LETCHWORTH ARTS & LEISURE GROUP

**Minutes of Committee Meeting**

**Wednesday 19 November 2025 at 7.30pm**

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

**Present:**

**Committee**
Jackie Harber, Chair
Kim Baker, Vice-Chair
Tessa Palfreyman, Secretary
Hetty Smith, Treasurer
Trevor Lynam, Membership Secretary
Phil Morgan, Volunteers Coordinator
Charles Chong
Jo Viscusi

| Item | Decisions and Actions | Who | By |
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| **1. Approval of apologies** | Apologies received from William Armitage, Judith Gower and Amy Wilson and approved. | | |
| **2. Declaration of interests** | None. | | |
| **3. Approval of minutes of previous meeting** | The Minutes of the meeting on 16 September were approved and signed by the Chair. The brief notes from the post-AGM meeting were also approved. | | |
| **4. Matters arising/ outstanding actions not covered under other agenda items** | A number of actions from the summary table have been completed. See revised summary table on pages 4-5 of these minutes for current actions.<br>▪ The Committee agreed with Trevor's proposal to abandon the phone survey of lapsed members due to the poor conversion rate of the previous survey (10%). | **All to read** | ASAP |
| **5. Chair's Report** | ▪ Report previously circulated and contents noted.<br>▪ Trevor sought clarification regarding the intention to move all outgoing emails from committee and team members from personal email address to those from a LALG mailbox. Jackie explained that to start with we would focus on the committee and teams but eventually Group Contacts would be included.<br>▪ The Committee discussed the Chair's proposal that non-members be charged a minimum fee of at least £3 more than members at events where a fee is charged. There was concern that this levy was too much for some group meetings and that a £2 surcharge was more appropriate. Jackie explained that £3 was chosen as it would allow non-members to attend 3 times for less than the £10 membership fee. It was | | |

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| | agreed to offer a recommendation to GCs while allowing them to use their discretion.<br>▪ **ACTION: Tessa to draft some text and circulate to Committee for comment**.<br>▪ Jackie is investigating sources of copyright-free images. We may be unable to find a free source and have to pay, perhaps in the region of £230 a year. | **TP** | ASAP |
| **6. Treasurer's Report** | ▪ Reports previously circulated and contents noted.<br>▪ Jackie raised a query regarding a positive figure for Stripe payments for membership fees.<br>▪ **ACTION: Kim/Hetty to check accounts.**<br>▪ Hetty has contacted the groups who have not had any contact with her or changed their balance over the last year. One has indicated that the funds are earmarked for an event in summer 2026. The other, 'Walking Groups', is unclear as the group does not tally with any of our existing groups.<br>▪ Hetty reported that Lloyds bank has notified her that our monthly fee discount is due to end soon and will rise to £4.25 pcm from January 2026.<br>▪ Hetty clarified that groups who collect cash either put it into an envelope and leave it at David's for her to collect or pay it into a personal account and make an equivalent transfer to LALG via BACS. | **KB/HS** | ASAP |
| **7. Membership Secretary's Report** | ▪ Report previously circulated and contents noted.<br>▪ Trevor noted that he will be collecting data regarding membership actions by type (new joiner/renewal/ lapsed/cancelled) over the coming months in order to present the information visually in a graph. | | |
| **8. Governance** | ▪ The amended Reserves policy was approved.<br>▪ The amended Schedule of Financial Delegation was approved.<br>▪ The amended Risk Register was approved.<br>▪ The amended Finance guidelines for the website were approved.<br>▪ The amended Terms of Membership were approved.<br>▪ **ACTION: Tessa to process above policies, save to Dropbox and upload to website as appropriate.**<br>▪ A sub-group to draft rules for Community Benefit Initiatives was formed to include Jackie, Tessa, Trevor and Jo. They plan to meet soon. | **TP** | ASAP |
| **9. Volunteering** | ▪ Phil gave a verbal report:<br>o Low level of activity in the last month.<br>o Hetty and Phil have identified a volunteer (SM) who is interested in joining the Social Team and possibly the Committee. It is hoped she will attend the Committee meeting in January.<br>o Another potential volunteer (MB) is interested in the website and has been referred to Jackie Sayers.<br>o Phil has approached several groups with which he has contact to try to get volunteers but without success.<br>o Phil has good links with Broadway Hotel, Cultivo Lounge, the Par 3 golf course and the Pembroke Club if there are any issues that need addressing.<br>o A new directive from Premier Inn HQ means that LALG | | |

