



# LETCWORTH ARTS AND LEISURE GROUP

## Minutes of Committee Meeting

**Tuesday 30 January 2018 at 7.30pm**

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

### Present:

George Barnes, Chairman  
Val Quieros, Treasurer  
Marian Adams, Secretary  
Julie Bolter, Membership Secretary  
Jackie Sayers, Publicity Officer  
William Armitage  
Elaine Fox  
Maureen Strutt

### Observer:

Tony Maynard-Smith, Website and Newsletter Editor

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from Steve Green, Diane Jury and Jane Webb were approved.		
2. Approval of minutes of previous meeting	Minutes of meeting on 4 December 2017 approved and signed by George.		
3. Review of actions arising from previous meeting	Covered at relevant agenda points below.		
4. Treasurer's report	<ul style="list-style-type: none"><li>▪ Report previously circulated.</li><li>▪ Not a great deal to report. Noted that 30<sup>th</sup> Anniversary party made a surplus and currently Members' Meetings were no longer in deficit. George had sent out another reminder email about the meetings.</li><li>▪ Current forecast that year end reserves will be slightly higher than at previous year end.</li></ul>		
5. Membership Secretary's report	<ul style="list-style-type: none"><li>▪ Report and note on 18 month membership and fees previously circulated.</li></ul> <p><u>Proposed rolling membership year</u></p> <ul style="list-style-type: none"><li>▪ Would be a fairer system as members would actually pay for 12 months' membership.</li><li>▪ Val confirmed that a change to a rolling membership would not cause her any undue problems.</li><li>▪ There were a number of non-accounting issues e.g. renewal reminders would have to be done individually and there was a cost if the reminder had to be sent by post, although in time the number of non-email subscribers should reduce.</li><li>▪ Confirmed that LALG cannot be an originator for direct debits but members could set up their own standing orders, although these would need to be amended by them when fees increased.</li></ul>		



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	<ul style="list-style-type: none"> <li>▪ Item 1 agreed.</li> <li>▪ Item 2 agreed with addition of “with a particular focus on underrepresented areas of Letchworth” to the wording of first bullet.</li> <li>▪ Agreed need to move fast on targeting underrepresented areas if going to use new 6 month offer to attract new members.</li> </ul>		
<p><b>9. Publicity Sub Committee report</b></p>	<ul style="list-style-type: none"> <li>▪ Publicity policy and Publicity team report previously circulated.</li> </ul> <p><u>Publicity policy</u></p> <ul style="list-style-type: none"> <li>▪ Team had agreed its terms of reference as previous ones could not be found. Jackie noted as well as ensuring positive and effective publicity, the team also had a policing role.</li> <li>▪ Some of current social media was not about LALG, and also gave quite a narrow view of what LALG did. Team investigating how Facebook and Twitter work and could best be used.</li> <li>▪ Publicity could very occasionally include passing on details of events/activities that members might be interested in, but not promoting an individual member’s interests.</li> <li>▪ In discussion the Committee agreed the following amendments to the draft policy: <ul style="list-style-type: none"> <li>▪ Purpose item 1: remove “only”</li> <li>▪ Newsletter item 3: remove “paid for” (so Committee has option to offer advertising at zero rate) and add after committee “or delegated person”.</li> <li>▪ Content item 4: add “related” after non-LALG.</li> <li>▪ Addition of a review date which was agreed as January 2019.</li> </ul> </li> </ul> <p><b>The Committee approved the policy subject to the above amendments.</b> George to sign off policy and Marian to put policy on website.</p> <p><u>Publicity team report</u></p> <ul style="list-style-type: none"> <li>▪ In future team will meet as required, not once a month.</li> <li>▪ Front page of newsletter to be finalised by Jackie and William, but other members of team to be kept informed in case they wished to comment.</li> <li>▪ Meeting on social media arranged with a representative from the Heritage Foundation.</li> <li>▪ Proposal to update the logo to make it more relevant. Current logo does not even include LALG so questioned whether this could be added as an interim measure.</li> </ul>	Marian	
<p><b>10. Social Committee Report</b></p>	<ul style="list-style-type: none"> <li>▪ Minutes of meeting on 4 January previously circulated.</li> <li>▪ Next meeting 1 February.</li> <li>▪ If possible Committee members to attend Members’ meetings from time to time.</li> <li>▪ Maureen still needed help with refreshments at Members’ meetings.</li> <li>▪ Ceilidh on Saturday 27 January was a sell-out.</li> <li>▪ Contact telephone number for events to be included in</li> </ul>	All	

