

# LETCHWORTH ARTS & LEISURE GROUP

## Minutes of Committee Meeting

Monday 7 August 2017 at 7.30pm

In Reception Conference Room, Spirella Building, Bridge Road, Letchworth SG6 4ET

### **Present:**

George Barnes, Chairman  
Val Quieros, Treasurer  
Marian Adams, Secretary  
John Gregory, Membership Secretary  
William Armitage  
Elaine Fox  
Steve Green  
Jackie Sayers  
Maureen Strutt  
Jane Webb

### **Observer:**

Tony Maynard-Smith, Website and Newsletter Editor

Item	Decisions and Actions	Who	By
1. <b>Approved apologies</b>	Apologies received from Di Jury were approved.		
2. <b>Approval of minutes of previous meeting</b>	Minutes of meeting on 6 July 2017 approved and signed by George.		
3. <b>Review of actions arising from previous meeting</b>	Covered at relevant agenda points below.		
4. <b>Treasurer's report</b>	<ul style="list-style-type: none"><li>▪ Report on current position tabled at meeting.</li><li>▪ Loss for year will be about £1.1k, reducing reserves to £13.9k. Loss due to additional costs for newsletter reprint and 30th Anniversary calendar.</li><li>▪ Noted that insurance premium had increased – the more groups the higher the premium. Val provided the insurance company with an analysis of groups according to their risk factor.</li><li>▪ <b>Total</b> monthly cost of newsletter now £1.</li><li>▪ In future Val will include previous year comparative on analysis.</li><li>▪ Year by year financial analysis previously circulated without any annotations.</li><li>▪ Large profit in 2013/14 may be partly due to talk on Richard III.</li><li>▪ Reserves policy still to be considered. Currently reserves are working balance rather than earmarked funds.</li></ul>	Val	On-going
5. <b>Membership Secretary's report</b>	<ul style="list-style-type: none"><li>▪ Report previously circulated.</li><li>▪ Memberships continue to be slightly behind 2016 level.</li><li>▪ Rate of new members has reduced. This could be that saturation point has been reached, or that in 2016 more new members were picked up at the Letchworth Festival.</li></ul>		

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	<ul style="list-style-type: none"> <li>▪ Another reason could be that the number of coach trips has reduced: 2014/15 – 27 2015/16 – 23 2016/17 – 16.</li> <li>▪ Suggested that 2018 survey included a question for new members on where they heard about LALG.</li> <li>▪ Also suggested that some ex members are contacted to find out why they have not renewed – will need to be done sensitively.</li> <li>▪ Still a lot of people living in Letchworth who do not know about LALG. Suggestions for raising awareness: <ul style="list-style-type: none"> <li>▪ Leaflet drop round new housing developments;</li> <li>▪ General leaflet available in estate agents (already done);</li> <li>▪ Advertising campaign in the Comet: to be paid for by accompanying advertisements, or suggest feature to tie in with 30<sup>th</sup> Anniversary.</li> </ul> </li> <li>▪ Jane W to draft press release for 30<sup>th</sup> Anniversary/Film Club event for George.</li> <li>▪ Will discuss further once results from annual survey have been collated.</li> </ul>	Jane W  Marian	Oct agenda
6. Secretary's report	<ul style="list-style-type: none"> <li>▪ Formally noted Rose Scanlon's resignation on 27 March 2017.</li> <li>▪ Noted contents of Marian's note on election of Committee members at AGM.</li> <li>▪ <b>Post meeting note</b> for clarification "There is no provision for <i>additional</i> co-opted members <i>over and above the maximum number of Committee Members (15).</i>"</li> <li>▪ Entertainment at AGM to be a table top quiz.</li> <li>▪ Elaine will take minutes at meeting on 5 September in Marian's absence.</li> </ul>	Maureen	7 Nov
7. Constitution, Policies, Documents	<ul style="list-style-type: none"> <li>▪ George and Val still to work on a finance strategy, including requesting budgets from sub committees.</li> <li>▪ Discussed role of Social Committee. Some events (e.g. quiz) made a profit, whereas others (e.g. volunteer evening) do not. Overall more or less a break even position which was considered acceptable.</li> </ul>	George/ Val	On-going
8. Risk	<ul style="list-style-type: none"> <li>▪ At earlier meeting of the IT Group, Elaine had undertaken to draft an IT related risk register, which should be available for the meeting on 5 September.</li> <li>▪ Marian will circulate the most up to date general risk register she can find so Committee can review and agree if any further action is required, especially if there are insurance implications.</li> </ul>	Elaine  Marian	End Aug  ASAP
9. Publicity Sub Committee report	<ul style="list-style-type: none"> <li>▪ Note of meeting on 25 July previously circulated.</li> <li>▪ Proposed event in Hitchin on 21 October, leafleting a specific area beforehand. Similar event a few years ago had been very successful.</li> <li>▪ Agreed to order another 2,000 general leaflets.</li> <li>▪ Suggested competition for new logo at 2018 Letchworth Festival.</li> </ul>		
10. Social Committee Report	<ul style="list-style-type: none"> <li>▪ Apart from the AGM, no other events planned for this year because of 30th Anniversary celebrations.</li> </ul>		

