

# THE LETCHWORTH SETTLEMENT

## MEETING OF THE MANAGEMENT COMMITTEE HELD ON 15 MAY 2018 AT 12.00 NOON

### 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)

#### APOLOGIES

1. Apologies were received from John Bird, Sarah Halfpenny Akua Obeng-Frimpong and Rachel Lawrence-Hyde.

#### MINUTES OF THE MEETING HELD ON 20 MARCH 2018

2. The minutes were agreed and signed.

#### MATTERS ARISING

3. NC will arrange to speak to Mr Greenhough as promised.
  - 3.1 The fitting of a stairlift has been investigated but it is not possible to fit a lift and have safe egress in case of emergency.
  - 3.2

#### VOLUNTEERING

4. AO-F was thanked for her paper and it contained many valuable and helpful points. NC stated that a 'Volunteer Co-ordinator' is a key role in the organisation of their activities. It was suggested that Val Aitken might be willing to undertake this role and SW will approach her to ask. It was suggested that the planned Volunteers' Drinks Reception could be an opportunity to encourage new volunteers to join the existing programme. Volunteer teams are already in place for envelope filling and helping at the Settlement Fair. It is necessary to have clarity about the tasks for which volunteers are required and a list is being developed. SW is creating a specific Volunteers' Newsletter.

However, there was discomfort about providing incentives for volunteers as it could be seen as counter-intuitive to the concept of being a volunteer.

The outreach issues will be dealt with as a specific item on the Annual Review Day. As a precursor, Gary Mallet from the GC Heritage Foundation will be invited to discuss issues that would be helpful for the Jackmans Estate.

#### CENTENARY COMMEMORATION

5. Roy Evans's paper was discussed. In relation to item 4a, the Community Museum in the Arcade has been booked for the entire month for May. Mark Freeman is an excellent suggestion for a guest speaker and EB was asked to make the initial contact. There was discussion about the content of an anniversary publication in order to make it attractive to the audience, perhaps to include a multimedia format. The committee were asked to email ideas for celebratory events, which will be discussed in full on the Annual Review

NC

SW

PB

EB

Day (eg a party, a book/online publication, an exhibition, a tea). Roy Evans will be consulted on historical matters. It is planned that EB will meet Roy at the Wilbury Hills Archive Centre in the summer. Vicky Axell, Amy Flack, Laura Dennis and Josh Tidy should be encouraged to be involved to contribute to the historical aspect of the exhibition.

ALL

PB

#### **CHAIR'S UPDATE**

6. PB and SW represented the Settlement at Joan Williams's funeral, which was very well attended. Roy Evans and David Garvie contributed obituaries to the service.
- 6.1 Joan had been a part of the Settlement for 60 years and it was agreed that Room 3 should be renamed the Williams Room in her memory.

#### **MANAGER'S REPORT**

7. Sonia Weston presented her report prior to the meeting and the following issues were discussed.
- 7.1 There has been a problem sending bulk e-mails and SW will now set up a *Mail Chimp* account.
- 7.2 Additional space for cycle parking is planned; NC recommended that a gravel base should be laid instead of paving.
- 7.3 David McCleary has reassured TJ that he would be able to manage the Settlement's IT account in the future as part of his personal business. If matters reach a stage where this is no longer possible, he has offered to help to find someone else who will be familiar with the appropriate software and our business requirements. A new contract has been drawn up to reflect the change.

SW

#### **FINANCIAL REPORT**

8. This has been prepared by SW and shared with the Committee prior to the meeting. No further issues were raised.
- The development of policies will be dealt with in the forthcoming F&GP meeting and will include a mention of a business continuity plan.

#### **MARKETING AND COMMUNICATIONS**

9. RH's report was read to the meeting. It was agreed that Nevells Road and Cross Street residents should be given complimentary tickets for the Settlement Fair.
- Tutors and Committee members were urged to submit photographs to be shared online.
- The cancellation of the talk by the President of the Royal Veterinary Association was regrettable, despite all efforts to promote the event. It is likely that the forthcoming workshops for this term will also have to be cancelled. PB recommended that an annual programme of talks should be arranged in advance to allow maximum opportunity for promotion.

#### **PROPERTY AND DEVELOPMENT**

10. RT reported that NC had met with the heating engineer who stated that the boilers would last for 10 years but the heat exchangers are vulnerable. An additional heat exchanger would protect the system and make it more efficient and hence prolong the life of the boilers. A quotation is being prepared to replace the two existing heat exchangers and the installation of the additional component. It was agreed that this would be considered at the next F&GP meeting.

After inspection by NC and Michael Andrews, it was agreed that the Hall floor does need repair. Quotations have been sought and will also be considered at the F&GP Meeting.

RT presented a report on the conservation of the glazed tiles in the Common Room. It recommended that the tiles should not be replaced, as they are part of the character of the original building. The aim should be to repair any damage and conserve the tiles to prevent any further deterioration. A glass top to cover the tiles was suggested but did not meet with universal approval. However, it was felt that careful repair and replacement of the grouting and covering the tiles with a sealer would be a viable alternative. The cost of conservation will also be discussed at the F&GP meeting.

NC had distributed his report on the building development to replace the Spinks and Cruse rooms in advance of the meeting. It was clear that any such major project would take total commitment by everyone involved. PB observed that the current and projected economic climate is uncertain and PC wondered if there is actually a demand that cannot be met within the present facilities.

A potential development could be considered in a dialogue with The Letchworth Heritage Foundation to provide a centre for the arts in the town. If the local plan is approved next year, there may be changes that could help the development of our site. Such an active partner could make the new building possible. It was resolved to re-visit the plan in the future.

#### **ANY OTHER BUSINESS**

11

PC had reported from his class that there were not enough Common Room chairs for the group to sit at break times. This has always been the case with large groups but there were 18 in the previous set-up and it was resolved to purchase two more to re-establish this number. Regarding the purchase of a high-backed chair for one member, a search has been undertaken to find a similar chair but it has not been possible to source such model in a design to compliment the new furniture and after considerable discussion, it was deemed not to be possible to support this request.

There had been issues with the installation of the data projector in the Hall, as the original contractor was no longer able to complete the task. SW has arranged for the equipment suppliers to carry out the fitting on Friday 18 May and she was thanked for resolving this long-standing issue.

#### **DATE OF NEXT MEETING**

12

17 July at 12.15 pm

The meeting closed at 2.30pm

Tony James  
Minutes Secretary

SW