

LETCHWORTH ARTS & LEISURE GROUP**Minutes of Committee Meeting****Tuesday 5 September 2017 at 7.30pm**

In Reception Conference Room, Spirella Building, Bridge Road, Letchworth SG6 4ET

Present:

George Barnes, Chairman
 Elaine Fox
 Maureen Strutt
 Diane Jury
 Gwynneth Grimwood
 John Gregory

Observer:

Tony Maynard-Smith, Website and Newsletter Editor

Item	Decisions and Actions	Who	By
1. Approval of apologies	Apologies received from Marian Adams, William Armitage, Steve Green, Val Quieros, Jackie Sayers and Jane Webb were approved.		
2. Approval of minutes of previous meeting	Minutes of meeting on 7 August 2017 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"> ▪ Report previously circulated. ▪ There was a loss this year of £1,104 predominantly due to additional publicity items and the reprint of the June newsletter. 		
5. Membership Secretary's report	<ul style="list-style-type: none"> ▪ Report previously circulated. ▪ Membership is down 28 on this time last year. ▪ One of the team is leaving in the new year so additional recruits are needed. ▪ John is due to retire by rotation at the AGM. He would be prepared to step down from leading the membership team and a replacement will be sought. ▪ John circulated a typical letter from a member who was not renewing due to inability to attend but who thanked the organisers of events and wished LALG continuing success. 		
6. Secretary's report	<ul style="list-style-type: none"> ▪ Future accommodation and meeting dates – details are being sought from committee members before a decision is made. ▪ Committee authorised Marian to check with the Information Commissioners Office to confirm that registration is not needed. 	Marian	
7. Constitution, Policies, Documents	At a committee meeting after the AGM there will be a workshop to set future strategy for LALG.	George/ Jackie/ Elaine	
8. Risk	No discussion at this meeting as will be covered in the strategy workshop.		
9. Publicity Sub Committee report	A report has been sent to George. There will be a coffee morning in Hitchin on 21 October in Church House. Help		

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	requested for leafleting prior to the event and on the day.		
10. Social Committee Report	<ul style="list-style-type: none"> ▪ Maureen reported back from the previous day's sub-committee meeting. ▪ Quiz, wine and nibbles arranged for AGM. ▪ Barn Dance at St Paul's Church Hall in January. ▪ The Settlement has been booked for Volunteers' Evening on 23 February. ▪ Quiz 21 April at The Settlement including fish and chip supper. ▪ Tea at Museum in June/July – Sunday afternoon. ▪ Murder Mystery in the autumn. ▪ Maureen has contacted 11 people who have so far offered to help via the survey. ▪ Members meeting on Monday. Tony will send email to remind people of the event. Maureen has organised the volunteers and refreshments. 	Tony	ASAP
11. 30 Year Anniversary 2017	About 140 tickets have been sold for the party, 200 maximum number. Break-even point has been passed (100).		
12. IT Group	<ul style="list-style-type: none"> ▪ Note previously circulated. ▪ Membership system needs to be more robust and some work has taken place on finding a replacement. ▪ Immediate priority is to tighten up current back-up systems and verify that they work. ▪ John confirmed that membership records need only be kept for 5 years. 		
13. Newsletter	<ul style="list-style-type: none"> ▪ Associated groups will have one sixth page for their entry and this will be more rigorously policed in future. ▪ There is one offer of help which Tony is pursuing. 	Tony	On-going
14. Website	Report previously circulated.		
15. Groups update	None.		
16. Discount Suppliers	Maureen has had an offer of help which she is pursuing.	Maureen	On-going
17. Associated Groups	Letchworth Centre for Healthy Living has not completed an application form but there have been a series of emails. An application form is required before the application can be considered and Shelia has been asked to obtain this.	Shelia	On-going
18. Archiving	<ul style="list-style-type: none"> ▪ For time being Gwynneth is happy to keep the boxes as some of them are in current use. ▪ Marian is considering longer term records policy. 	Marian	
19. Any other business	<ul style="list-style-type: none"> ▪ There is one offer of help from the survey for the Membership team which needs to be progressed. ▪ Nomination forms for the AGM will be available shortly. 	Jackie/ John Marian	On-going
20. Future meeting dates	Thursday 5 October 730-930pm, Spirella Tuesday 7 November (AGM), 730-930pm, Mrs Howard Hall Monday 4 December 730-930pm, Spirella		

The meeting closed at 8.50pm.

These minutes were approved by the Committee, and signed by the Chairman, at its meeting on 5 October 2017