



# LETCHWORTH ARTS AND LEISURE GROUP

## Minutes of Committee Meeting

**Monday 23 April 2018 at 7.30pm**

In Brunt Room, The Settlement, Letchworth Garden City SG6 4UB

### Present:

George Barnes, Chairman  
 Diane Jury, Vice Chairman  
 Val Quieros, Treasurer  
 Marian Adams, Secretary  
 Julie Bolter, Membership Secretary  
 Jackie Sayers, Publicity Officer  
 William Armitage  
 Elaine Fox  
 Steve Green  
 Maureen Strutt

### Observer:

Sheila Arnold, Newsletter Editor  
 Michael Tomlinson

Item	Decisions and Actions	Who	By
	George welcomed Michael Tomlinson, who was interested in joining the Committee, to the meeting.		
<b>1. Approval of apologies</b>	Apologies received from Jane Webb were approved.		
<b>2. Approval of minutes of previous meeting</b>	Minutes of meeting on 27 March 2018 approved and signed by George.		
<b>3. Review of actions arising from previous meeting</b>	Covered at relevant agenda points below.		
<b>4. Treasurer's report</b>	<ul style="list-style-type: none"> <li>▪ Report, previously circulated, noted.</li> <li>▪ Ticket receipts to date for Ebenezer Howard Memorial Lecture on 1 May (Letchworth Local History Group) should cover cost of hiring the Spirella Ballroom but other costs (e.g. music) might need to be paid. George had already confirmed that no contribution would be forthcoming from LALG's central funds. Funds already held by the Local History Group represented a grant received for a specific purpose and therefore could not be used.</li> <li>▪ Val confirmed that payment from Balanced Life Holidays had been received in advance of advert appearing in April edition of newsletter.</li> </ul>		

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5. Membership Secretary's report	<ul style="list-style-type: none"> <li>▪ Report on membership numbers, previously circulated, noted.</li> <li>▪ Slow increase in email only subscriptions.</li> <li>▪ Confirmed that fees for 2018/19 previously agreed by the Committee should be published in June newsletter.</li> </ul>	Julie	10 May
6. Secretary's report	<p><u>Officers' job descriptions</u> Draft job descriptions, previously circulated, all approved. Marian to produce individual documents for each role.</p> <p><u>Annual Declaration and Code of Conduct</u> Reminder to sign and return to Marian if not already done so.</p>	Marian	
7. Constitution, Policies, Documents	<p><u>Membership policy</u></p> <ul style="list-style-type: none"> <li>▪ Final draft policy previously circulated.</li> <li>▪ <b>The Committee approved the policy.</b></li> </ul>		
8. Strategy & Risk	<p><u>Update on Report on Strategy Workshop on 13 January</u></p> <ul style="list-style-type: none"> <li>▪ Update previously circulated.</li> <li>▪ Items (1), (2) and (3) completed.</li> <li>▪ <u>Item (4)</u>: Draft guidelines excluding information on data protection, risk assessments and insurance currently being considered by small group. Draft guidelines on missing areas would follow when available, with data protection being a priority (to be considered by the IT Group). Proposed that guidelines would be available online, together with a leaflet covering most important issues with information on where to find out more. Agreed it would be useful to have some sort of annual meeting/workshop with group contacts to disseminate information. In the past Committee members had each been allocated a number of groups to liaise with, and this personal approach had worked quite well. Objective to complete guidelines by summer and Groups Support Team would give further thought to a meeting/workshop in autumn. Also suggested that Publicity Team advertised the service it can offer to groups in the newsletter.</li> <li>▪ <u>Item 5</u>: Noted that membership form had already been updated so subscribers now had to opt in for information. Need clarification on data protection position for emails circulated between group members.</li> <li>▪ <u>Item 6</u>: Jackie appointed as IT champion.</li> <li>▪ All other items to be discussed at future date.</li> </ul> <p><u>Half yearly review of risk register</u></p> <ul style="list-style-type: none"> <li>▪ Latest version of register (v.4) previously circulated.</li> <li>▪ Noted that register had been produced by the IT Group last year, and progress on addressing risks identified had already been made.</li> <li>▪ Focus on high risk items. Noted that those owned by IT Group being progressed. Agreed that following action already taken re risk 2 owned by Committee, the risk should be reduced to medium.</li> <li>▪ Agreed the risk of lack of volunteers for running LALG should be added.</li> <li>▪ Also agreed that Elaine and Marian would update the</li> </ul>	<p>Jackie</p> <p>IT Group</p> <p>Elaine</p> <p>Elaine Elaine/</p>	

