



# LETCHWORTH ARTS AND LEISURE GROUP

## Minutes of Committee Meeting

**Tuesday 27 March 2018 at 7.30pm**

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

### Present:

Diane Jury, Vice Chairman  
 Val Quieros, Treasurer  
 Marian Adams, Secretary  
 Julie Bolter, Membership Secretary  
 Jackie Sayers, Publicity Officer  
 William Armitage  
 Elaine Fox

### Observer:

Tony Maynard-Smith, Website and Newsletter Editor

### Guest visitor:

Hilary Kemp, Chair of Letchworth Festival (for item on Letchworth Festival)

Item	Decisions and Actions	Who	By
	In George's absence, it had previously been agreed that Marian would chair the meeting.		
<b>Letchworth Festival</b>	<p>Marian welcomed Hilary Kemp, Chair of Letchworth Festival, to the meeting. Hilary had asked to attend the meeting to give LALG an update on how the 2018 Festival was being planned and promoted, to further the LALG's involvement, and to give the Committee an opportunity to ask questions/give feedback.</p> <p>Information provided by Hilary:</p> <ul style="list-style-type: none"> <li>▪ Festival running from Sat 16 June to Sun 1 July.</li> <li>▪ Festival Committee organised events as finale – Community Day on 30 June and Family Music Festival in Howard Park on 1 July.</li> <li>▪ The two weeks prior to these events would be open to all LGC groups to show case themselves, with the Festival providing publicity.</li> <li>▪ With planning starting later than in previous years, and a smaller number of volunteers, been decided to revert back to an event listing in flyer format rather than a</li> </ul>		

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	<p>programme. The deadline for information for the listing was 1 May, so that the flyer would be available for Letchworth Food Festival 26/27 May.</p> <ul style="list-style-type: none"> <li>▪ Groups could make available their own flyers on Festival's stall.</li> <li>▪ Some events already scheduled – see Festival website (<a href="http://www.letchworthfestival.org">www.letchworthfestival.org</a>) for details.</li> <li>▪ Thanked LALG for its generous support in the past.</li> </ul> <p>Noted in response to questions from/issues raised by the Committee:</p> <ul style="list-style-type: none"> <li>▪ Hilary felt that it would be advantageous if the Festival could be promoted in the newsletter, but appreciated that there had been problems in 2017 and LALG felt that there had been no recognition of its involvement.</li> <li>▪ Following discussion agreed to have a full page advert rather than an insert in the newsletter. If in the correct format, this would be much manageable for the newsletter editors. Deadline could be 10 May rather than 1 May if this was the case, but suggested producing an early draft could be helpful, which Hilary agreed to do.</li> <li>▪ LALG would feature as a sponsor on Festival website. Jackie to email LALG's logo to Hilary, and the logo could also be used to highlight LALG events on the listing.</li> <li>▪ Cost of stall for Community Day was £10 to cover set up costs. Maximum of 38 stalls, request via Festival website.</li> <li>▪ No opening event to kick off Festival, but "Run Round The Garden" event and Open Gardens on Sun 17 June.</li> <li>▪ Might involve local shopkeepers with a window display competition or similar.</li> <li>▪ Heritage Foundation providing support through use of facilities.</li> <li>▪ No road closures on Community Day as too expensive, so most activities will take in the Arcade or The Wynd. Chilli Fest (non Festival) will be taking place in Leys Square.</li> <li>▪ Finances tight. Grant application made to Heritage Foundation. Hilary also approaching local companies – suggested she contacted Morrisons as in the past they had supported local events.</li> <li>▪ William confirmed that he would be doing some walking tours. He would also approach cycling groups.</li> <li>▪ Jackie to email group contacts about supporting the Festival.</li> </ul> <p>Marian thanked Hilary for taking the time to speak to the Committee. Hilary left the meeting at 8.10pm.</p>	<p>Jackie</p> <p>William</p> <p>Jackie</p>	
<b>1. Approval of apologies</b>	Apologies received from George Barnes, Steve Green, Maureen Strutt and Jane Webb were approved.		
<b>2. Approval of minutes</b>	Minutes of meeting on 26 February 2018 approved and		

