LETCHWORTH ARTS & LEISURE GROUP

Minutes of Committee Meeting

Wednesday 17 June 2026 at 7.30pm

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

Present:

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

Amy Wilson, Publicity Officer
Phil Morgan, Volunteers Coordinator
Sandra Mee
Jo Viscusi (on Zoom)

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from William Armitage and Charles Chong 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 19 May 2026 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 of actions on pages 4 of these minutes for current actions. ▪ Judith has a meeting with Jason Valentine soon to discuss possible cinema promotion. ▪ Jackie and Charles have conducted their first Access Audit of a local venue.	**All to read**	ASAP
5. Chair's Report	▪ Report previously circulated and contents noted. ▪ **Presence in the Town:** Jackie updated us as the Best Before Café has changed their offer to host us and it is no longer viable. Instead, the No 12 Café has kindly offered to reserve us a table on Thursdays between 10 and 12 (gratis). It was agreed we would try this arrangement from Thursday 2 July and fund a drink for those staffing the table (not visitors). ▪ **Leaflet:** Jackie clarified that she and Trevor had made a start on the Leaflet as Amy is unavailable due to other commitments. The size of the leaflet (8 panel or 4 panel) will be influenced by the printing price. ▪ **ACTION: Amy to share details of her printer with**	**AW**	ASAP

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	Jackie regarding recent quote. ▪ **Stall on 20 June:** Judith volunteered to staff the stall between 12 and 4 to provide committee support. ▪ **IT Policy:** The amended IT Policy was approved.		
6. Treasurer's Report	▪ Reports previously circulated and contents noted. ▪ Hetty and Kim explained the various reports. ▪ Hetty noted the Zoom licence renewal is £168pa. ▪ Jackie requested a meeting with Hetty and Kim to clarify figures regarding newsletter costs. ▪ **ACTION: Hetty, Kim and Jackie to meet.**	**HS/KB/ JH**	ASAP
7. Membership Secretary's Report	▪ Report previously circulated and contents noted. ▪ Jackie noted that as new members tend not to opt for the printed newsletter sub at £25 opting instead for the digital sub of £10 while membership numbers grow the income will not grow at the same rate.		
8. Publicity Report	▪ Report previously circulated and contents noted. ▪ Amy showed us the new LALG lanyard for members staffing public events; they look very effective. ▪ The Publicity team met recently to discuss the Leaflet (potential Directory replacement). Quarterly copies were recommended. The template should allow for simple updating. ▪ While Amy is currently unable to contribute to the development of the Leaflet, it will still be submitted to the Publicity team for their input. ▪ Amy has transferred the publicity materials to Jackie for the stall on 20 June and William has been asked to supply copies of the new Directory.		
9. Volunteering Report	▪ Report previously circulated and contents noted. ▪ **ACTION: Phil to draft text to send to GCs regarding finding skilled volunteers for Committee's succession planning and send to Tessa for comment. Jackie to send email direct to GCs.** ▪ Jackie requested that Phil send any enquiries from potential volunteers interested in the website to the Web Development or Web Tech teams.	**PM/TP/ JH**	ASAP
10. Linked organisations	▪ No applications received.		
11. Focus	**How to address the issue of non-renewing members who still attend groups.** ▪ The Committee agreed we should add text to the membership renewal letter to impress upon members that to attend groups they must remain a member. ▪ The Committee agreed to a membership drive one month a year where across the organisation members must show their membership cards at group meetings so that GCs can make a note of those who do not have one. Groups reluctant to do this can be supported by a Committee member who will ask instead. We agreed upon September 2026 for this year. ▪ It was agreed that we do not know the scale of the problem and also how many GCs may be reluctant to check membership of group attendees. ▪ **ACTION: Tessa to contact GST for information on how many GCs have indicated they are reluctant to**	**TP**	ASAP

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	check membership. ▪ It was agreed that we would send a simple and short email to all GCs to ask them to reply to the question 'would you be happy to check membership cards at a meeting of your group in September' either yes or no so that we see how many groups may need a member of the Committee to help out. ▪ **ACTION: Jackie and Tessa to draft email to GCs.**	**JH/TP**	ASAP
12. Any Other Business	▪ **ACTION: Judith to send Tessa and AP (Social Team) details of AGM speaker by 5 July for entry in Aug/Sept newsletter.** ▪ The Committee agreed to end the retention of a physical archive of printed papers (apart from signed Committee meeting minutes) from the beginning of the new financial year starting on 1 August 2026. ▪ Tessa reported William's suggestion that we email lapsed members a year or so after their membership ends to invite them to consider rejoining. Judith explained that the GDPR regulations require us to delete members' records once their membership has lapsed so this will not be possible. ▪ Jackie reported a conference taking place on 9 July organised by GoVolHerts. Jackie and Phil will attend. ▪ The Committee discussed Jackie's research into a laptop for the Treasurer role. It was agreed to opt for the best version with a large screen and a minimum of 16GB of RAM. ▪ The next Committee meeting is on 14 July. Judith and Jo are aiming to attend via Zoom, connections permitting.	**JG**	5 July
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 14 July (note date change) Tuesday 18 August* Wednesday 16 September Monday 5 October **AGM** at The Settlement, 10 for 10.30am Monday 16 November **2027** Monday 18 January Tuesday 16 February* Wednesday 17 March Monday 19 April* Tuesday 18 May Wednesday 16 June* Monday 12 July Tuesday 17 August* Wednesday 15 September AGM – date in October to be agreed Monday 15 November		

The meeting closed at 9.20pm.

These Minutes were approved by the Committee and signed by the Chair at the Committee meeting on 14 July 2026