item 3: <ul style="list-style-type: none"> <li>▪ Risk register: See item (7) Risk Management policy above.</li> <li>▪ Risk “champion”: Agreed that for time being would see how regular review of risk register progressed.</li> </ul> </li> <li>▪ Item 4: Discussion paper on Groups below refers.</li> </ul>		

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	<p><u>Discussion paper on Groups</u></p> <ul style="list-style-type: none"> <li>▪ Note from George previously circulated.</li> <li>▪ Noted that sometimes groups did not comply with LALG's criteria or they encountered difficulties. At the moment assumed that group leaders just sorted any problems out by themselves.</li> <li>▪ Although there might be some organisational inconsistencies between groups, LALG's flexible framework was an advantage, and would not want to lose support or enthusiasm by introducing a rigid set of rules. However there was probably a need to have a few key rules, e.g. to attend activities LALG membership required.</li> <li>▪ William would also welcome some help in development of new groups.</li> <li>▪ Jackie hoped that an online forum to provide mutual support for group leaders would be a feature of any new LALG website.</li> <li>▪ The Committee agreed to set up the following: <ul style="list-style-type: none"> <li>▪ <u>Associated Groups Team</u>: George to invite Sheila Hogan and Tony Maynard-Smith to form team with him. Issues to cover included tightening criteria for membership, restriction on numbers and periodic review of activities.</li> <li>▪ <u>Groups Support Team</u>: William, Elaine and Steve to form team. First objective to draft new guidelines for group leaders.</li> </ul> </li> </ul>		
<b>9. Publicity Sub Committee report</b>	<ul style="list-style-type: none"> <li>▪ Publicity team report previously circulated.</li> <li>▪ Noted focus on Jackmans and Grange estates.</li> <li>▪ Modified logo to be used on LALG's newsletter with effect from the April edition, and other LALG publications.</li> </ul>		
<b>10. Social Committee Report</b>	<ul style="list-style-type: none"> <li>▪ Minutes of meeting on 1 February previously circulated.</li> <li>▪ Elaine would deputise for George at Members' meeting on 5 March. George would try to send email reminder.</li> <li>▪ Still looking for speakers for Members' meetings. Suggestions welcome.</li> <li>▪ Investigate using The Cloisters for event in January 2019. Full Circle available but at full price.</li> </ul>	George	ASAP
<b>11. IT Group</b>	<ul style="list-style-type: none"> <li>▪ Next meeting 6 March.</li> <li>▪ In meantime work progressing on a number of fronts.</li> </ul>		
<b>12. Newsletter</b>	Agreed to occasionally feature a group on front page, subject to participants' agreement. One suggestion might be All Things Military as celebrating 10 <sup>th</sup> anniversary in 2018.		
<b>13. Website</b>	Report previously circulated.		
<b>14. Groups update</b>	<ul style="list-style-type: none"> <li>▪ William reported that current interest in a new ukulele group and Social Breakfast Club.</li> <li>▪ Chickens and Chicken Keeping group may be resurrected by including other fowl/animals.</li> <li>▪ Aim to restart Petanque group in spring. Notice to go in next newsletter.</li> <li>▪ Perhaps Chairman's letter could include some more news from the Committee as it had achieved a lot recently.</li> </ul>	William	10 March

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15. Discount Suppliers	Nothing to report.		
16. Associated Groups	Nothing to report but see item (8) above.		
17. Archiving	Marian and Val to find out what documentation is still held at David's.	Marian/ Val	
18. Any other business	<ul style="list-style-type: none"> <li>▪ Suggestion that may find new Committee members from attendees at Volunteers' Evening. George will give Maureen list of attendees.</li> <li>▪ The Opera and Ballet group had donated £75 to central funds. Val to ring fence for future need. If group happy, could publicise in newsletter.</li> </ul>		
19. Future meeting dates	<p><b><i>Committee: All meetings start at 730pm – please note different venues</i></b></p> <p>Tuesday 27 March: Main Hall, Mrs Howard Memorial Hall  Monday 23 April: Brunt Room, The Settlement  Tuesday 29 May: Upper Hall, Mrs Howard Memorial Hall  Monday 25 June: Room 3 (upstairs), The Settlement  Tuesday 31 July: Upper Hall, Mrs Howard Memorial Hall  Tuesday 28 August: Upper Hall, Mrs Howard Memorial Hall  Monday 24 September: Brunt Room, The Settlement  Tuesday 30 October: Upper Hall, Mrs Howard Memorial Hall  Tuesday 20 November 2018 AGM: Kincaid Hall, The Settlement  Tuesday 11 December: Main Hall, Mrs Howard Memorial Hall</p> <p><b><i>Social Sub Committee:</i></b>  27 February</p> <p><b><i>Publicity Sub Committee</i></b>  21 March</p> <p><b><i>IT Group:</i></b>  6 March</p> <p><b><i>Associated Groups Team:</i></b>  To be advised</p> <p><b><i>Groups Support Team:</i></b>  To be advised</p>		

The meeting closed at 9.12pm.

**These minutes were approved by the Committee, and signed by the Secretary, acting as Chairman, at its meeting on 27 March 2018**