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of previous meeting	signed by Marian acting as Chairman.		
3. Review of actions arising from previous meeting	Covered at relevant agenda points below.		
4. Treasurer's report	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Agreed IT and publicity budgets adequate based on current information.</li> <li>▪ As noted previously cost of newsletter will go up following increase in postage (with effect from 26 March).</li> </ul>		
5. Membership Secretary's report	<p><u>Membership numbers</u> Report on membership numbers, previously circulated, noted.</p> <p><u>Note on Membership items for discussion</u></p> <ul style="list-style-type: none"> <li>▪ Note previously circulated.</li> <li>▪ In respect of each item, the Committee: <ul style="list-style-type: none"> <li>▪ (1): Rolling year for membership fees: Agreed to propose change to constitution.</li> <li>▪ (2): Membership policy: see item 7.</li> <li>▪ (3) Online membership system: Approved estimated annual cost of £400. Noted Julie will prepare an appraisal of the two systems she is evaluating.</li> <li>▪ (4) Online payments: Agreed they would be advantageous but further information required on options available and costs. To be considered again in due course.</li> </ul> </li> </ul>	<p>Marian</p> <p>Julie</p> <p>Julie</p>	
6. Secretary's report	<p><u>Code of Conduct</u> Final draft, previously circulated, approved. All Committee members to sign and return to Marian.</p> <p><u>Data Confidentially Statements</u> Reminder to sign and return to Marian if not already done so.</p> <p><u>Officers' job descriptions</u> Reminder to Officers (other than Jackie) to draft their job descriptions. To be considered at Committee's next meeting.</p>	<p>All</p> <p>Officers</p>	<p>23 April</p> <p>Mid April</p>
7. Constitution, Policies, Documents	<p><u>Membership policy</u></p> <ul style="list-style-type: none"> <li>▪ Draft policy previously circulated.</li> <li>▪ Points raised in discussion: <ul style="list-style-type: none"> <li>▪ Reword clause 3 to reflect proposed change to constitution.</li> <li>▪ Reword clause 11 to take account of changes to data protection with effect from 25 May by making reference to LALG's Data Protection policy.</li> </ul> </li> <li>▪ Marian will make changes for Julie's approval.</li> <li>▪ Final draft to be approved at Committee's next meeting.</li> </ul> <p><u>Records Management policy</u></p> <ul style="list-style-type: none"> <li>▪ Draft policy previously circulated.</li> <li>▪ <b>The Committee approved the policy.</b></li> </ul>	<p>Marian/ Julie</p>	<p>Mid April</p>



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	<ul style="list-style-type: none"> <li>▪ Recent trip to the House of Commons very successful – perhaps report could be included in next newsletter?</li> <li>▪ A lot more suggestions now being made.</li> </ul>		
<b>13. Associated Groups Team</b>	George to arrange date for meeting.	George	
<b>14. Newsletter</b>	<p><u>Input via David's</u></p> <ul style="list-style-type: none"> <li>▪ Note from Tony previously circulated.</li> <li>▪ Agreed that no more paper submissions should be accepted via David's. David's to be informed.</li> <li>▪ Agreed that payment for an advert should not be requested until an editor had included it in a newsletter and ideally payment should be made by bank transfer. Email request for payment to be copied to Val.</li> <li>▪ Val had not received payment for the advert for Balanced Life Holidays (April edition). Will chase.</li> </ul> <p><u>Front cover</u></p> <p>Agreed that statement that you needed to be a LALG member to participate in activities should be reinstated in footer.</p> <p><u>Open Gardens advert</u></p> <ul style="list-style-type: none"> <li>▪ Tony declared an interest as his garden was one of those open to public.</li> <li>▪ Agreed that as in previous years there would be no charge. Marian to let Peter Pennifer know.</li> </ul>	<p>Tony</p> <p>Editors</p> <p>Val</p> <p>Editors</p> <p>Marian</p>	<p>ASAP</p> <p>ASAP</p>
<b>15. Website</b>	Report on statistics previously circulated.		
<b>16. Groups update</b>	See item 12.		
<b>17. Discount Suppliers</b>	Nothing to report. Help still required.		
<b>18. Associated Groups</b>	Nothing to report.		
<b>19. Any other business</b>	Jackie raised the issue of attendees at activities not being members. Agreed that although there was no practical way to enforce this requirement, hopefully new guidelines would act as a reminder to group contacts.		
<b>20. Future meeting dates</b>	<p><b><i>Committee: All meetings start at 730pm – please note different venues</i></b></p> <p>Monday 23 April: Brunt Room, The Settlement  Tuesday 29 May: Upper Hall, Mrs Howard Memorial Hall  Monday 25 June: Room 3 (upstairs), The Settlement  Tuesday 31 July: Upper Hall, Mrs Howard Memorial Hall  Tuesday 28 August: Upper Hall, Mrs Howard Memorial Hall  Monday 24 September: Brunt Room, The Settlement  Tuesday 30 October: Upper Hall, Mrs Howard Memorial Hall  Tuesday 20 November 2018 AGM: Kincaid Hall, The Settlement  Tuesday 11 December: Main Hall, Mrs Howard Memorial Hall</p> <p><b><i>Social Sub Committee:</i></b>  9 April</p> <p><b><i>Publicity Sub Committee</i></b>  To be advised</p> <p><b><i>IT Group:</i></b>  26 April</p>		

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	<u><b>Associated Groups Team:</b></u> To be advised <u><b>Groups Support Team:</b></u> To be advised		

The meeting closed at 9.34pm.

**These minutes were approved by the Committee, and signed by the Chairman,  
at its meeting on 23 April 2018**