

# THE LETCHWORTH SETTLEMENT

MEETING OF THE MANAGEMENT COMMITTEE HELD ON 18 JULY 2017 AT  
11.30 AM

## MINUTES

### Present:

Mrs P. Burn (PB) (Chair)  
Mrs E. Barber (EB)  
Mr N. Carrick (NC)  
Mr P. Chapman (PC)  
Mr T James (TJ) (Minutes Secretary)  
Mrs L Reed (LR)  
Mr R Thorogood (RT)

### In attendance:

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

#### 1. APOLOGIES

Mr John Bird, Mrs Sarah Halfpenny, Mrs S Weston.

#### 2. MINUTES OF THE MEETING HELD ON 16 MAY 2017

Nigel Carrick's attendance was noted at this meeting and subsequently the minutes were agreed and signed.

#### 3. MATTERS ARISING

- 3.1 There has been little progress in negotiations with the Digswell Art Trust apart from a 10% discount for Settlement members on Art Trust courses.
- 3.2 It was noted that the Finance Committee had made good progress and being seen as very helpful to the Manager; the expertise of John Bird is invaluable to this committee.
- 3.3 It was a considerable coup to have Richard Dearlove delivering his lecture on 29 September. Efforts must be made to ensure a full house. PC will not be able to collect him on the evening and an alternative arrangement will need to be made.

#### 4. CHAIR'S UPDATE

PB suggested that a '*Life Member/Honorary Fellow*' category could be created for members who have given significant service to the Settlement. RH further recommended that those giving bequests to the Settlement should be recognised. LR suggested that rooms could be named after particularly prominent supporters.

The suggestions met the approval of the Committee.

#### 5. MANAGER'S REPORT

SW's report was studied in her absence. It was noted that the Open Garden event had also occurred and produced a net profit of £800. Warmest thanks were offered to Val Aitken for her work in the organisation and to all those who had made their gardens available.

The Manager's thanks to the Committee were noted and appreciated.

PB

## 6. FINANCIAL REPORT

The report had been prepared by SW and shared with the Committee prior to the meeting.

- 6.1 Letters to request prizes for the Christmas raffle were distributed and members were asked to pass to local businesses with which they have a familiarity. All
- 6.2 Exploration of the ability to use supermarket tokens (Waitrose/Tesco) to support the Settlement was suggested. SW
- 6.3 LR has funds to support lip reading classes for persons who needed help in affording the course fee and it was recommended that specific mention should be added to next year's brochure.
- 6.4 The Finance Committee has met under the chairmanship of PC. One of its aims was to rationalise the reserves of the settlement. Reserves were based on the premise that it was legitimate and prudent to provide sufficient resources in the event of the necessity of closure and also it would provide a rationale for benefactors when applying for grants. A base figure of £85,000 was calculated to cover the costs of keeping the Settlement running for a period of twelve months to cover staff costs, redundancy and utility expenses of the building. This will appear as a separate item in the accounts. The residue of accrued income can be used for repairs, maintenance and development projects. NC & RT have produced a long-term plan for redecoration. Maintenance items will be funded from the aforementioned surplus and the 'Sinking Fund', which is being separately budgeted at £300 per month.
- 6.5 Staff salaries: a figure of 2% has been budgeted for potential staff salary increases. This will be considered in discussions between the Chair and the Manager. PB/  
SW
- 6.6 The Finance Committee will meet to review the budget and recommend its adoption to the full Committee. In subsequent years, this review will be able to take place at an earlier date. The next Finance Committee meeting will be in September.
- 6.7 IT update: SW and TJ had met with David McLeary from Cambridge Software, our website designers, in response to the recommendations presented at the previous meeting. All issues were addressed and a positive outcome was reached. These issues had been distributed to members prior to the meeting.

## 7. MARKETING AND COMMUNICATIONS

RH presented her report, which detailed her activities. There has been considerable progress in the Biggleswade and Fairfield areas and the principal foci of effort has been: promoting the new brochure, August workshops and lectures, September enrolments and Biggleswade and Hitchin leaflet drops.

## 8. PROPERTY AND DEVELOPMENT

- 8.1 RT has met with Michael Andrews and reviewed the log of work. The Fire and Rescue Service had visited and a good report was received. It was suggested that evacuation procedures are rehearsed and the Committee supported the recommendation, preferably on a day with a large occupancy. PB >  
SW
- 8.2 Annual review of premises: NC's report had been distributed in advance and the four-year programme of maintenance was explained. Additionally, there is a programme of new developments; a new sign and refurbishment of the kitchen corridor and rear

entrance area. The Finance Committee would review the viability of developments in its February meeting, prior to approval by the main Committee. NC invited further suggestions to be added to the list.

- 8.3 The Common Room flooring will be replaced next week, along with the re-upholstering of the classroom chairs.
- 8.4 RT advised that a review of the boilers should be postponed, after a discussion with MA, who was happy with the current maintenance engineers.

The Chair thanked NC and RT for all their efforts and considerable work, which was endorsed by the Committee.

9. **ANY OTHER BUSINESS**

The Settlement has applied for a permanent Liquor Licence. Jim Anderson, a member of the Settlement Players has been trained and will be nominated as the licence holder. We will be responsible for ensuring that a designated person is briefed for each event (by written instructions to be prepared).

The meeting closed at 1.05 pm

Tony James  
Minutes Secretary