LALG

LETCHWORTH ARTS & LEISURE GROUP

MINUTES OF ANNUAL GENERAL MEETING 2026

Monday 5 October 2026 at 10.30am
Kincaid Hall, The Settlement
Letchworth Garden City SG6 4UB

Committee Members present:
Jackie Harber (Chair), Tessa Palfreyman (Secretary), Hetty Smith (Treasurer), Trevor Lynam (Membership Secretary), Judith Gower (Data Protection Officer, EDI Officer), Phil Morgan (Volunteers Coordinator), William Armitage, Sandra Mee.

LALG Members present:
Carol Allen, George Barnes, Stella Barnes, C M Butt, Anne Clarke, Bob Clarke, Norma Clarke, Ann Chambers, Stephen Charles, Doreen Collins, Penny Cunningham, Auriol Davies, Andrew Dear, Jean Doney, Carole Draper, Mary Dyke, Marilyn Edlin, Christine Elsdon, Sue Fisher, Aidan France, Jan Gates, Suzanne Gillian, Judy Glasman, Alan Gower, Christina Green, Sheila Hale, Phil Hilditch, Chris Hobbs, Gayle Holliday, Roger Holliday, Jen Holmwood, John Holmwood, Chris James, Julia Jolly, Ken Jordan, Linda Jordan, Tim Jurdon, Di Jury, Diane Ketcher, Linda King, Margaret Lewis, Peter Marchant, Liz Marten, Mary Martin, Mia Matheson, C Mee, Clive Mitchell, Gary Mitchell, N Mitchell, Brian Noble, Paul Pearce, Ann Pegrum, Jess Peyton Jones, Neil Phoenix, A J Pollard, Rosemary Richards, Stephen Richards, Yvonne Sage, Jenny Shirley, Fran Sly, Angela Smith, Barry Smith, Janet Smith, Praful Soneji, Keith Sparrow, Jenny Squires, Neil Stevenson, Joy Stroud, Keith Stroud, Tony Stone, J Sumner, Shena Surgenor, Brian Sykes, Roy Thompson, Brian Tipping, Sally Tomlinson, Grazyna Tutak, Beryl Tyldesley, Ralph Tydlesley, Margaret Valentine, John Walden, David Walmsley, Marilyn Warner, Barbara Willetts, Peter Willetts plus three illegible signatures.

1. **Welcome**

The Chair welcomed everyone to the meeting noting how pleased we were to see so many members present.

2. **Apologies for Absence**

Apologies were received from Kim Baker, Charles Chong, Jo Viscusi, Amy Wilson, Mark and Marion Adams, Mandy Baldwin, Beverley Glover, Mark Whitby, Paul Wilding, Colin Williams, Ez Williams and Marion Yeales.

3. **Approval of Minutes of the Annual General Meeting on 6 October 2025**

The minutes of the 2025 AGM have been available on the website. No comments, corrections or additions have been received or were made at this AGM. The motion was moved to approve the minutes of the 2025 AGM; this was proposed by Judith Gower and seconded by Brian Tipping. The vote to approve was unanimous with no abstentions or votes against.

4. **Matters Arising not covered under other agenda items.**

There were none.

5. **Chair's Report**

Jackie Harber outlined what has happened over the last financial year:
Our Community Shop was launched in March 2026 open on a Thursday. Unfortunately, we had to close in July due to our host Create Community, closing their business. We are now trialling different drop-in locations where we can accept card payments and answer your questions. Currently you can find us at the Broadway Hotel Bar on Thursdays between 10am and 12pm.

We have exhibited at a number of events this year in Hitchin, Baldock and at the Letchworth Festival. Thanks to Amy our Publicity Officer and Phil our Volunteers Coordinator for organising these events. We are looking into ways to increase our profile in the area and have introduced lanyards and other branding options. Our latest marketing material also includes an 8-sided leaflet which replaces the larger Directory. Thank you to Trevor who, with the of help of AI, designed the leaflet in record time.

