

THE LETCHWORTH SETTLEMENT

MEETING OF THE MANAGEMENT COMMITTEE HELD ON 21 NOVEMBER 2017 AT
11.30 AM

MINUTES

Present:

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

In attendance:

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

1. APOLOGIES AND WELCOME

Akua Obeng-Frimpong (AO-F) was welcomed to the meeting. John Bird and Sarah Halfpenny apologised for their absence. SH had communicated that pressure of work would mean that her attendance would be irregular. In future, she will attempt to attend when possible. It was felt that she was a valued member of the committee and her contributions would still be welcome.

2. MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2017

The minutes were agreed and signed.

3. MATTERS ARISING

3.1 **Honorary Fellowship.** PC recommended that any nominations for Fellowship should include lecturers who have made a significant contribution. It was suggested that any existing Vice Presidents should be moved to Fellowship status. SW & PC will check if anyone fits into this category and PB will also ask Roy Evans.

SW/
PC/
PB

3.2 **Quiz Night:** 80 tickets have been sold. This is slightly fewer than usual but is still a reasonable number of attendees.

4. CHAIR'S UPDATE

4.1 **Strategic review:** there were positive outcomes from the meeting and reflection enabled the committee to appreciate the successes as well as address the continuing issues. PC voiced the thanks of the Management Committee to the Chair for her major efforts in ensuring the continuing success of the Settlement. It was recommended that the review should be held annually in October, which will help to inform the following year's programme. SW will pass notes of the previous two meetings to AO-F.

SW

5. MANAGER'S REPORT

5.1 Sonia Weston presented her report and mentioned the need to promote the quiz and raffle (raffle tickets are available online). The uptake of workshops has been slightly disappointing, with some having to be cancelled.

5.2 **Outreach:** Wallington: there has probably been a misunderstanding about fees for hiring

the hall, which are likely to be waived (SW to speak to Graham). It was agreed that Biggleswade is likely to have a greater potential to create a market for Settlement attendees. There was discussion of spreading the outreach workshops to a wider area (eg Stevenage, Welwyn and particular neighbourhoods of Letchworth) with the intention of attracting new members.

SW

5.3 **Future Events:** SW encouraged attendance at any of the forthcoming events.

6. FINANCIAL REPORT

6.1 **F&GP Committee:** PC reported that the F&GP Committee had been established to support the Management Committee and Manager in the absence of a Treasurer. The most recent meeting focused on reviewing the Annual Accounts prior to submission to the AGM and auditors. NC explained that he has been working on a style of accounting that reflects cash flow and surplus in relation to premises developments.

The next F&GP meeting will be held on Tuesday 6 February at 11.30am.

6.2 **Audio-Visual Developments:** SW asked whether it would be possible to continue planning for the upgrades to the AV facilities in the Hall so that if funding was available, permission could be granted before the next F&GP meeting, bearing in mind that there is a major talk planned for February. The existing quotation is approximately £2,500 for a projector, screen and lectern. Security upgrades (£4,500) were seen as a higher priority and RT & NC will meet with Michael Andrews as soon as possible to expedite the installation. The Committee endorsed the expenditure on the security cameras, subject to the collection of two quotations.

RT/
NC

SW/NC will meet to review the financial situation to see if the AV equipment can also be purchased before February's Helen Pankhurst lecture. This was agreed by the Committee, subject to available funding being available. PB will review the data protection issues of CCTV.

SW/
NC

PB

7. MARKETING AND COMMUNICATIONS

RH presented her report, which had been distributed prior to the meeting. She had held a very beneficial meeting with SH, where the use of Trip Advisor and other sources of social media were discussed. The Committee were asked to share photos taken at any courses they had attended so that they may be used for promotional purposes.

8. PROPERTY AND DEVELOPMENT

RT and NC had both distributed reports in advance of the meeting and principal items included the CCTV provision, AV facilities and the damage to the Hall floor. One of the principal causes of erosion of the floor varnish appears to be tap-dancing and it will need to be re-finished in the near future. Dance classes are a regular feature of Settlement life and it was seen as an unfortunate but necessary side-effect.

The counter tiles may be able to be refurbished as opposed to being replaced. RT is investigating this possibility,

RT

NC's report had outlined the planned programme of annual works in detail and he encouraged members to provide suggestions for development where appropriate.

PB thanked RT & NC for their hard work on property issues and this was endorsed by the Committee.

9. **ANNUAL GENERAL MEETING**

The AGM will be held on Monday 27 Nov at 2.00pm. AO-F was asked to consider standing for election to the Management Committee at this meeting.

The introduction of the Honorary Fellowship will be mentioned in the Chair's report. Constitutional amendments will be dealt with as a separate issue.

AO-F

PB

10. **ANY OTHER BUSINESS**

TJ will not be available to organise the agenda or takes minutes at the next Management Committee Meeting.

The meeting closed at 1.30 pm

Tony James
Minutes Secretary