LETCHWORTH ARTS & LEISURE GROUP

Minutes of Committee Meeting

Tuesday 19 May 2026 at 7.30pm

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

Present:

Committee

Jackie Harber, Chair
Hetty Smith, Treasurer
Tessa Palfreyman, Secretary
Trevor Lynam, Membership Secretary
Amy Wilson, Publicity Officer
Judith Gower, DP and EDI Officer
Phil Morgan, Volunteers Coordinator
William Armitage
Charles Chong
Jo Viscusi

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from Kim and Sandra 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 20 April 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. ▪ Jackie asked for the Committee's views on the LALG shop in order to understand whether it was worth investing time in finding alternative premises. ▪ Views expressed included: it was nice to have a sociable space in the town (both for the members and the Committee); it makes it easier for members to renew or conduct other LALG admin; it's a good way to involve volunteers; it doesn't seem to generate new sign-ups but could be contributing to raising our profile; it needs to be good value for money (ie cheaper). ▪ The shop was summarised as being useful but cost is a big factor. ▪ The Committee agreed that Jackie should research other venues.	**JH**	ASAP
6. Treasurer's Report	▪ Reports previously circulated and contents noted. ▪ We have a very healthy balance in the Lloyds account,		

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	c £18,000 at time of meeting. ▪ **ACTION: Hetty, Kim and Jackie to discuss Jackie's queries regarding the budget sheet.**	**HS/KB/ JH**	ASAP
7. New group proposal	▪ AC was unwell and unable to attend. Tessa read out his email and the Committee discussed the proposal for a Community Resilience group. ▪ The Committee regard the proposal as a Community Benefit Initiative but as AC now feels he is not the person to run the group, it was felt that it should not be pursued at the current time. ▪ **ACTION: Tessa to contact AC and the Group Support Team regarding our decision.**	**TP**	ASAP
8. Membership Secretary's Report	▪ Report previously circulated and contents noted. ▪ It has been agreed to supply a copy of the Directory or Leaflet to all new members which will reduce costs compared to including a Newsletter as the weight is under 100g.		
9. Governance	▪ The IT policy has been reviewed but a subsequent alteration has been identified. The policy will now be reviewed at the June Committee meeting ▪ The amendments to the EDI policy were approved subject to a small alteration to the wording. ▪ The amendments to the Risk Register were approved. The Committee discussed whether to maintain a physical archive of admin documents (minutes, signed statements etc). It was felt that it was no longer necessary due to the digital archive. A single paper copy of the Newsletter will still be archived each month. Hetty will maintain a digital archive of financial documents. ▪ The Publicity policy has been reviewed and no amendments made. ▪ The Strategy 2024-2027 statement was approved with no amendments. The Action Plan will be reviewed at the next meeting of the Publicity team. ▪ William suggested putting the Vision and Values statements from the Strategy on a cover of the newsletter, perhaps the one covering the AGM. ▪ **ACTION: Tessa to amend wording and process above policies.** ▪ **ACTION: The following policies will be reviewed by Jackie, Judith and Jo ready for presentation at the July Committee meeting: Safeguarding policy and Procedures and Guidelines; Privacy Statement and Guidelines for Children attending Group Meetings.** ▪ **ACTION: Jackie, Judith, Jo and Trevor will meet to review the Data Protection Statement.** ▪ **ACTION: Sandra to be invited to the above reviews.**	**TP** **JH/JG/ JV** **JH/JG/ JV/TL** **JH**	ASAP 20 July 20 July ASAP
10. Volunteer Coordinator's Report	▪ Report previously circulated and contents noted. ▪ Phil asked about creating a master list of volunteers drawn from the existing lists for leaflet deliverers, stall helpers, shop staff, Group Contacts etc. ▪ Jackie explained that she and Trevor were working on creating a digital solution to this that would enable us		

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	to bulk email relevant volunteers for their help. ▪ **ACTION: Jackie, Trevor and Phil to liaise on this initiative.** ▪ William suggested including an 'Out and About' section in the Newsletter flagging up where we are having stalls. This information is already on the website.	**JH/TL/ PM**	ASAP
11. Group Support Team	▪ Reports for February and March previously circulated and contents noted. ▪ Jackie reported that the current group count is 175. ▪ William noted that the GST could do with some more volunteers. ▪ **ACTION: William/GST to contact Phil about their volunteer requirements.**	**WA/PM**	ASAP
12. Publicity Team	▪ Report previously circulated and contents noted. ▪ Amy reported from today's meeting of the Publicity team that she and Jackie Sayers can produce the Leaflet but not in time for the August/September edition due to pressure of work. ▪ Jackie proposed paying someone to set it up but this would still require a sizable input from Amy regarding content and instruction which she cannot currently accommodate. ▪ **ACTION: Amy will put together her notes to form the basis of a brief as the first step.** ▪ The Committee is agreed that this is a pilot where the Directory will be paused to try out the leaflet before a decision is taken to continue or end the Directory. ▪ Amy noted that any LALG event occurring during the Letchworth Festival can be added to the Festival website. ▪ We cannot run a stall at the Festival launch event on 30 May as notice too short. ▪ We will run both the shop and a stall on 20 June, human resources permitting.	**AW**	ASAP
13. Social Team	▪ No recent meeting/report. ▪ AP needs details of the AGM speaker in good time. ▪ **ACTION**: **Judith to contact AP with speaker's details**.	**JG**	ASAP
14. IT Group and website	▪ No report received. ▪ Hetty enquired about volume of spam emails but our filter is as good as it can be.		
15. Linked organisations	▪ The Committee discussed the current number of Linked Organisations (21 including David's and The Settlement) and whether to amend the application fee. ▪ It was agreed to keep the fee at the current level of £12 per annum. ▪ **ACTION: Hetty to liaise with Wendy and invoice current Linked Organisations at renewal time.** ▪ William noted that while we advertise Settlement events in our publicity emails there is no reciprocal offer from The Settlement.	**HS**	ASAP

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16. AOB	a. The focus for the June Committee meeting will be renewals and how to manage those who lapse but still attend group meetings. b. The next meeting to discuss the 40th anniversary plans will be at 7pm on Wednesday 17 June at Mrs Howard Hall before the Committee meeting there at 7.30pm. c. Jackie proposed that LALG purchase a basic laptop for the Treasurer role as Hetty's personal device is struggling. The Committee agreed subject to cost. **d. ACTION: Jackie to research and suggest a suitable model.**	**JH**	ASAP
17. 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 July Tuesday 18 August* Wednesday 16 September Monday 5 October – AGM at The Settlement. Doors open 10am 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 17 June 2026