

THE LETCHWORTH SETTLEMENT

MEETING OF THE MANAGEMENT COMMITTEE HELD ON 16 MAY 2017 AT
11.30 AM

MINUTES

Present:

Mrs P. Burn (PB) (Chair)
Mrs E. Barber (EB)
Mr J. Bird (JB) (President)
Mr P. Chapman (PC) (Arrived at 12.00)
Mr T James (TJ) (Minutes Secretary)
Mrs L Reed (LR)

In attendance:

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

1. APOLOGIES

Mr N. Carrick (NC), Mrs Sarah Halfpenny (SH), Bob Thorogood (RT)

2. MINUTES OF THE MEETING HELD ON 21 MARCH 2017

The minutes were agreed and signed.

3. MATTERS ARISING

- 3.1 There has been no success in finding a Treasurer but the Finance Committee has had its first meeting and hopes to support the Manager in financial matters.
- 3.2 PB has met the new Chair of the Heritage Foundation and he will be invited to the Settlement to meet the Committee.
- 3.3 Arrangements are in hand for the Open Garden weekend.
- 3.4 There will be a further meeting with Digswell Arts Trust to discuss a working relationship for ceramics courses at the Fenner's Building. SW
- 3.5 The Art Exhibition was very well received but it was considered that it was not something that will be repeated in succeeding years. It is planned to hang artwork in the Settlement building in order to celebrate success.
- 3.6 An iPad short course has been planned to run in the Autumn Term. The painting and drawing possibilities of iPads were seen to be very accessible to non-experts.
- 3.7 The bid for furniture from the Heritage Foundation was not successful but a £5,000 interest-free loan has been offered. It was decided to accept this offer. PB

4. CHAIR'S UPDATE

The Constitution states that the President is due to stand down at the end of this year. JB is willing to continue provided the appropriate change in the constitution was made. This has to be approved at an AGM and will happen in November. PB

It is possible that a further change may be made if the Finance Committee is to assume to role of the Treasurer. However, it is hoped that a new Treasurer can be found.

5. **MANAGER'S REPORT**

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

- 5.1 The new brochure is now with the printers. The Committee thanked SW for her hard work on its production.
- 5.2 There has been a very good response from tutors to run workshops during the summer. There is a need to promote the courses and lectures, in particular when the former Head of MI6, Sir Richard Dearlove, comes to deliver his lecture.
- 5.3 There are still issues with the online enrolment system.
- 5.4 Rental increases have gone smoothly.

6. **FINANCIAL REPORT**

This has been prepared by SW and shared with the Committee prior to the meeting. She reported that the current accounting period had produced promising results; however JB advised that the income will flatten out but expenses will continue to be accrued. SW and the office team were thanked for their hard work in this area.

- 6.1 PC reported on the inaugural meeting of the Finance Committee, which established its terms of reference. These will be distributed to the full committee, along with the minutes. The Finance Committee will meet four times a year with the principal aims of setting the budget and reviewing expenditure at the end of the financial year. SW
- 6.2 Finances have been rearranged into a Current Account, Reserves and a Sinking Fund (to cover major maintenance items and unforeseen expenditure). PB and NC will meet to consider the firm foundation of the reserves (eg commitments to salaries for a winding-up period). This may also be useful to help members understand the accounts, with the addition of a simple written explanation. PB, NC
- 6.3 The Finance Committee will review requests for expenditure but significant items will be brought to the full committee, as will the monthly accounts (as happens at the moment).
- 6.4 SW will approach the auditors to produce the end-of-year accounts. JB offered to help with the consultation on technical matters. SW JB

7. **MARKETING AND COMMUNICATIONS**

RH presented her report, which had been distributed prior to the meeting.

- 7.1 The Marketing Sub-group has met and looked for new opportunities. SH had suggested Biggleswade as a focus area for promotion of the Settlement's activities. RH is developing an action plan for this. RH
- 7.2 A dedicated link person has been established at the Comet.
- 7.3 PB reported that there will be a new '*Letchworth*' website from next year and there would be opportunity for the Settlement to raise its profile therein.
- 7.4 The Communications group had discussed the Settlement website and Paul Halfpenny (SH's husband) has reviewed the current site and developed a number of recommendations. It was agreed to take these recommendations to the present provider to ascertain whether these issues can be resolved within the current contract SW

and the cost of undertaking the additional work. If a new website is required, an independent adviser would be helpful to make the committee aware of the possibilities of a complete re-design, which would then be open to tender.

The Committee wished to record their thanks to Paul Halfpenny for his work in reviewing the website.

PB

8. **PROPERTY AND DEVELOPMENT**

NC had distributed his report in advance of the meeting.

- 8.1 SW demonstrated the colour for the chairs (turquoise) and the vinyl floor covering (American oak) for the Common Room. The new chairs for the Spinks/Cruise Rooms will be grey and constructed of vinyl with soft cushioning. Re-covering the existing chairs in the Kincaid Hall was recommended as the existing frames were of a very high standard. Roy Evans will be asked to consider the use of his gift for this purpose.

PB

- 8.2 The next phase will develop a feasibility study for the refurbishment of the Brunt Room and the main corridor.

NC was sincerely thanked for his hard work on the replacement and renovation of the furnishings.

9. **ANY OTHER BUSINESS**

- 9.1 LR suggested that a list of previous prestigious speakers should be developed and be published on the website. To an extent, this exists at present within the history of the Settlement that RH has developed.
- 9.2 Any help with the Summer Fair would be most appreciated.

The meeting closed at 1.25 pm

Tony James
Minutes Secretary