LETCHWORTH ARTS & LEISURE GROUP

Minutes of Committee Meeting
Tuesday 14 July 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
Hetty Smith, Treasurer
Tessa Palfreyman, Secretary
Trevor Lynam, Membership Secretary
Phil Morgan, Volunteers Coordinator
William Armitage
Charles Chong
Sandra Mee
Jo Viscusi
Judith Gower, DP and EDI Officer (on Zoom, present for part of meeting)

Item	Decisions and Actions	Who	By
1. Approval of apologies	None received		
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 June 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 tabled two copies of a mock-up 8 panel A5 leaflet produced by her and Trevor to trial as a replacement for the Directory. ▪ Phil sought clarification of the cost and purpose of the leaflet. Jackie reminded the Committee of the data she had presented earlier in the year that showed that the large majority of new members were recruited via word of mouth. The Directory playing a much smaller role. As a result, the Committee had previously agreed to trial a leaflet that sets out the vast range of groups in LALG with encouragement for potential new members to seek further information on the website where they can also join. ▪ The cost per Directory is about 75p; the cost per leaflet is considerably less – in the region of 11p for an order		

Item	Decisions and Actions	Who	By
	of 2500 (figure checked and supplied post-meeting). ▪ William drew the Committee's attention to his concerns circulated earlier via email. While these are understood it was noted that the decision to try replacing the Directory with a leaflet has already been agreed. ▪ Uncertainty over timing of the leaflet has led to unnecessary work being done on an Aug/Sept issue of the Directory. Jackie has apologised in writing to Jackie Sayers who had produced it. ▪ Trevor made the point that the artwork and text for the leaflet can be changed relatively easily. When Amy has more time the Publicity team will be able to revise the leaflet as required. ▪ Jackie proposed that the metric we use to determine whether the leaflet has had an impact was to measure the number of new members over a similar period of time. ▪ Distribution: William noted that he is intending to step back from distributing marketing material from the end of 2027. Alternative arrangements will need to be in place well before then. ▪ The Committee discussed the various points raised and agreed to order the minimum number of leaflets possible (100) in order to assess paper and print quality if the price is reasonable. If sample leaflets provided are then judged acceptable, we can order a larger quantity. ▪ Post meeting information – Jackie has ascertained that 100 leaflets would cost us around £70. This has been agreed post-meeting by email. ▪ In response to Jackie's proposal that a debit card be issued to cover the cost of the drinks tab at the No 12 Coffee House, Hetty declined on the basis that it would generate more work for her identifying the payments rather than simply processing an expenses claim.		
6. Treasurer's Report	▪ Reports previously circulated and contents noted. ▪ The end of the financial year is approaching on 31 July 2026. With one month to go we have an overall surplus of £6884. Last year at year end it was £5398. We have the insurance invoice to pay at £2799. ▪ The statement of financial activity and balance sheet is already set up with final figures to be added on 31 July. ▪ The Committee will see the final figures before they are sent for external examination. ▪ The Transport and Industrial Heritage group has donated £400 from their funds to central LALG. The Committee extends their grateful thanks to the group for this valuable donation. ▪ Hetty gave her thanks for the new LALG laptop to enable her to manage the accounts. ▪ Hetty raised whether we should pay for Committee members who have had to pay for Office 365 licences. The overall view was that this was unnecessary as the software is often used for other purposes outside LALG. However, Dropbox subscriptions may become		

Item	Decisions and Actions	Who	By
	necessary for those Committee members whose personal free allowance has been consumed by LALG documents.		
7. Membership Secretary's Report	▪ Report previously circulated and contents noted. ▪ We have exceeded 3000 members for the first time – a significant achievement. ▪ The Committee considered whether to review the acceptance of payments by cheque. As Hetty is happy to continue processing them and we receive only around 20 per month in membership it was agreed to carry on accepting them.		
8. Governance	▪ The amendments to the Safeguarding policy were reviewed and approved. ▪ The Safeguarding Procedures and Guidelines and Guidelines for Children attending Group Meetings have been reviewed and no amendments proposed. ▪ The amendments to the Privacy Statement were reviewed and approved subject to a single word amendment. ▪ The amendments to the Data Protection policy were reviewed and approved. ▪ The Insurance Guidance Note was approved without amendment following its acceptance by our Insurance Brokers. ▪ **ACTION: Tessa to amend wording and process above policies.**	**TP**	ASAP
9. Volunteer Coordinator's Report	▪ Phil gave a verbal report. ▪ No new volunteer enquiries have been received his month. ▪ The stall on 20 June was well attended by a great range of volunteers. ▪ Phil and Jackie attended the 'Be the Good' conference run by GoVol Herts. Key take aways included collaboration rather than competition with other organisation is beneficial and we are competing with a potential volunteer's spare time when we are trying to recruit them. ▪ Two potential future recruits for the Committee have been identified and will be encouraged.		
10. Group Support Team	▪ Report previously circulated and contents noted. ▪ William reiterated that the GST could do with some more volunteers. ▪ **ACTION: William/GST to contact Phil about their volunteer requirements.** ▪ William reported two new ideas: Flowers in the Garden and Maths Club. ▪ William explained the 'final group meeting' concept used as a last attempt to find a new Group Contact when a group is on the verge of folding due to the lack. ▪ The Committee noted that we need to give some thought to the production of guidance on how we might support member volunteers with dementia.	**WA/PM**	ASAP
11. Publicity Team	▪ No report received.		
12. Social Team	▪ Sandra gave a verbal report on behalf of the Social Team.		

Item	Decisions and Actions	Who	By
	▪ She will be on hand if required for the August Monday Open meeting when no drinks are available. Jackie suggested that the seating exclude tables if they are not needed for drinks. ▪ Jan, Alan and Jean have kindly volunteered to staff the bar at the Volunteers Thank You evening. ▪ **ACTION: Tessa to check stocks of wine and inform AP**.	**TP**	ASAP
13. IT Group and website	▪ Report previously circulated and contents noted. ▪ Jackie reported that the team has now produced a timeline for the project 'Website to Newsletter' which will reverse the flow of data in order to make production of the newsletter easier and the website more up-to-date.		
14. Linked organisations	▪ No applications received.		
15. AOB	**a.** The focus for the August Committee meeting will be our progress on the 40th anniversary ideas. **b.** AGM – everyone present is happy to stand again or remain on the Committee. Kim gave his apologies for the AGM. **c.** Tessa confirmed that the AGM documents are in the forthcoming newsletter. **d.** Sandra reported that she is taking over the Discounters from Amy. She has secured a new discount from the Broadway Hotel: 20% off small plates between 12 and 2.30, Monday to Friday. In addition to a revised discount of 30% of large plates between 12 and 2.30, Monday to Friday. This will be promoted via the website and the publicity emails. **e.** Trevor would welcome more offers of help in the No 12 Coffee House on Thursdays between 10 and 12.		
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** 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 9.25pm.

These Minutes were approved by the Committee and signed by the Chair at the Committee meeting on 18 August 2026