Thank you to over 200 volunteers that have helped LALG through the last year. Without your support this great organisation would not continue to thrive.

Community Benefit Initiative (CBI):
Last year we introduced a new category of group called CBI which supports groups that offer both community wide benefits and have non-member participants. For example, Blitz an Open Space that do an excellent job keeping our streets clean and for whom the new category has worked well. Two other groups were suggested to the Committee as possible CBIs. However as neither of the groups met both the criteria they remain as conventional LALG groups. There is no further change to the clause, and so there are no further changes to our Constitution this year.

Our Future plans:
Plans are under way to celebrate our 40th Anniversary next year. We are planning various events at the Broadway Hotel Ballroom on Saturday 17 April and the ever-popular Wine Festival returns as part of our celebrations on Friday 11 June.

Our current Strategic Aims were shown with Jackie highlighting the need for us to maintain our number of members and groups at a viable level.

Committee members:
Jackie welcomed Sandra Mee who joined us during the year and is doing a fantastic job as our Discounts coordinator. She also looked forward to welcoming Mark, Ken and Brian to the committee.

Finally, Jackie thanked all those on the committee for their hard work through the year. Jackie then answered questions from the members about the new leaflet which was then displayed and how many households still opt for the printed newsletter (about 530). The point was made that about 10% of participants in the Blitz litter picks tend to be non-members. Finally, William Armitage noted that attendance at LALG groups and events totals around 30,000 individual visits over the year.

6. **Treasurer's Report**

Hetty Smith displayed the accounts (see item 7) and made the following points:

A. Looking at the overall headline figures for this year compared to last.

	End of July 2025	End of July 2026
Lloyds (Current account)	£13,367.49	£17,252.32
Redwood (Saving account)	£17,000.00	£20,000.00
TOTAL	£30,367.49	£37,252.32
<u>Which breaks down as follows</u>		
Money held on behalf of Groups	£4,348.09	£5,305.87
LALG Central Funds Only (excluding Groups and Savings account)	£9019.40	£11,946.45

B. In can be seen that LALG Central Fund, which excludes the Saving account and money held on behalf of the groups, increased by £2,927.05 (32%) compared to last year. A contributing factor was a reduction in Newsletter production.

C. Significant income items were as follows:
    a. Largest income by far was membership at £22,754.
        i. 62% of membership payments were via Stripe costing £420 in fees.
    b. Newsletter adverts income was £816.
    c. The Social Committee events raised £679
    d. Donations of nearly £600, with a single donation of £400 from the Transport and Heritage group.

e. Saving account interest resulted in an income of £437.

D. The largest items of expenditure were:

a. Newsletter printing cost (£3,918)
b. Newsletter postage (£3,238)
c. Publicity (£3,247)
d. Insurance (£2,700)

E. Groups**.** Last year we handled the money for 17 groups, this year it is 25, reflected in the increase in the funds we hold on their behalf. The groups we hold the most funds for are shown below.

a. Local History (£2152)
b. Badminton (£613)
c. Transport and Heritage (£457)

F. Out of the 25 groups we managed funds for, six were inactive this year and we hold £124 as their closing balances, see below. This underlines why groups should 'bank' with LALG as no money is lost in dormant accounts when groups cease activity.

a.	British Sign Language	£64.00
b.	Walking Groups	£50.00
c.	Garden City Singers	£0.00
d.	Paddle Boarding	£0.00
e.	Environment Group	£0.00
f.	London Places	£0.00

