



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.		
Letchworth Festival	<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"> ▪ Festival running from Sat 16 June to Sun 1 July. ▪ Festival Committee organised events as finale – Community Day on 30 June and Family Music Festival in Howard Park on 1 July. ▪ The two weeks prior to these events would be open to all LGC groups to show case themselves, with the Festival providing publicity. ▪ 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 		

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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"> ▪ Report, previously circulated, noted. ▪ Agreed IT and publicity budgets adequate based on current information. ▪ As noted previously cost of newsletter will go up following increase in postage (with effect from 26 March). 		
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"> ▪ Note previously circulated. ▪ In respect of each item, the Committee: <ul style="list-style-type: none"> ▪ (1): Rolling year for membership fees: Agreed to propose change to constitution. ▪ (2): Membership policy: see item 7. ▪ (3) Online membership system: Approved estimated annual cost of £400. Noted Julie will prepare an appraisal of the two systems she is evaluating. ▪ (4) Online payments: Agreed they would be advantageous but further information required on options available and costs. To be considered again in due course. 	Marian Julie Julie	
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>	All Officers	23 April Mid April
7. Constitution, Policies, Documents	<p><u>Membership policy</u></p> <ul style="list-style-type: none"> ▪ Draft policy previously circulated. ▪ Points raised in discussion: <ul style="list-style-type: none"> ▪ Reword clause 3 to reflect proposed change to constitution. ▪ 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. ▪ Marian will make changes for Julie's approval. ▪ Final draft to be approved at Committee's next meeting. <p><u>Records Management policy</u></p> <ul style="list-style-type: none"> ▪ Draft policy previously circulated. ▪ The Committee approved the policy. 	Marian/ Julie	Mid April

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8. Strategy & Risk	Jackie to prepare an update on report on Strategy Workshop for Committee's next meeting.	Jackie	Mid April
9. Publicity Sub Committee report	<ul style="list-style-type: none"> ▪ Notes of meeting on 21 March previously circulated. ▪ Would like to have presence on both days of Letchworth Food Festival. ▪ Jackmans coffee morning now arranged for 9 June. Jackie to contact 30 LALG members living on Jackmans and ask for their help in advertising event and distributing leaflets, as well as putting up posters. ▪ Jackie has started a digital archive of posters. In future she and William will create a monthly poster highlighting some of LALG's activities. ▪ Committee agreed that links tab on website should be removed. 	Jackie Tony	ASAP
10. Social Sub Committee Report	<ul style="list-style-type: none"> ▪ Minutes of meetings on 27 February and 20 March previously circulated. ▪ Quiz moved to 19 May to avoid clash with Hospice event. 		
11. IT Group	<ul style="list-style-type: none"> ▪ Notes of meeting on 6 March previously circulated. ▪ Work continuing and work plan in place to monitor progress. 		
12. Groups Support Team	<p><u>New guidelines for group contacts</u></p> <ul style="list-style-type: none"> ▪ Agreed that should refer to group contacts rather than group leaders. ▪ Elaine reported that the team, with Jackie's assistance, had produced an updated draft of the guidelines. The existing guidance had been issued in 2006. ▪ One issue that had been identified was that LALG's constitution required each group to provide an annual financial report to the LALG Treasurer. The Committee agreed that this was not enforceable and not only should it not be mentioned in the guidelines but also removed from the constitution. ▪ The team now wanted to seek the views of group contacts and it was agreed the best way of doing so was via the newsletter, noting that work still needed to be done on risk assessments and data protection. ▪ The Committee would approve the new guidelines in due course once a final draft had been produced. <p><u>Risk assessments</u></p> <ul style="list-style-type: none"> ▪ Steve had circulated two draft risk assessments for walking and cycling, and had asked for feedback, some of which had already been given. ▪ To be considered at the Committee's next meeting. ▪ Val to confirm what is actually required under LALG's insurance policy. <p><u>New groups</u></p> <ul style="list-style-type: none"> ▪ Interest in Rummikub, All Things Vegetarian and Vegan, Ukulele and Nordic Walking. ▪ Arts and Design Group arranging a trip to Kings Cross area. ▪ London Places still need a couple more people to make trip to the Globe Theatre viable. 	Marian Marian Steve Val	ASAP

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	<ul style="list-style-type: none"> ▪ Recent trip to the House of Commons very successful – perhaps report could be included in next newsletter? ▪ A lot more suggestions now being made. 		
13. Associated Groups Team	George to arrange date for meeting.	George	
14. Newsletter	<p><u>Input via David's</u></p> <ul style="list-style-type: none"> ▪ Note from Tony previously circulated. ▪ Agreed that no more paper submissions should be accepted via David's. David's to be informed. ▪ 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. ▪ Val had not received payment for the advert for Balanced Life Holidays (April edition). Will chase. <p><u>Front cover</u> 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"> ▪ Tony declared an interest as his garden was one of those open to public. ▪ Agreed that as in previous years there would be no charge. Marian to let Peter Pennifer know. 	<p>Tony</p> <p>Editors</p> <p>Val</p> <p>Editors</p> <p>Marian</p>	<p>ASAP</p> <p>ASAP</p>
15. Website	Report on statistics previously circulated.		
16. Groups update	See item 12.		
17. Discount Suppliers	Nothing to report. Help still required.		
18. Associated Groups	Nothing to report.		
19. Any other business	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.		
20. Future meeting dates	<p><i>Committee: All meetings start at 730pm – please note different venues</i></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><i>Social Sub Committee:</i> 9 April</p> <p><i>Publicity Sub Committee</i> To be advised</p> <p><i>IT Group:</i> 26 April</p>		

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