LETCHWORTH ARTS & LEISURE GROUP

Minutes of Committee Meeting

Monday 20 April 2026 at 7.30pm

Via Zoom

Present:

Committee
Jackie Harber, Chair
Hetty Smith, Treasurer
Tessa Palfreyman, Secretary
Trevor Lynam, Membership Secretary
Judith Gower, EDI and Data Protection Officer

Amy Wilson, Publicity Officer (from 8pm)
William Armitage
Charles Chong
Sandra Mee
Jo Viscusi

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from Kim Baker and Phil Morgan and approved.		
2. Declaration of interests	Standing Declaration from Judith Gower as member of the Board of The Cloisters.		
3. Approval of minutes of previous meeting	The Minutes of the meeting on 18 March 2026 were approved. They will be signed by the Chair on 24 April when we meet in person.		
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 of actions on pages 4 of these minutes for current actions.	**All to read**	ASAP
5. Chair's Report	▪ Report previously circulated and contents noted. ▪ **Town of Culture bid**: we need to write a form of words in 3-5 sentences pledging LALG's support. ▪ **ACTION: To each draft something for discussion at meeting on Friday 24 April.** ▪ **Town Shop**: The meeting discussed progress and interest. The following points were made: ▪ The members seem to like it. Some have sought it out specifically to be able to renew in person. ▪ It has not generated a significant number of new members. ▪ We need to think of ways to get more customers such as putting a table outside. ▪ Pavement signs at the entrances to the precinct were suggested. These would have to comply with regs. ▪ Posters in the shops at the entrances to the precinct	**All**	24 April

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	were suggested as an alternative. ▪ Trevor suggested he put an A5 flyer about the shop in with the renewal letter. ▪ The Committee discussed extending the pilot into June, the month of the Letchworth Festival. ▪ Following a vote, the majority agreed that we should keep the shop for June (6 in favour, 3 abstentions). ▪ The cost was discussed and it was noted that it may be worth enquiring into a lower rate. ▪ Jackie suggested we could apply for a grant for the shop but we would need to discuss the long-term future for the shop before embarking on this. ▪ It was agreed to enquire as to whether we could use the shop on the Festival Saturday event to complement our stall. ▪ **ACTION: Jackie and Amy to liaise regarding further poster publicity as noted above.** ▪ **ACTION: Jackie to organise shop hire in June as noted above.** ▪ Jackie reported that we will be marking the Local Hero Award to Brian Noble at the shop between 1 and 3pm on 23 April. ▪ It was noted that Black Squirrel Credit Union is primarily a savings vehicle and we would rather groups saved via LALG in order to generate interest for us.	**JH/AW** **JH**	ASAP ASAP
6. Treasurer's Report	▪ Report previously circulated and contents noted. ▪ Hetty explained the break down on funds held in Redwood and Lloyds accounts following an enquiry from Trevor. ▪ Jo enquired whether any more groups had transferred their accounts to the central Lloyds account. Hetty confirmed no more have, but new groups are required to use the central account.		
7. Membership Secretary's Report	▪ Report previously circulated and contents noted. ▪ Trevor noted that the use of cheques is decreasing. ▪ Trevor asked the Committee to consider whether to charge new members an increased rate of £12 (versus current £10) for their first year of membership to cover the cost of a complimentary issue of the paper newsletter. ▪ The Committee felt this would be awkward to manage, require changes to publicity materials and appear ungenerous as few (any?) organisations charge the new member for 'joining packs'. ▪ It was agreed that new members joining for an online subscription will receive a complimentary copy of the paper newsletter and the cost of this (£600pa) will be met from existing membership fees.		
8. Publicity Report	▪ Amy reported that she now has a stock of the new A6 postcard advertising LALG membership on one side with a forthcoming event on the other (currently the visit to Hitchin Lavender). The Committee agreed they look attractive and will be useful as they can be reprinted regularly with the event information changing.		