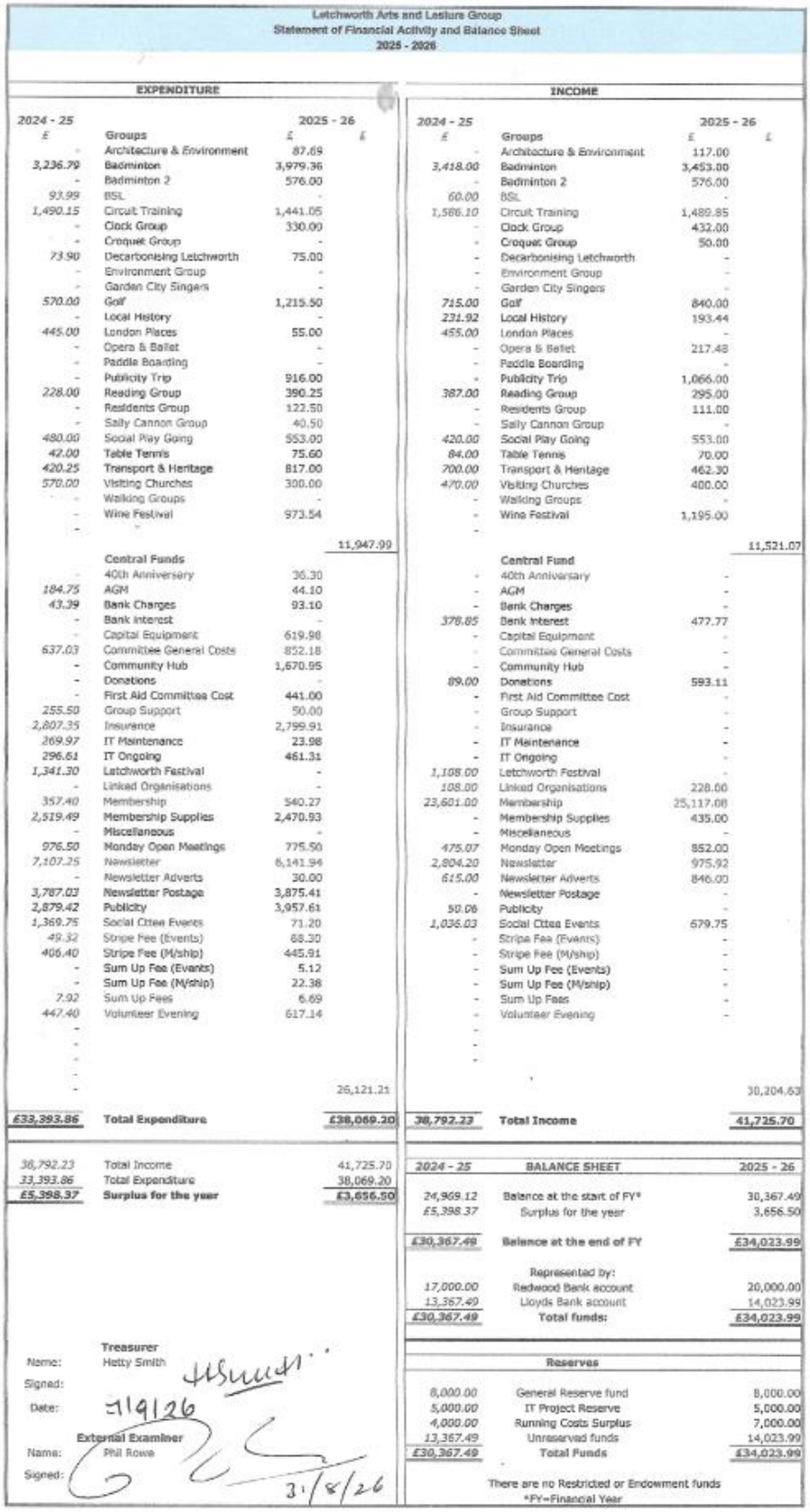
The last four with no funds will be removed from the accounts next year, but we will keep the others on the books in case they start up again

G. Redwood Savings Account. We have increased our savings in the Redwood account, up from £17,000 at the start of the financial year (1 Aug 2025) to £20,000 now at the end of the year (30 July 2026). The interest paid on the saving account this year (25/26) was £437, which is an increase of 15% compared to last year (24/25). The Redwood account is assigned up as follows.

