

# LETCWORTH ARTS & LEISURE GROUP

## Minutes of Committee Meeting

**Wednesday 7 June 2017 at 730pm**

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

**Present:**

George Barnes, Chairman  
Di Jury, Vice Chairman  
Val Quieros, Treasurer  
Marian Adams, Secretary  
John Gregory, Membership Secretary  
Steve Green  
Jane Webb

Item	Decisions and Actions	Who	By
1. Apologies	William Armitage, Jane Bird, Elaine Fox, Gwynneth Grimwood, Jackie Sayers and Maureen Strutt. Also Tony Maynard-Smith, Website and Newsletter Editor (observer).		
2. Approval of minutes of previous meeting	Minutes of meeting on 2 May 2017 approved and signed by George.		
3. Review of actions arising from previous meeting	Covered under other agenda items where required.		
4. Treasurer's report	<ul style="list-style-type: none"> <li>▪ Report previously circulated.</li> <li>▪ Forecast loss of £675 for year ending 31 August, double that of previous year. Loss due to additional costs for newsletter.</li> <li>▪ Noted that advertising rates had not been increased for a number of years but not a major income generator.</li> <li>▪ Agreed that membership subscriptions, and the differential between rates for printed and online only options, needed to be discussed for 2018/19.</li> <li>▪ No reserves policy but funds held as contingency. Agreed that going forward there will be the need for expenditure in areas such as IT.</li> </ul>	Marian	Future agenda
5. Membership Secretary's report	<ul style="list-style-type: none"> <li>▪ Report previously circulated.</li> <li>▪ Current memberships down by 23 on previous year.</li> <li>▪ 12 new members enrolled between 24 May and 5 June.</li> </ul>		
6. Secretary's report	Marian unable to attend next Committee meeting but will arrange for another member to take the minutes.	Marian	6 July
7. Constitution, Policies, Documents	<ul style="list-style-type: none"> <li>▪ Agreed that minutes should only be circulated to group contacts after they have been approved by the Committee.</li> <li>▪ Discussed and agreed that the approved minutes should also be published on the website. Marian to arrange and include information in July newsletter.</li> </ul>	Marian Marian	On-going On-going ASAP
8. Risk	No update.		



Item	Decisions and Actions	Who	By
<b>17. Discount Suppliers</b>	No update.		
<b>18. Associated Groups</b>	New applications from Letchworth District Gardeners Association and Willian Bowls Club approved in principle. Marian to inform both groups, noting that LALG cannot currently commit to inclusion in every month's newsletter, but that Committee looking at future options and will update them in due course.	Marian	ASAP
<b>19. Archiving</b>	<ul style="list-style-type: none"> <li>▪ Gwynneth repeated her plea for somewhere to be found for the archives she currently holds.</li> <li>▪ Di had returned Christmas decorations to David's.</li> <li>▪ Suggested that the Garden City Collection might provide some storage.</li> </ul>	George	
<b>20. Any other business</b>	George noted that working on providing addresses for group contacts so Steve can deliver publicity leaflets.		
<b>21. Future meeting dates</b>	<p>Thursday 6 July 730-930pm, Spirella</p> <ul style="list-style-type: none"> <li>▪ Agreed proposed dates of Mon 7 August Tues 5 September Thurs 5 October</li> <li>▪ Also agreed Mon 4 December. At this meeting the Committee (post AGM) would discuss timing of meetings for 2018.</li> <li>▪ Agreed date of AGM as <b>Mon 6 November</b>. Marian to book Mrs Howard Hall and sort out arrangements.</li> </ul>	Marian  Marian	Future agenda  On-going

The meeting closed at 918pm.

**These minutes were approved by the Committee, and signed by the Chairman, at its meeting on 6 July 2017.**