



# LETCHWORTH ARTS AND LEISURE GROUP

## Minutes of Committee Meeting

**Tuesday 29 May 2018 at 7.30pm**

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

**Present:**

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

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from Steve Green and Jane Webb were approved. Apologies also noted from Tony Maynard-Smith, Website and Newsletter Editor.		
2. Approval of minutes of previous meeting	Minutes of meeting on 23 April 2018 approved and signed by George.		
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>▪ Thanks to all involved in Quiz on 19 May, which made a profit of about £100.</li> <li>▪ Discussed balances held by groups. Only a few hold excess funds where balances held in LALG's central bank account. Agreed needed to discuss this issue further, and groups' banking arrangements, as part of drafting a Finance Policy in due course.</li> </ul>	Val	
5. Membership Secretary's report	<ul style="list-style-type: none"> <li>▪ Report on membership numbers, previously circulated, noted.</li> <li>▪ Another 6 applications processed since report.</li> </ul>		
6. Secretary's report	<p><u>Records Management Procedure</u>            Draft procedure, previously circulated, approved.</p> <p><u>Records Schedule</u>            Draft schedule, previously circulated, approved subject to Marian checking whether the retention period for insurance certificates had changed from 40 years.</p>	Marian	ASAP

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	<p><u>Meeting dates and venue(s) for 2019</u></p> <ul style="list-style-type: none"> <li>▪ Present arrangement of alternating between meetings on Monday and Tuesday evenings, and taking place towards end of month (as less likely to clash with other LALG events and gave a little longer for newsletter submissions) to continue.</li> <li>▪ No real preference on venue but would be easier to just have one. Will try for Room 3 or the Garden Room at The Settlement first as slightly cheaper.</li> <li>▪ Marian to agree dates with George and then progress room bookings.</li> </ul> <p><u>Outstanding forms</u> All forms now signed with exception of two outstanding from one member. Marian to chase.</p>	Marian/ George	End July
<p><b>7. Constitution, Policies, Documents</b></p>	<p>Full discussion on Elaine's note on General Data Protection Regulation (GDPR), previously circulated. Note based on guidance issued by another organisation that Elaine was involved with. In addition, LALG's guidance had been reviewed by a solicitor, who was a LALG member, and the IT Group. Noted that the Information Commissioner's Office was not targeting small organisations like LALG. Over time there would be fuller guidance available as new regulation bedded in and if necessary LALG's arrangements could be reviewed.</p> <p>The following decisions were made:</p> <p><u>Consent and Legitimate Interests</u></p> <ul style="list-style-type: none"> <li>▪ Agreed that LALG's legitimate interests were as set out in section 2.</li> <li>▪ Most of the advertising in newsletter was from like-minded organisations but agreed that LALG's advertising policy should be tightened up to reflect this. Committee to approve updated policy in due course.</li> </ul> <p><u>Communication with Members</u></p> <ul style="list-style-type: none"> <li>▪ Agreed as set out in section 3.</li> <li>▪ George to draft Chairman's letter for comment by Elaine and Jackie. Reference to highlight letter to go on front of newsletter.</li> <li>▪ Privacy Statement to be included with membership renewal form.</li> <li>▪ Privacy Notice to be put on website as soon as possible.</li> <li>▪ Elaine appointed as Data Protection Officer.</li> </ul> <p><u>Emails to Members</u></p> <ul style="list-style-type: none"> <li>▪ Agreed that if a member had provided their email address, legitimate to email them. All emails would contain unsubscribe option.</li> <li>▪ Existing requests to only email newsletter and no other communications to be honoured.</li> </ul> <p><u>Retention of data</u> Agreed to retain membership data for 2 years post non-</p>	Jackie	10 June 3 July ASAP