General Reserve Fund	£8,000.00
Running Cost Surplus	£7,000.00
IT Project Reserve	£5,000.00

A question about rebuilding our reserves was received. Jackie explained that the sum diminished during Covid but we are now transferring funds to our reserves savings account every year.

7. **Formal Approval of Accounts for the year ending 31 July 2026**



Letchworth Arts and Leisure Group
Statement of Financial Activity and Balance Sheet
2025 - 2026

EXPENDITURE

2024 - 25 £	Groups	2025 - 26 £	£
-	Architecture & Environment	87.69	
3,236.79	Badminton	3,979.36	
-	Badminton 2	576.00	
93.99	BSL	-	
1,490.15	Circuit Training	1,441.05	
-	Clock Group	330.00	
-	Croquet Group	-	
73.90	Decarbonising Letchworth	75.00	
-	Environment Group	-	
-	Garden City Singers	-	
570.00	Golf	1,215.50	
-	Local History	-	
445.00	London Places	55.00	
-	Opera & Ballet	-	
-	Paddle Boarding	-	
-	Publicity Trip	916.00	
228.00	Reading Group	390.25	
-	Residents Group	122.50	
-	Sally Cannon Group	40.50	
480.00	Social Play Going	553.00	
42.00	Table Tennis	75.60	
420.25	Transport & Heritage	817.00	
570.00	Visiting Churches	300.00	
-	Walking Groups	-	
-	Wine Festival	973.54	
-			
			11,947.99
	Central Funds		
-	40th Anniversary	36.30	
184.75	AGM	44.10	
43.39	Bank Charges	93.10	
-	Bank Interest	-	
-	Capital Equipment	619.98	
637.03	Committee General Costs	852.18	
-	Community Hub	1,670.95	
-	Donations	-	
-	First Aid Committee Cost	441.00	
255.50	Group Support	50.00	
2,807.35	Insurance	2,799.91	
269.97	IT Maintenance	23.98	
296.61	IT Ongoing	461.31	
1,341.30	Letchworth Festival	-	
-	Linked Organisations	-	
357.40	Membership	540.27	
2,519.49	Membership Supplies	2,470.93	
-	Miscellaneous	-	
976.50	Monday Open Meetings	775.50	
7,107.25	Newsletter	6,141.94	
-	Newsletter Adverts	30.00	
3,787.03	Newsletter Postage	3,875.41	
2,879.42	Publicity	3,957.61	
1,369.75	Social Ctee Events	71.20	
49.32	Stripe Fee (Events)	68.30	
406.40	Stripe Fee (M/ship)	445.91	
-	Sum Up Fee (Events)	5.12	
-	Sum Up Fee (M/ship)	22.38	
7.92	Sum Up Fees	6.69	
447.40	Volunteer Evening	617.14	
-			
-			
-			
-			
-			26,121.21
£33,393.86	**Total Expenditure**		£38,069.20

