

**THE LETCHWORTH SETTLEMENT
MEETING OF THE MANAGEMENT COMMITTEE
HELD ON 16TH JANUARY 2018 AT 11.30AM**

MINUTES

Present:

Mr. N. Carrick (NC) (Vice Chair)
Mrs. E. Barber (EB) (taking Minutes)
Mr. P. Chapman (PC)
Mr. R. Thorogood (RT)
Ms. Akua Obeng-Frimpong (AO-F)
Mr. J. Bird (JB)

In attendance:

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

1. APOLOGIES

Pam Burn, Tony James and Sarah Halfpenny

2. MINUTES OF THE MEETING HELD ON 21ST NOVEMBER 2017

The minutes were agreed and signed.

3. MATTERS ARISING

Honorary Fellowships have gone out and all have expressed their thanks.

There will be a board erected and the names may be included in the brochure. A Strategic Review date is needed for next meeting. Audio visual developments and CCTV will be dealt with under Property and Management ready for next meeting where we will discuss what we can afford. AGM in November went well.

4. CHAIR'S UPDATE

PB was absent and most of the points in the Chair's Report were covered elsewhere in the meeting. NC said that he attended Val Aitken's husband's funeral.

5. MANAGER'S REPORT

RH has been in touch with Helen Pankhurst and is moving forward with that. The format will be Q & A around the things covered in her book. RH will lead the Q & A session. AO-F asked about advertising. RH replied that general advertising continues as usual. AO-F said that in Cambridge there is a CamVote100 – celebrating votes for women. RH suggested the *Heritage Foundation* might be interested in our event and will mention it to Pam.

PC said we sent out invitations in Cambridge for speakers. Herts Uni replied with enthusiasm which Sonia followed up, but with no response. None of the three prospective speakers has replied to any of these. PC said that we will work on it.

NC asked if the cancelled courses will be tried again. SW replied not, but NC said some people might be able to do another day. SW said that we could retry later if the tutor is willing. SW doesn't have as much flexibility as people think as tutors are often committed to WEA etc.

AO-K said that at *The Actors Centre* in Covent Garden, people can come and sign up there and meet the tutors. SW acknowledged this suggestion, adding that an information evening would be a better idea for us, separate from enrolments opening. AK-O thought tutors could give a short chat first. PC wondered if it was worth thinking about a little video taken in classes on the website but it was pointed out that they are expensive to make. RH suggested an interactive platform where students can ask questions – she feels this is the way forward and we do need to keep reaching out. PC suggested perhaps having a promotional video.

AK-O wondered about a regular slot in *The Comet* but RH said they'd want paying for that. A target is necessary with advertising otherwise it's hit and miss. PC said the field is often quite small. RH said she has a good relationship with *The Comet* and we are lucky because *The Comet* has best readership in the area. A general discussion about advertising followed.

NC mentioned that raffle tickets didn't sell so well last year and that he personally wasn't tempted by the first prize. However, people mainly buy tickets to support our cause, rather than for a specific prize. SW pointed out that the November play wasn't as popular as the one the previous year, so there were fewer people to buy tickets but that the money raised is still good and for less effort than putting on an event.

6. FINANCIAL REPORT

SW said income is up on this time last year, but expenditure has had an effect on the final figure. We need to be careful about future spending and this is all in her report. PC said an increase in class fees is good news. JB said put the balance of the Heritage loan into the Financial Report. Next finance meeting is 6th February at 11.30.

7. MARKETING AND COMMUNICATIONS

RH apologised for her late report due to having had 'flu. She worked on the things in her report. Fairfield Estate has been very helpful and she has thanked them. Helen Pankhurst should be a good night. We need more publicity with photos etc. for this. Helen Pankhurst hopes that the local people featured in her book will come and make it an interactive session. Keep plugging away at tutors to give good flow of information. More work on Shefford ahead of brochure is going live. Need to get

photos from more of the practical courses. SW is seeing two new tutors next week and she is constantly trying to add to our bank of tutors. Peter asked about Bedford – Sonia is hoping to go and see them and their new manager.

JB said years ago they had leaflets for a play handed out at Letchworth Station. SW is going to try some Saturday day schools. She said giving talks about The Settlement to groups would be good, for instance the untapped WIs. Lots of retired people who are not getting to know about us.

8. PROPERTY AND DEVELOPMENT

The sub-committee met with Michael to discuss costings of current projects as listed on the Property and Maintenance notes. These are the projects in mind. At the last management meeting we agreed to CCTV subject to finances. NC has had a change of mind and considers it not to be in the spirit of the place and not worth the cost. We've never had problems but we do now have a licence. RT looked at it from the point of view of why are we doing it? Is it about witnessing events? Would we have to sue people? It can put people off committing crimes, but there isn't much to steal. There was general discussion about priorities. JB talked about data protection if we have CCTV. The committee came to the conclusion that CCTV is a low priority. NC said the projector and speakers should be our priority and the committee agreed.

SW suggested a stairlift for which we might get a grant. She has had to refund one student because she couldn't offer a room downstairs. She will ask Michael to find out about stairlifts. Nigel might know of a couple of firms to approach.

RT mentioned tiles on the counter. He has a contact who knows a lot about this sort of thing. Treatment rather than replacement would be best as the latter would be difficult. NC said that long term, work on the fireplace in Kincaid Hall will also have to be considered.

9. ANY OTHER BUSINESS

SW has had information about the bequest of £500 from Muriel Muller. PC asked if we could put it in the newsletter with our appreciation. In terms of spending it on a particular project, we could put this money towards the rag rug hanging.

JB reminded the committee that our centenary in 2020 isn't that far away. He suggested we have it as an item on the agenda at each meeting. A sub-committee to plan for the centenary celebrations has been suggested.

The meeting closed at 12.45pm.

Elizabeth Barber (temporary Minutes Secretary)