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	▪ Hetty, Jackie and Amy discussed the bookings for the Hitchin Lavender visit. ▪ Amy is awaiting some sample merchandise from a local printer. ▪ Jackie noted that future events are also listed on the front page of the website. ▪ Amy has asked Phil to generate a rota of volunteers who can help on the LALG stalls on 9 May (Baldock) and 10 May (Ashwell). ▪ **ACTION: Please contact Phil if you can help at either.** ▪ **ACTION: Please see email from Amy on 20 April for list of future events.**	**ALL** **ALL**	ASAP ASAP
9. Volunteering Report	▪ Report previously circulated and contents noted. ▪ The meeting discussed how to comply with GDPR requirements when amalgamating volunteer contact lists that may have been built from emails volunteered for one purpose only. ▪ **ACTION: Phil to draft text for relevant volunteer requirements for Trevor to send to the shop list.** ▪ Date for Volunteers Thank You evening confirmed by venue (Broadway Gallery) as 23 September.	**PM**	ASAP
10. Linked organisations	▪ No applications received.		
11. Focus	**Proposed folded A5 8-panel leaflet.** ▪ Amy explained the format of the Leaflet and possible content referring to the example now included in the Dropbox folder for 20 April. ▪ The focus of the content would be new groups and those seeking members. Group choice could be seasonal. ▪ QR codes and web addresses included to direct readers to the website. ▪ Amy has been quoted £87.89 + VAT for 500 copies and £136 + VAT for 1000 copies. Significantly cheaper than the Directory. ▪ The Leaflet would be printed every two months or possibly seasonally. ▪ The Committee is keen to proceed with the Leaflet subject to the agreement of and fine-tuning by the Publicity Team. ▪ **ACTION: Amy to arrange a Publicity Team meeting to finalise the Leaflet.** ▪ **Other publicity material** ▪ The meeting discussed lanyards with a branded neck strap and clear pocket for name for use in shop and at events. Amy has already ordered LALG-branded sashes for use by helpers on stalls. ▪ The LALG banner is now ready for collection. ▪ Jackie enquired whether the Gazebo could be branded in some way to make it clear it is LALG. ▪ Jackie suggested an additional shorter alternative leaflet – folded 3-panel. ▪ William noted that a contact of his has noted that Facebook is very useful for publicity. Amy manages	**AW**	ASAP

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	both the LALG and Facebook accounts. It would help of Committee members could like and share LALG posts to drive up coverage and engagement. ▪ **ACTION: Any Committee member with Facebook and/or Instagram to please like and follow LALG posts.** ▪ Jackie reported that Elaine Fox has kindly offered to include LALG publicity material on The Settlement stall at events. This could be reciprocal. ▪ William noted that as we advertise Settlement events in our publicity emails to members it would be nice if The Settlement reciprocated on that score. ▪ Jackie reported that The Fox in Willian has been in touch offering to work together. Jackie will contact them regarding a meeting which she and Hetty will attend.	**ALL**	ASAP
12. Any Other Business	▪ The Committee discussed the enquiry from JC (a long-standing LALG member) as to whether his privately organised visit to Fotheringhay could be advertised in the LALG publicity email to members. ▪ The Committee noted LALG obligations under GDPR not to email members about events outside those organised by LALG, Linked Organisations and Partners. ▪ It was agreed that we could advertise JC's visit as a one-off LALG event similar to the visit to Hitchin Lavender organised by Amy on behalf of the Publicity Team. ▪ **ACTION: Tessa to contact the GST regarding assisting JC with this one-off event. If agreeable, following up with JC.** ▪ The meeting discussed AP's request that we consider purchasing speakers to support sound quality at events broadcast from a laptop and projector. **ACTION: Tessa to contact AP for clarification of likely events and venues as size will dictate speaker type and quality.**	**TP** **TP**	ASAP ASAP
13. 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.** Tuesday 19 May Wednesday 17 June* Monday 20 July Tuesday 18 August* Wednesday 16 September Monday 5 October **AGM** at The Settlement, 10 for 10.30am Monday 16 November		

The meeting closed at 9.38pm

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