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| | groups may no longer meet there.<br>o In December at Broadway Hotel LALG groups are limited to meetings ending by noon due to the demand for tables in the Christmas season.<br>▪ The Committee discussed priorities for Phil and agreed the following actions.<br>▪ **ACTION: Phil to contact each team (list in Dropbox Committee Meetings folder) to audit their needs for more volunteers.**<br>▪ **ACTION: Phil to contact names on existing list of potential volunteers to ascertain interests/skills with a view to matching them to vacancies. ***<br>▪ **ACTION: Phil to attend meetings of larger groups to try to recruit suitably skilled volunteers to join the Committee eg with admin skills to support Secretary.**<br>▪ * William has a list of attendees from the Volunteers Thank You evening which may be of use. | **PM**<br>**PM**<br>**PM** | 19 Jan<br>19 Jan<br>18 Mar |
| **10. Group Support Team** | ▪ Reports previously circulated and contents noted.<br>▪ Jo asked if there is a limit to the number of groups we are aiming for. Jackie noted that the number has increased from 119 in Jan 2020 to 169 in Nov 2025 with new ideas for groups being suggested regularly. The newsletter is limited to 52 pages and therefore there is not the space for many more new groups.<br>▪ It was felt that where the new group is demand-led, ie an existing group is full and there is a waiting list, that should take priority.<br>▪ Where a member approaches the GST to start a group and can take a lead on it, this group is also a priority.<br>▪ Where a potential new group (PNG) arises from an idea within the GST it was felt that the PNG should be limited to 2 listings in the newsletter (ie covering 4 months) and that the space for New Ideas should not exceed one page in the newsletter.<br>▪ The Committee commends the GST on their hard work but recognises that they are a finite resource and that they may need to control the flow of new ideas so as to avoid being stretched too thin, perhaps limiting the number month by month. | | |
| **11. Publicity Team** | ▪ Amy was unable to attend but her report was tabled.<br>▪ The ideas and formation of a sub-committee to discuss our 40th anniversary in 2027 will be discussed in January 2026. | | |
| **12. Social Team** | ▪ No report received.<br>▪ Phil noted that he hopes to have recruited a new volunteer for the Social Team (see item 9) and there is a second potential volunteer to follow up.<br>▪ Judith has contact with Andy McConnell from Antiques Roadshow who may be prepared to give us a talk.<br>▪ **ACTION: Judith to approach the Social Team.**<br>▪ The Open Meetings are doing very well (congratulations to the Social Team). Kim and Jo reported that the November meeting main speaker was excellent. It's also very positive to have the first | **JG** | 19 Jan |

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| | speaker talking about their own LALG group. | | |
| **13. IT Group and website** | ▪ Report previously circulated and contents noted. | | |
| **14. Linked organisations** | ▪ No applications received.<br>▪ The meeting reviewed the table showing the status of Linked Organisations following invoicing in July. 17 out of 37 groups have paid the fee; 9 have replied declining to pay the fee and the remaining 11 have not responded.<br>▪ The Committee discussed the proposal from the Linked Organisations officer to offer a reduced package of benefits to the decliners and non-responders at no charge.<br>▪ It was felt that this offer could not be made now to just some of the LOs as that would be unfair to those that had paid. It was agreed to discuss possible changes to the LO offer in May 2026 ready for the renewal period in July. NB Invoices sent to LOs on 7 July 2025.<br>▪ The website page of LOs will reflect the newsletter.<br>▪ **ACTION: Jackie to contact Wendy.**<br>▪ The Committee is grateful to Wendy for her hard work in administering the Local Organisations. | **JH** | ASAP |
| **15. Any Other Business** | i) Date for Committee Social - Tuesday 9 December at 7.30pm. **ACTION: Hetty to book.**<br><br>ii) It was agreed to discuss a date for the 2026 AGM at the meeting in January.<br><br>iii) Tessa noted the list of contact details for committee members in the meeting folder and suggested members email her their phone number if they are happy to share it.<br><br>iv) The focus for the January meeting will be Budget Setting plus the Letchworth Festival if time. | **HS** | ASAP |
| **16. Future Committee meeting dates** | **All meetings start at 7.30pm and take place at Mrs Howard Memorial Hall unless otherwise indicated.**<br>*** Meetings asterisked are strategy ones.**<br>Tuesday 9 Dec 7.30pm – Drinks and Nibbles at Broadway Hotel<br>**2026**<br>Monday 19 January – Governance and Strategy<br>Tuesday 17 February*<br>Wednesday 18 March<br>Monday 20 April*<br>Tuesday 19 May<br>Wednesday 17 June*<br>Monday 20 July<br>Tuesday 18 August*<br>Wednesday 16 September<br>Monday 16 November | | |

The meeting closed at 9.30pm.

**These minutes were approved by the Committee and signed by the Chair at the Committee meeting on 19 January 2026**