INCOME

2024 - 25 £	Groups	2025 - 26 £	£
-	Architecture & Environment	117.00	
3,418.00	Badminton	3,453.00	
-	Badminton 2	576.00	
60.00	BSL	-	
1,586.10	Circuit Training	1,489.85	
-	Clock Group	432.00	
-	Croquet Group	50.00	
-	Decarbonising Letchworth	-	
-	Environment Group	-	
-	Garden City Singers	-	
715.00	Golf	840.00	
231.92	Local History	193.44	
455.00	London Places	-	
-	Opera & Ballet	217.48	
-	Paddle Boarding	-	
-	Publicity Trip	1,066.00	
387.00	Reading Group	295.00	
-	Residents Group	111.00	
-	Sally Cannon Group	-	
420.00	Social Play Going	553.00	
84.00	Table Tennis	70.00	
700.00	Transport & Heritage	462.30	
470.00	Visiting Churches	400.00	
-	Walking Groups	-	
-	Wine Festival	1,195.00	
-			
			11,521.07
	Central Fund		
-	40th Anniversary	-	
-	AGM	-	
-	Bank Charges	-	
378.85	Bank Interest	477.77	
-	Capital Equipment	-	
-	Committee General Costs	-	
-	Community Hub	-	
89.00	Donations	593.11	
-	First Aid Committee Cost	-	
-	Group Support	-	
-	Insurance	-	
-	IT Maintenance	-	
-	IT Ongoing	-	
1,168.00	Letchworth Festival	-	
108.00	Linked Organisations	228.00	
23,601.00	Membership	25,117.00	
-	Membership Supplies	435.00	
-	Miscellaneous	-	
475.07	Monday Open Meetings	852.00	
2,804.20	Newsletter	975.92	
615.00	Newsletter Adverts	846.00	
-	Newsletter Postage	-	
50.06	Publicity	-	
1,036.03	Social Ctee Events	679.75	
-	Stripe Fee (Events)	-	
-	Stripe Fee (M/ship)	-	
-	Sum Up Fee (Events)	-	
-	Sum Up Fee (M/ship)	-	
-	Sum Up Fees	-	
-	Volunteer Evening	-	
-			
-			
-			
			30,204.63
38,792.23	**Total Income**		41,725.70

38,792.23	Total Income	41,725.70
33,393.86	Total Expenditure	38,069.20
£5,398.37	**Surplus for the year**	£3,656.50

2024 - 25	BALANCE SHEET	2025 - 26
24,969.12	Balance at the start of FY*	30,367.49
£5,398.37	Surplus for the year	3,656.50
£30,367.49	**Balance at the end of FY**	£34,023.99
	Represented by:	
17,000.00	Redwood Bank account	20,000.00
13,367.49	Lloyds Bank account	14,023.99
£30,367.49	**Total funds:**	£34,023.99

Reserves

8,000.00	General Reserve fund	8,000.00
5,000.00	IT Project Reserve	5,000.00
4,000.00	Running Costs Surplus	7,000.00
13,367.49	Unreserved funds	14,023.99
£30,367.49	**Total Funds**	£34,023.99

