



Minutes of Committee Meeting

Tuesday 18 August 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

Judith Gower, EDI and Data Protection Officer

Phil Morgan, Volunteers Coordinator

Sandra Mee

Jo Viscusi (on Zoom)

Guest: Brian Sykes

Item	Decisions and Actions	Who	By
1. Approval of apologies	None received.		
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 14 July 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.	All to read	ASAP
5. Chair's Report	- Report previously circulated and contents noted. - The Committee discussed whether each LALG group/meeting should keep a register of attendees for fire safety reasons. It was agreed that we should be guided by the requirements of each venue. Jackie and Charles will be gathering this data through their venue access audits. - Leaflet – Hetty pointed out that we need to amend the Schedule of Financial Delegation to clarify that Committee agreement is not required for payments over £100 if they fall within previously agreed budgets. ACTION: Review planning of Schedule to be organised at September Committee meeting. - Membership Month – agreed we will email GCs with further instructions depending on whether they are	TP	ASAP

Item	Decisions and Actions	Who	By
	happy to check membership cards or not. Non-responders will be considered a no vote. ACTION: Jackie to send emails as appropriate. - Vols Thanks you evening – it was agreed we need just a tally of acceptances and list of dietary requirements with names.	JH	ASAP
6. Treasurer's Report	- Reports previously circulated and contents noted. - Jackie noted that the Merchandising cost heading can be absorbed into Publicity as it is part of their budget. - Hetty and Kim presented the annual accounts and notes which will form the basis of the report at the AGM. These were accepted and will now be sent to the auditor. - Hetty notified the Committee that the Social Team has made a donation of £400 from their event proceeds. The Committee send grateful thanks to the Social Team for this valuable sum. - The Committee agreed the month comparison with the previous year was no longer required. - The Committee extended grateful thanks to Hetty and Kim for all their work on finances during the year and the production of the annual accounts.		
7. Membership Secretary's Report	- Report previously circulated and contents noted. - Sandra enquired as to whether the report could contain details of why new joiners have joined based on their completion of the membership form. It was agreed that this information would be useful. ACTION: Trevor to include this in future reports where possible.	TL	ASAP
8. Publicity Report	No report received.		
9. Volunteering Report	No activity to report this month.		
10. Linked organisations	No applications received.		
11. Focus	Progress on plans for 40th Anniversary Celebrations - Ideas Fair/Cream Tea at Broadway Hotel Hetty reported that she has negotiated a fee for the hire of the Ballroom (10 tables for up to 10 each) for a whole day which will include the smaller room at the front (seats 35). We discussed various aspects which led to the following actions. ACTION: Hetty to contact the Hotel to check whether the hire includes the evening and if we could offer coffee and cakes in the morning OR a set lunch (12-2) to complement the afternoon tea (3-5); and check dates. - If we have the venue in the evening we would like to offer the musical groups concert. - Hetty has spoken to Moira regarding the Wine Festival in 2027. Following discussion, it was agreed we would like to join Moira to make it a 40th anniversary Wine Festival if agreeable. It was agreed we would like to add something to the evening such as a speaker (eg from The Wine Society).	HS	ASAP

Item	Decisions and Actions	Who	By
	ACTION: Hetty to speak to Moira to get her views. - Publicity – it was agreed to include details of the 40th anniversary in the Dec/Jan newsletter and ask groups if they would like to create an event to celebrate. Also use GCs bulletin and publicity email as appropriate ACTION: Jackie to draft text for newsletter. - William reported that a long-standing member of LALG who was the editor of a broadsheet newspaper would be willing to write an article on the formation of LALG which could be submitted to The Comet and posted on social media.	HS JH	ASAP 5 Nov
12. Any Other Business	Memory Issues - Following discussion of the topic it was agreed that the first step should be to approach a source of specialist knowledge to help us shape our approach. ACTION: Jo/Judith to contact the Alzheimer's Society for information and advice. Volunteers Thank You Evening 23 Sept 2026 ACTION: Tessa to draw up a rota for jobs including signing in (in ground floor lobby to avoid queuing on stairs), assisting with serving food; meet and greet. Jan, Alan and Jean from the Social Team will serve the drinks. ACTION: Jackie will order sandwiches etc from Waitrose. AGM Arrangements 5 October 2026 ACTION: Tessa to sort out voting/ membership cards for members. ACTION: Judith to contact Eric Knowles regarding bringing his presentation on a memory stick and arrival at venue (will need a car parking space). - Agreed we need to have confidence in the projector at the Settlement and to have already tried our back up kit. - Agreed that using the £1 per mug system for drinks is fine. - Agreed we will have a Committee member overseeing the car park. No 12 Rota ACTION: Trevor to circulate by email – please volunteer your time if you can.	JV/JG TP JH TP JG TL	ASAP 16 Sept 16 Sept 16 Sept 16 Sept 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. 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		

Item	Decisions and Actions	Who	By
	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 9.35pm.

These Minutes were approved by the Committee and signed by the Chair at the Committee meeting on 16 September 2026