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	<p>newsletter in future.</p> <ul style="list-style-type: none"> <li>▪ Agreed that tickets for events should be sold through the Tourist Information Office, but that membership applications/renewals should continue to be made via David's.</li> <li>▪ Val needs a volunteer to help her with IT for Quiz on 21 April.</li> <li>▪ The Cloisters suggested as a venue for future larger events. No charge for venue if bar used and some catering provided.</li> <li>▪ Julie not able to attend Volunteers' Evening on 23 February. Val and Marian happy to run bar.</li> </ul>		
<b>11. IT Group</b>	<ul style="list-style-type: none"> <li>▪ Notes of meeting on 23 January previously circulated.</li> <li>▪ Noted position on operations folder and work plan.</li> <li>▪ Work started on drafting a number of policies and these would be considered by the Committee at future meetings.</li> <li>▪ Proposed to set up small groups to look at the website and membership system. Re the website, seen as part of the publicity function. The group would include representatives from the Committee, web team and group leaders. Looking for requirements, not solutions. The group would then draft a specification for consideration by the Committee. Agreed that the Volunteers' Evening would be a good place to try to recruit members for the group.</li> </ul>	George/ Jackie	
<b>12. Newsletter</b>	Concern that although the online version of the February newsletter was available, the printed version has not yet been received. Questioned whether there were any guidelines on ensuring the two versions were made available as close together as possible.		
<b>13. Website</b>	Report previously circulated.		
<b>14. Groups update</b>	<ul style="list-style-type: none"> <li>▪ William reported that there had been a number of actual or planned meetings of new groups since Christmas, including British History, Dog Walking, Breakfast Club, All Things Vegetarian (meeting in March), Computer Users and Country Wines and Beer Making.</li> <li>▪ Groups revived included Arts and Design, Birdwatching and Opera.</li> <li>▪ London Places progressing.</li> <li>▪ Interest in Nordic Walking and Walking Netball.</li> <li>▪ No interest in Utopia and Antiques and Collectables.</li> </ul>		
<b>15. Discount Suppliers</b>	<ul style="list-style-type: none"> <li>▪ Suggestion for new supplier: Paul's Bikes in Hitchin.</li> <li>▪ Maureen going to investigate other suppliers in Baldock and Hitchin.</li> </ul>	Maureen	On-going
<b>16. Associated Groups</b>	<ul style="list-style-type: none"> <li>▪ Confirmed approval of application from Rainmakers International Folk Dance Group.</li> <li>▪ Agreed that a new policy is needed on Associated Groups, and any new applications should be put on hold pending drafting of a policy and its approval by the Committee. Suggested that George placed a notice in the newsletter.</li> </ul>	George	
<b>17. Archiving</b>	Nothing to report.		
<b>18. Any other business</b>	<ul style="list-style-type: none"> <li>▪ Agreed that LALG would make available to Letchworth</li> </ul>	Tony	

Item	Decisions and Actions	Who	By
	<p>Open Gardens website hosting facilities similar to those provided in 2016.</p> <ul style="list-style-type: none"> <li>▪ George not able to attend meeting on 27 March, so Marian would chair in his absence.</li> <li>▪ George attending a meeting on 14 February with consultants instructed by the Heritage Foundation to talk about heritage and cultural aspects of Letchworth.</li> <li>▪ Julie to ask if surplus volunteers for Membership team would like to join the Committee or other LALG teams.</li> <li>▪ Agreed to advertise for new Committee members in next newsletter.</li> <li>▪ George thanked everyone again for their participation in the workshop on 13 January, particularly Jackie and her husband Phil for organising it.</li> <li>▪ Julie and Maureen gave their apologies for the next meeting on 26 February.</li> </ul>	<p>Julie George/ Jackie</p>	<p>10 Feb</p>
<p><b>19. Future meeting dates</b></p>	<p><b><i>All meetings start at 730pm – please note different venues</i></b></p> <p>Monday 26 February: Brunt Room, The Settlement  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>		

The meeting closed at 9.22pm.

**These minutes were approved by the Committee, and signed by the Chairman, at its meeting on 26 February 2018**