Item	Decisions and Actions	Who	By
	risk register prior to its next review.	Marian	5 Oct
9. Publicity Sub Committee report	<ul style="list-style-type: none"> <li>▪ April report, previously circulated, noted.</li> <li>▪ <u>Letchworth Festival</u>: William running four walking events. Steve will approach a cycling group. Suggested that some groups (e.g. Scrabble, Rubbikub) might like to have an open session in Cultivo Lounge on 30 June.</li> <li>▪ <u>Jackmans event 9 June</u>: Help needed on distributing leaflets and on morning itself.</li> <li>▪ More team members needed.</li> </ul>	Steve  Jackie	
10. Social Sub Committee Report	<ul style="list-style-type: none"> <li>▪ Minutes of meeting on 9 April, previously circulated, noted.</li> <li>▪ Noted that the Cloisters would be a good venue for a race or casino night. Maureen to progress.</li> <li>▪ Members' meeting speaker suggestion: Dementia Friend.</li> <li>▪ <u>Quiz Evening</u>: Noted arrangements including suggestion to use a table plan so attendees knew where their team was sitting.</li> <li>▪ <u>Summer event</u>: Elaine to see if she can find a group to provide background music.</li> </ul>	Maureen  Elaine	
11. IT Group	<ul style="list-style-type: none"> <li>▪ April report, previously circulated, noted.</li> <li>▪ Specification for revamp of website drawn up by small group. IT Group's meeting on 26 April will consider its implementation. Work could either be done in house, or by a third party, although ongoing maintenance would need to be done in house due to cost. A number of suggestions were made on third parties who might be able to help.</li> </ul>	IT Group	
12. Groups Support Team	<p><u>Risk assessments</u></p> <ul style="list-style-type: none"> <li>▪ Risk assessments produced by Steve, and those produced by Tony Maynard-Smith in October 2015, previously circulated.</li> <li>▪ Val still to confirm what is actually required under LALG's insurance policy so risk assessments could be tailored accordingly.</li> <li>▪ Agreed it would be useful to have a different title so users not put off.</li> <li>▪ Steve to get more feedback and produce updated drafts.</li> <li>▪ Agreed there also needed to be a risk assessment for trips.</li> </ul>	Val  Steve Steve	ASAP
13. Associated Groups Team	Meeting arranged for 4 May.		
14. Newsletter	<p><u>2018 Members' Survey</u></p> <ul style="list-style-type: none"> <li>▪ Noted that 2017 version was designed so it could be used in subsequent years.</li> <li>▪ Additional focus in 2017 was the website, so could have a different one in 2018, or just omit.</li> <li>▪ Agreed it was useful to get information on potential volunteers and new groups.</li> <li>▪ Jackie would circulate 2017 survey and a decision on 2018 one would be made at Committee's next meeting.</li> </ul> <p>Julie reported that she had a phone call from a member to</p>	Jackie	Mid May

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	say how wonderful she thought the newsletter was.		
<b>15. Website</b>	Report on statistics previously circulated.		
<b>16. Groups update</b>	<u>Coach trips</u> <ul style="list-style-type: none"> <li>▪ Number of trips has declined so there were disappointed members. One social advantage of LALG trips was that an individual member could go on one in the security that s/he would know someone on it.</li> <li>▪ Suggested that LALG could consider linking up with other local groups or bulk buying places on prearranged trips promoted by coach companies.</li> <li>▪ Would like to offer trips to the Proms or National Theatre (events not offered by other parties) but have never been able to find anyone to organise.</li> <li>▪ LALG could consider paying someone to organise trips.</li> </ul> <u>New groups</u> <ul style="list-style-type: none"> <li>▪ Ukulele now meeting twice a week.</li> <li>▪ Nordic Walking having trial walk this week.</li> <li>▪ Rummikub to start meeting twice a week from beginning of May.</li> <li>▪ Petanque progressing.</li> <li>▪ A further 8 groups starting up.</li> <li>▪ Steve will meet with William to see how he can help.</li> </ul>	William/ Steve	
<b>17. Discount Suppliers</b>	Nothing to report. No response from Paul's Bikes.		
<b>18. Associated Groups</b>	Nothing to report. No new applications received.		
<b>19. Any other business</b>	<ul style="list-style-type: none"> <li>▪ <u>Contacts</u>: William had various lists of contacts who had expressed interest in helping at some point. Suggested that lists were collated, together with any names held by others, so a systematic approach to contacting them could be made.</li> <li>▪ <u>Committee social</u>: As not all members could attend the social arranged for 22 June, agreed to go for a drink after the Committee meeting on 25 June instead. Meeting to start at 7pm and finish by 9pm. Venue for drinks to be confirmed – suggestions to George.</li> </ul>	Marian All	Agenda
<b>20. Future meeting dates</b>	<p><b><i>Committee: All meetings start at 730pm – please note different venues</i></b></p> <p>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>  4 May</p> <p><b><i>Publicity Sub Committee</i></b>  To be advised</p> <p><b><i>IT Group:</i></b>  26 April</p>		

Item	Decisions and Actions	Who	By
	<u><i>Associated Groups Team:</i></u> 4 May <u><i>Groups Support Team:</i></u> To be advised		

The meeting closed at 9.14pm.

**These minutes were approved by the Committee, and signed by the Chairman,  
at its meeting on 29 May 2018**