There are no Restricted or Endowment funds
*FY=Financial Year

Treasurer
Name: Hetty Smith
Signed:
Date: 7/9/26

External Examiner
Name: Phil Rowe
Signed:
31/8/26

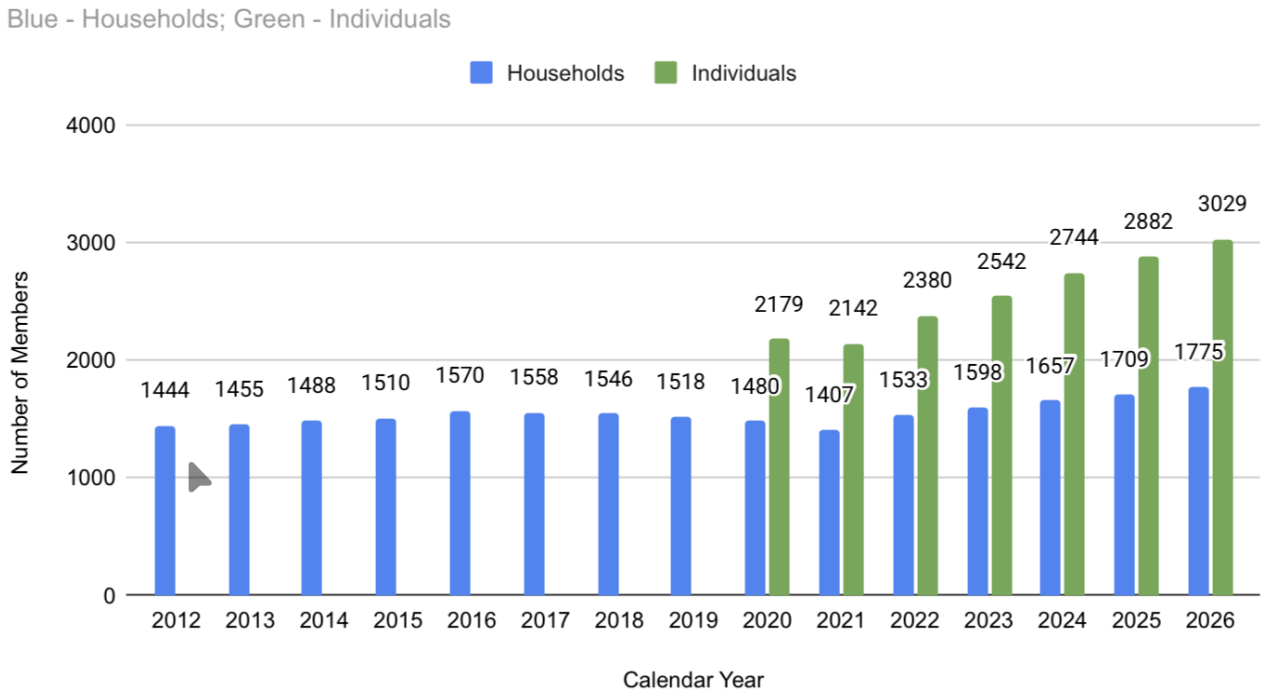
The accounts were approved following their proposal by Trevor Lynam and seconding by Ken Jordan. Votes for approval 92, against 0, with 1 abstention.

8. **Membership Secretary's Report**

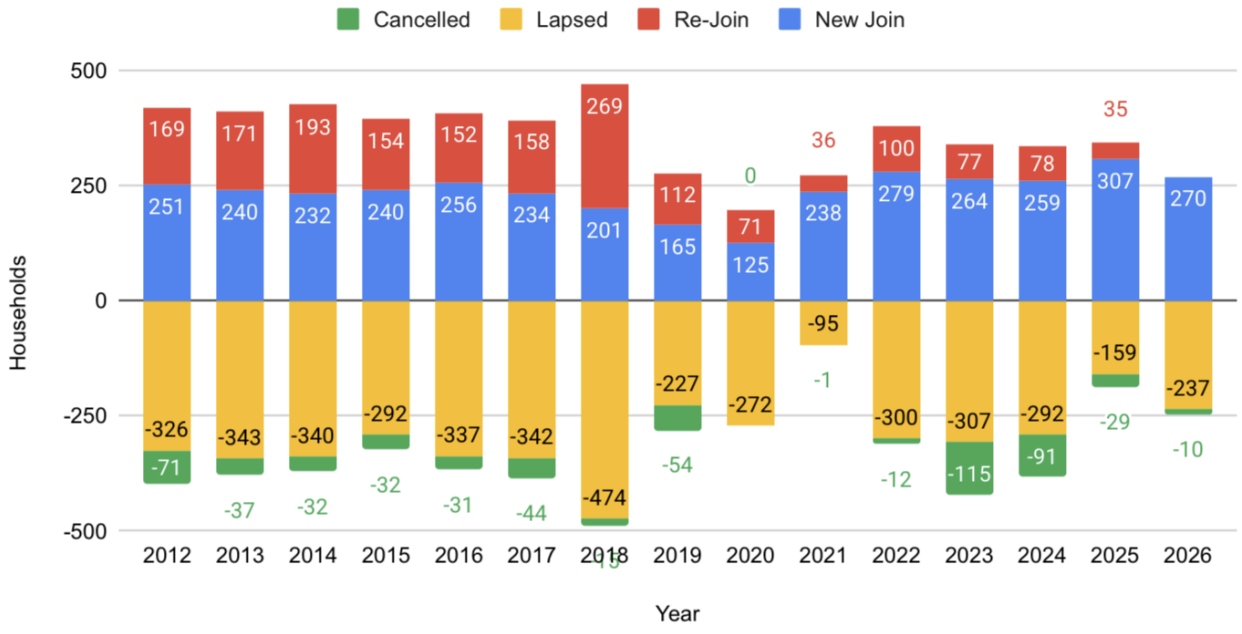
Trevor Lynam presented his report via PowerPoint.

