

THE LETCHWORTH SETTLEMENT

MEETING OF THE MANAGEMENT COMMITTEE HELD ON 15 JANUARY 2019 AT
12.00 NOON

MINUTES

Present:

Mr J. Bird (JB) (President)
Mr K Chapman (KC)
Mr P. Chapman (PC) (Acting Chair)
Mr T James (TJ) (Secretary)
Mr Barry Neale (BN)
Mrs S Pike (SP)
Mr R. Thorogood (RT)

In attendance:

Mrs S. Weston (SW)
Mrs R. Lawrence-Hyde (RH)

APOLOGIES AND WELCOME

- 1 Apologies were received from Pam Burn and Elizabeth Barber. PB is making a good recovery from her operation and flowers will be sent on behalf of the Committee. Liz Marten (LM) was welcomed as a guest with a view to joining the Committee; PC explained the operation of the various sub committees and KC offered to join F&GP, BN & LM the Programme Committee, whilst SP volunteered to help with the Marketing Committee. JB advised that all Trustees would be welcomed to help at special events to share the workload.

SW
KC,
BN,
LM,
SP

MINUTES OF THE MEETING HELD ON 20 NOVEMBER 2018

- 2 The minutes were agreed and signed.

MATTERS ARISING

- 3 **The underground leak** has been re-routed and the boilers have been fixed. RT suggested that the gas usage should be monitored.
- 3.1
- 3.2 **Finance:** the accounts were delivered on time and a solution to the issues with the remunerated treasurer has been resolved by employing a partner from the auditing (examining) company. There is no conflict of interest. The start to this arrangement has been promising.
- 3.3 **Restricted Funds:** JB explained that these are allocated to known expenditure on specific items for which a grant had been received. The unrestricted designated fund is to be used for major repair and maintenance items. The balance can be spent on other matters but tutors' fees form a significant part of this figure.
- 3.4 **Risk Assessment:** a draft has been distributed for consideration by members. This will form an item on the next Management Committee agenda.
- 3.5 **Audio Visual equipment:** The data projector has been reinstalled but there is still a likely conflict with the hearing loop. It does not seem that the matter can be resolved satisfactorily.

SW

ALL

MANAGER'S REPORT

4 Sonia Weston presented her report, which had been distributed prior to the meeting.

4.1 Six courses have been cancelled this term (four of which were short). This is a small number in relation to the courses that are running. Every effort is made to allow courses to run.

4.2 Administrative staffing and Italian (and possibly Spanish) tutor replacement issues were explained.

4.3 Repairs and maintenance expenditure is likely to rise due to the diligence of Sally Rogers who has begun to resolve anomalies in current practice. RT asked for approval for £240 to cover the cost of the fire inspection and £600 to update the emergency lighting. This was approved unanimously. TJ will repair and repaint the disabled ramp.

4.4 A quotation of £8,400 has been received for the next part of the four-year redecoration programme, comprising the common room, kitchen, office, Brunt Room and the stoep. This will be part of the R & M budget for 2019-20. The meeting approved the expenditure.

FINANCIAL REPORT

5 This has been prepared by SW and shared with the Committee prior to the meeting. The Manager suggested that this year would be financially challenging.

MARKETING AND COMMUNICATIONS

6 RH presented her report, which had been distributed prior to the meeting. The large amount of activity in the past has helped to make her publicity role easier as there was a rich source of content. At present, promotion is targeted to events for February. The Gin Night will hopefully bring a new audience to The Settlement. It will have an Irish theme, as it will occur on the day before St Patrick's Day (16 March).

The '*Settlement Squares*' event was very successful and it was recommended that it should be repeated in the Spring of 2020 as part of the centenary year.

PROPERTY AND DEVELOPMENT

7 Matters had previously been discussed in the Managers' Report (Item 4 above). The Property Committee had met to review the logbook and address any outstanding matters. The neighbour has replaced the fence on the west side of the building and it was recommended that a donation of wine would show appreciation for the consequent improvements to our site.

CENTENARY PLANNING

8 The Management Committee met on 4 December to discuss strategies for centenary events. The year will be promoted in the new course brochure and a major celebrity figure is still being sought for a keynote event. The 1920s evening has been booked for 27 June 2010. Subsequent to the December meeting, BN has contacted Letchworth's two Rotary Clubs and both welcomed the proposal that the Chair should visit in due course as an excellent ambassador for The Settlement, taking the opportunity to promote the Centenary programme.

ANY OTHER BUSINESS

TJ

SW

PB

9 RH raised observations following the Bridget Kendall talk and recommended that talks should start on time, not early. Doors should be opened at the published time, again not prematurely. It was appreciated that it was difficult not to allow people in early, especially on cold winter nights. PC further suggested a checklist for helpers for the special evening events to help to ensure that all set-up issues were covered.

KC enquired about the dates of committee meetings and it was explained that the principle is that the full Committee met on the third Thursday of alternate months and sub-committees met as occasion demanded.

SP was happy to distribute brochures to other establishments when she attended courses at various venues. She was reassured that this would be welcomed as a helpful suggestion.

SW

SP

DATE OF NEXT MEETING

10 Tuesday 19 March, 11.00 am

The meeting closed at 1.10 pm

Tony James
Minutes Secretary