LALG

LETCHWORTH ARTS & LEISURE GROUP

Minutes of Committee Meeting

Wednesday 18 March 2026 at 7.30pm

In Park 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
Judith Gower, DP and EDI Officer (via Zoom)
Trevor Lynam, Membership Secretary
Phil Morgan, Volunteers Coordinator
Charles Chong
Sandra Mee
Amy Wilson
Jo Viscusi (via Zoom)

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from William Armitage and approved.		
2. Declaration of interests	Standing Declaration from Judith as member of the Board of The Cloisters.		
3. Approval of minutes of previous meeting	The Minutes of the meeting on 17 February were approved and signed by the Chair.		
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.	**All to read**	ASAP
5. Chair's Report	▪ Report previously circulated and contents noted. ▪ The rental for our weekly town centre presence in the 'shop' has been reduced from £100 to £96. ▪ The Committee agreed to extend the shop pilot to the end of May.		
6. Treasurer's Report	▪ Reports previously circulated and contents noted. ▪ **ACTION: Hetty, Kim and Jackie to meet to fine tune the budget sheet.** ▪ Hetty's text for Group Contacts re trip payments and refunds approved. ▪ **ACTION: Jackie to send Hetty's note to all GCs.**	**HS/KB/ JH** **JH**	ASAP ASAP
7. Membership Secretary's Report	▪ Report previously circulated and contents noted. ▪ The Committee agreed to purchase 1500 stamps now to avoid the price rise due on 7 April. ▪ **ACTION: Hetty to place order for stamps.**	**HS**	ASAP

Item	Decisions and Actions	Who	By
8. Governance	▪ The Advertising Rates were reviewed and a small increase approved. This will apply to the August/Sept newsletter and Directory onwards. ▪ **ACTION: Tessa to post revised rates on website and notify newsletter team.** ▪ The Copyright policy was reviewed and accepted with no changes. ▪ The IT Crisis Management Policy was reviewed and accepted with no changes. ▪ **ACTION: The IT policy to be reviewed by Jackie and Jo for presentation at the May meeting.** ▪ **ACTION: The EDI policy to be reviewed by Jackie, Judith, Jo and Sandra for presentation at the May meeting.** ▪ **ACTION: The Risk Register to be reviewed by Jackie, Hetty, Tessa and Judith for presentation at the May meeting.** ▪ **ACTION: The Publicity policy and Strategy 2024-2027 document to be reviewed by Jackie, Amy and Phil for presentation at the May meeting.**	**TP** **JH/JV** **JH/JG/ JV/SM** **JH/HS/ TP/JG** **JH/AW/ PM**	ASAP 19 May 19 May 19 May
9. Volunteer Coordinator's Report	▪ Report previously circulated and contents noted. ▪ Jackie has prepared a poster showing volunteer vacancies for the shop. ▪ **ACTION: Jackie and Trevor to liaise regarding addition of poster to website.**	**JH/TL**	ASAP
10. Group Support Team	▪ Reports for February and March previously circulated and contents noted. ▪ The meeting discussed the issue of some members deciding not to renew while still attending LALG meetings. ▪ **ACTION: The Committee agreed to meet to discuss this issue in more detail and invite Jackie Sayers. Tessa to circulate dates.**	**TP**	ASAP
11. Publicity Team	▪ Amy gave a verbal report and showed a rough outline of how a folded leaflet replacement for the Directory could look. Both of these documents are now in the Dropbox folder for 18 March. ▪ The Committee discussed the Letchworth Festival: ▪ Text encouraging groups to submit their June events in the Festival Calendar is in the April/May newsletter. ▪ It was agreed we would have a stall at the stalls day during the Festival. ▪ The Committee discussed an idea for a cheese and wine event but felt it could detract from the Wine Event at the Golf Club being organised by Wine Group 2.		
12. Social Team	▪ Report for February previously circulated and contents noted. No meeting in March.		
13. IT Group and website	▪ Report previously circulated and contents noted. ▪ The most recent meeting was held yesterday (17 March): nothing further to report.		
14. Linked organisations	▪ Application from Benslow Music considered and approved. ▪ **ACTION: Hetty to invoice Benslow Music pro rata.** ▪ Wendy's useful summary of applications processed in 2025 noted.	**HS**	ASAP

Item	Decisions and Actions	Who	By
15. AOB	▪ **Administration of access permissions for key LALG roles** ▪ Jackie outlined the need for us to have a clear procedure on awarding access to database etc for LALG volunteers in key roles and removing it when they step down. ▪ **ACTION: Jackie and Judith to draft a permissions procedure and review the Data Confidentiality agreement to ensure it is not being misinterpreted.** ▪ **Date for Volunteers Thank You Evening** ▪ The Committee agreed Wednesday 23 September as the first choice of date. Waitrose for food. ▪ **ACTION: Phil to speak to Paul at the Gallery to ascertain what exhibition will be on at that time and book the date.** ▪ **Date for first meeting of 40th Anniversary sub-committee** ▪ Date chosen is Friday 24 April at 2pm. To be held at Amy's studio in Halls Green if possible. ▪ **ACTION: Amy to confirm venue.** ▪ **Post-meeting note:** The focus for the April Committee meeting will be publicity materials including the fold-out leaflet replacement for the Directory.	**JH/JG** **PM** **AW**	ASAP ASAP ASAP
16. Future Committee meeting dates	**All meetings start at 7.30pm and take place at Mrs Howard Memorial Hall unless otherwise indicated.** *** Meetings asterisked are strategy ones.** **2026** Monday 20 April* Via Zoom for all participants Tuesday 19 May Wednesday 17 June* Monday 20 July Tuesday 18 August* Wednesday 16 September Monday 16 November		

The meeting closed at 9.30pm.

These minutes were approved by the Committee at the Zoom Committee Meeting on 20 April 2026 and signed by the Chair on 24 April 2026