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	<ul style="list-style-type: none"> <li>▪ Plans for 2018 included: <ul style="list-style-type: none"> <li>▪ Barn dance at end of January.</li> <li>▪ Volunteers' evening in February.</li> <li>▪ Quiz on 21 April. Val to be quizmaster for 2018 but will need another volunteer for 2019.</li> <li>▪ Summer event (e.g. Pimms and scones) at the International Garden Cities Institute.</li> <li>▪ Murder mystery in autumn.</li> </ul> </li> <li>▪ Agreed that dates should be made known as soon as possible to avoid clashes. Marian to include a diary of future events at end of minutes.</li> </ul>	Marian	On-going
11. 30 Year Anniversary 2017	<ul style="list-style-type: none"> <li>▪ 42 tickets already sold for party.</li> <li>▪ Jackie to arrange another notice to go in September newsletter, with addition of Steve's name as contact.</li> </ul>	Jackie	10 Aug
12. IT Group	<ul style="list-style-type: none"> <li>▪ Group and George had met earlier with Graham Wood, who had offered his professional expertise, to discuss and progress vulnerability audit on IT related issues (see also item 8).</li> <li>▪ Also started looking at replacement membership system. Shortlist drawn up to be evaluated.</li> <li>▪ Also started to look at a budget but no figures as yet.</li> </ul>		
13. Newsletter	<ul style="list-style-type: none"> <li>▪ Had been discussed by the IT Group as has great impact on what LALG does.</li> <li>▪ In Chairman's letter for September issue George to remind contributors to keep details succinct.</li> <li>▪ Discussed reducing the entries for associated groups to free up space. Aim to support associated groups but not at expense of LALG ones. Accepted that some associated groups might be unhappy at not being able to advertise events.</li> <li>▪ Agreed that format for associated groups should be eight per page, with flexibility for each group to draft/amend their entries.</li> <li>▪ Tony to draft new guidelines for associated groups, and George to arrange circulation via Sheila Hogan.</li> <li>▪ <b>Post meeting note:</b> George has agreed that no changes to be implemented yet as Tony would like to rethink the proposed format. Committee to consider again in due course.</li> <li>▪ George will circulate Tony's analysis of advertising. This year's advertising lower than in previous years, although will not have a material financial impact as profit margin very low. To be discussed further in due course.</li> </ul>	George	10 Aug
14. Website	Report previously circulated.		
15. Groups update	<ul style="list-style-type: none"> <li>▪ William will provide Marian with contact details.</li> <li>▪ Letter from George and general leaflet to be delivered to all group contacts in due course.</li> <li>▪ William will follow up those groups who did not respond to Tony's email pre August newsletter.</li> </ul>	William/ Marian	ASAP
16. Discount Suppliers	Maureen still to contact Di.	Maureen /Di	On-going
17. Associated Groups	No report.		
18. Archiving	<ul style="list-style-type: none"> <li>▪ George has visited Gwynneth and taken earliest</li> </ul>	George	On-

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	<p>archives to see what can be used for 30<sup>th</sup> Anniversary display and for information on special mentions at AGM.</p> <ul style="list-style-type: none"> <li>▪ Scanning not discussed.</li> </ul>	Marian	going Next agenda
<b>19. Any other business</b>	<p><u>Accommodation for meetings from 2018</u></p> <ul style="list-style-type: none"> <li>▪ Noted that can no longer use Spirella after meeting on 4 December.</li> <li>▪ Past suggestions for meeting space were café area in Morrisons and a meeting room in the Town Hall (part of North Hertfordshire College). Marian to contact to see if still available.</li> <li>▪ William to see if David's Café could be used.</li> <li>▪ William to also see if The Settlement would offer an additional discount.</li> <li>▪ Decision to be made at next meeting so room can be booked for 2018.</li> </ul> <p><u>Printer</u> George to advertise for sale as no longer required.</p> <p><u>Chambers Coaches</u> Recent takeover noted and subsequent adverse press coverage. Agreed that individual groups should check their own travel arrangements.</p> <p><u>Annual Members' Survey</u> Jackie to let William know of any interest in new groups, and circulate names of potential volunteers to relevant contacts.</p>	Marian William William Marian George	ASAP ASAP ASAP Next agenda On-going
<b>20. Future meeting dates</b>	<p>Tuesday 5 September 730-930pm, Spirella Thursday 5 October 730-930pm, Spirella Tuesday 7 November (AGM), 730-930pm, Mrs Howard Hall Monday 4 December 730-930pm, Spirella</p>		

The meeting closed at 9.30pm.

**These minutes were approved by the Committee, and signed by the Chairman, at its meeting on 5 September 2017**