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	<p>renewal. (Note: as already provided for in Records Schedule approved in item 6 above).</p> <p><u>Documentation and process</u></p> <ul style="list-style-type: none"> <li>▪ Elaine to compile list of further actions to be taken, including drafting of Data Protection policy.</li> <li>▪ George, Elaine and Jackie meeting on 4 June to discuss guidance for group contacts. Agreed that guidance on GDPR to be sent out in advance of rest of guidance, to be circulated to Committee for final approval.</li> </ul>	<p>Elaine</p> <p>George/ Elaine/ Jackie</p>	<p>End June</p> <p>Mid June</p>
<b>8. Strategy &amp; Risk</b>	Update on Report on Strategy Workshop on 13 January, previously circulated, noted.		
<b>9. Publicity Sub Committee report</b>	<ul style="list-style-type: none"> <li>▪ May report, previously circulated, noted.</li> <li>▪ No response to social media advert yet.</li> <li>▪ Presence at Letchworth Food Festival went well and might have attracted several new memberships.</li> <li>▪ Leaflets distributed for Jackmans event. LALG had not promoted itself here before and good that now doing so as area lacked community involvement.</li> <li>▪ Maureen volunteered to join group discussing the revamp of newsletter. Newsletter editors also been invited to participate.</li> </ul>		
<b>10. Social Sub Committee Report</b>	<ul style="list-style-type: none"> <li>▪ Minutes of meeting on 4 May, previously circulated, noted.</li> <li>▪ <u>Summer event 8 July</u>: Still needed to find musical entertainment.</li> <li>▪ <u>Autumn event</u>: Race Night to replace Murder Mystery. No charge for room at the Cloisters and cost of ticket (£10) would include fish and chip supper. Films and compère to be provided, with takings from tote and sponsorship to be shared.</li> </ul>		
<b>11. IT Group</b>	<ul style="list-style-type: none"> <li>▪ May report, previously circulated, noted.</li> <li>▪ Now considering a Membership system integrated with revamped website.</li> <li>▪ Back up arrangements agreed and being put in place.</li> <li>▪ Next meeting 11 July so would be no report at Committee meeting on 25 June.</li> </ul>		
<b>12. Groups Support Team</b>	<p><u>Guidance for group contacts</u></p> <ul style="list-style-type: none"> <li>▪ See item 7 above re meeting to discuss draft guidance.</li> <li>▪ Once new guidance issued, should try to engage more with group contacts.</li> </ul> <p><u>Risk assessments</u></p> <p>Steve's email of 23 May refers.</p>		
<b>13. Associated Groups Team</b>	<ul style="list-style-type: none"> <li>▪ George to produce report in due course.</li> <li>▪ Moratorium on new applications to continue.</li> </ul>	George	
<b>14. Newsletter</b>	<p><u>2018 Members' Survey</u></p> <ul style="list-style-type: none"> <li>▪ Jackie tabled draft survey for consideration. Survey to be online only this year, although next year may have paper version as well. Link to survey to be included in newsletter.</li> <li>▪ In discussion the following agreed: <ul style="list-style-type: none"> <li>▪ Delete questions 3 and 4.</li> <li>▪ Reword question 6 to make clear that monthly</li> </ul> </li> </ul>	Jackie	

Item	Decisions and Actions	Who	By
	<p>Members' meetings are open to all and delete 6A.</p> <ul style="list-style-type: none"> <li>▪ Replace "second" with "another" in question 10.</li> <li>▪ Add additional question on other ways/ideas to improve/develop LALG's activities.</li> <li>▪ Add admin tasks to list of ways to help, and delete organise Members' monthly events (as covered by help at social events).</li> </ul> <p><u>July and August newsletters</u> As Tony unable to attend meeting, he had asked Marian to raise two questions on his behalf. In response:</p> <ul style="list-style-type: none"> <li>▪ Confirmed that nothing additional to regular submissions needed to be included in July newsletter.</li> <li>▪ Renewal form and GDPR Privacy Statement to be included in August newsletter. Should fit on one page. Julie to provide copy a week in advance of normal deadline if possible.</li> </ul> <p><u>Volunteers</u> Agreed article on volunteers to be included in August newsletter, emphasising that LALG was for its members and asking for views on what LALG offered, requesting help to run activities and so on. Noted that that as LALG grew, it would be important to find ways of ensuring that LALG continued to have a central community focus and was not just a disparate collection of groups.</p> <p><u>June newsletter</u> Main speaker (Ela Jackson of Dementia Friends) omitted from entry for Members' Meeting on 2 July. George provided details to members in his email of 29 May.</p>	Julie  George/ Jackie	3 July  10 July
<b>15. Website</b>	Report on statistics previously circulated.		
<b>16. Groups update</b>	Agreed request from contact for new Nordic Walking group to submit application in name of LALG to NHDC for a sports grant towards cost of training and equipment. George to confirm position to contact.	George	ASAP
<b>17. Discount Suppliers</b>	Nothing to report.		
<b>18. Associated Groups</b>	Nothing to report. No new applications received.		
<b>19. Any other business</b>	None.		
<b>20. Future meeting dates</b>	<p><b><i>Committee: All meetings start at 730pm – please note different venues</i></b></p> <p>Monday 25 June: Room 3 (upstairs), The Settlement. <b>NOTE THIS MEETING WILL START AT 7PM, TO BE FOLLOWED BY A DRINK AT VENUE TO BE CONFIRMED.</b></p> <p>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>		

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	<u><b>Social Sub Committee:</b></u> 31 May <u><b>Publicity Sub Committee</b></u> To be advised <u><b>IT Group:</b></u> 11 July		

The meeting closed at 9.40pm.

**These minutes were approved by the Committee, and signed by the Chairman,  
at its meeting on 25 June 2018**