- To date we have **3029** members
- Within **1775** households
- We offer over **180** groups, events and trips

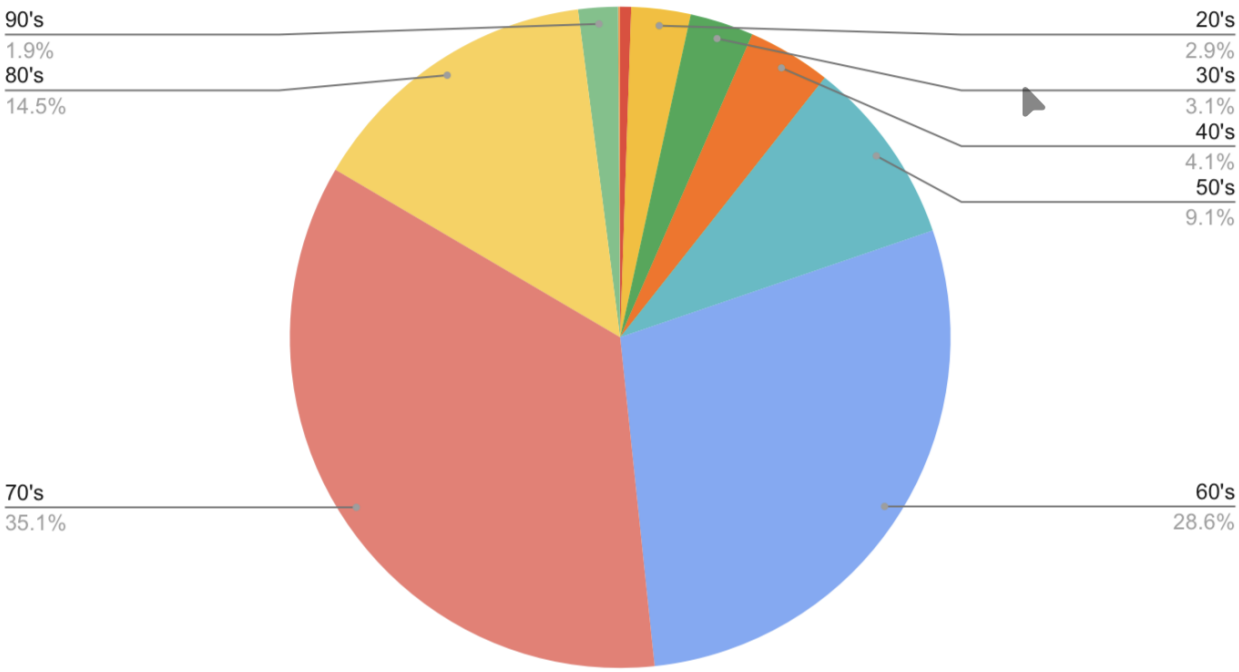
Membership Numbers



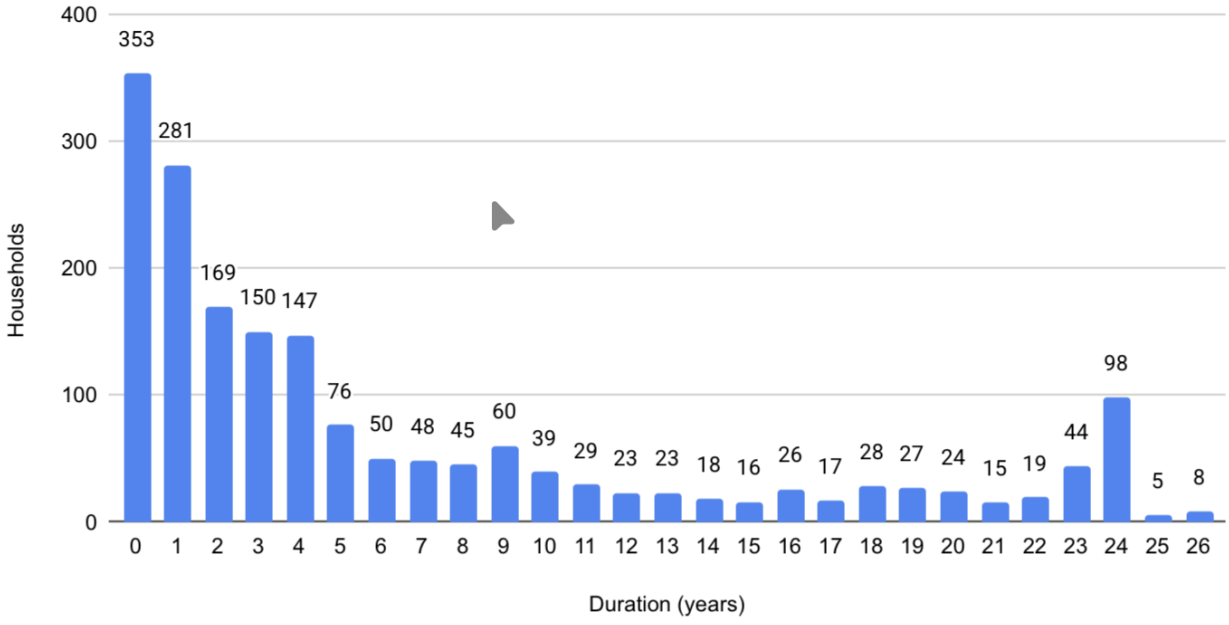
Membership Status



Members Age Distribution



Membership Duration



Trevor thanked all the members, and the Membership Team for their hard work.

Trevor answered questions on the reasons for membership cancellation and our target for membership growth. The former is not always volunteered, but often relates to a change in family circumstances such as moving away or illness. We do not set a specific target for membership, but aim for a gradual and manageable increase suited to the size of the volunteer base.

9. **Election of Committee Members**

Name	**Proposer**	**Seconder**
Jackie Harber*	Jean Haigh	Mary Patrick
Tessa Palfreyman*	Sue Redmond	Peter Stevens
Trevor Lynam*	Sally Tomlinson	Frances Sly
Charles Chong*	Jocelyn Rowe	Sandra Mee
Sandra Mee^	Hetty Smith	Judith Gower
Ken Jordan¬	William Armitage	Tessa Palfreyman
Brian Sykes¬	Steve Rowlands	Rhian Blakey
Mark Whitby¬	Jackie Harber	Trevor Lynam

* Retiring by rotation and standing for re-election
^ Co-opted during the year and now standing for election
¬ Standing for election for the first tine

The names of the nominees were read out and their election en bloc approved unanimously following proposal by Brian Sykes and seconding by Alan Gower.

The Committee is now at full strength with 15 members.

10. **Any Other Business**

i) Phil Morgan, Volunteers Coordinator, took the floor and explained how vital volunteers are to the success of LALG. He urged any members present interested in finding out more to contact him.

12. **Date of 2027 Annual General Meeting**

The date has not yet been chosen for the 2027 AGM as the Committee would like to consider whether to alternate between daytime and evening meetings. It was agreed that the Committee would consider the options and agree a date as soon as possible.

The Chair thanked everyone for coming to the meeting and declared the formal business closed at 11.10am.

Members were invited to stay for the talk by Eric Knowles on his life as a North Country Antiquarian.

These minutes will be approved at the 2027 Annual General Meeting, date to be confirmed.