

**THE LETCHWORTH SETTLEMENT  
MEETING OF THE MANAGEMENT COMMITTEE HELD ON  
17 JANUARY 2017 AT 11.00 AM**

**MINUTES**

Mrs P Burn (PGB) (Chair)	<b>In attendance:</b>
Mrs E Barber (EB)	Mrs S Weston (SW)
Mr J Bird (JB) (President)	Mrs R Lawrence-Hyde (RLH)
Mr N Carrick (NC) (Vice Chair)(Arrived at 11.25)	
Mr P Chapman (PC)	
Mr T James (TJ) (Minutes Secretary)	
Mrs L Reed (LR)	
Mr R Thorogood (RT)	

**1. APOLOGIES**

Mrs S Halfpenny

**2. MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2016**

The minutes were agreed and signed.

**3. MATTERS ARISING**

3.1 The Chair had met with TJ & LR prior to their adoption to the committee.

3.2 The Treasurer's post remains unfilled despite best efforts. A recommendation was made to contact local accountancy firms; JB agreed to contact the auditors and Wagstaff's. SW will contact Lederman's.

3.3 The Christmas raffle was a great success and thanks were expressed to the Manager. SW has written to thank all prize donors.

**4. CHAIR'S UPDATE**

The new CEO of the Letchworth Foundation has previously worked at Toynbee Hall (the first *Settlement House*) and his philosophy and background in charity work could prove to be an asset for The Letchworth Settlement.

In the future, tickets for Settlement events will be available from the new 'Box Office' adjacent to the Cinema.

**5. MANAGERS'S REPORT**

Sonia Weston presented her report, which had been circulated prior to the meeting. She drew attention to the following:

5.1 Trustees were encouraged to encourage the selling of tickets for the Fitzwilliam Museum lecture on 16 February. It is of paramount importance that a reasonable audience is attracted because of the high profile of the speakers that have been booked for this and other events.

5.2 PC suggested that improvements should be made to the sound system and recommended that the Chair should repeat questions from the floor for the benefit of the audience in the back of the hall. Jason Valentine has been invited to recommend improvements to the sound system. LR prefers using a headset microphone in her professional work and she recommended

JB  
SW

	<p>contacting the Hertfordshire Hearing Advisory Service in Welwyn Garden City as well as providing simple instructions for members of the audience to operate their hearing loop connection.</p>	LR
	<p>Tutors should be asked to enquire whether any students have any hearing impairment and tutors should be encouraged to promote use of the Hearing Loop.</p>	SW
5.3	<p>Dates have been confirmed for the Open Garden events: Sunday 18 and Wednesday 21 June from 1.30 – 5. 00pm. Refreshments will be served at Val Aitken’s and Carola Garvie’s houses. Liz Macintyre Brown will coordinate teas on behalf of the Settlement, as the hosts are not responsible for the provision of refreshments. The cost will be £3.50 in advance or £4 at the door.</p>	
5.4	<p>The date of the Settlement Fair has been arranged: June 10</p>	
6.	<p><b>FINANCIAL REPORT</b>  Sonia Weston presented the Financial Report, which had been circulated prior to the meeting.  NC reported that refurbishment to the Spinks and Cruse Rooms had cost £17,500 in addition to the decoration budget.</p> <p>In response to the Chair’s question, the Manager reported that the Virgin Media account will cost £50 p/m and will be definitely be cheaper than BT.</p>	
7.	<p><b>MARKETING AND COMMUNICATIONS</b>  Rachel Lawrence-Hyde presented her report, which had been circulated prior to the meeting.</p>	
7.1	<p>The Tim Knox talk <i>‘The Noble Repository’: The Fitzwilliam Museum in its Third Century</i> is the major promotional emphasis at the moment.</p>	
7.2	<p>The Cake and Craft course has been positively received thus far.</p>	
7.3	<p>Rachel will add Instagram and possibly Vine to Facebook and Twitter as social media outlets but she recognised that it is important to pursue conventional channels of communication as well.</p> <p>NC suggested that programmes should be distributed to estate agents and the Chair explained that this has happened but acknowledged the importance of keeping the agents stocked with information. NC added that the <i>Garden City Brewery</i> located in the Wynd would be prepared to produce a speciality beer on behalf of the Settlement if there was a particular event that warranted celebration.</p> <p>EB recommended that promotional A5 flyers would be more acceptable in some locations as opposed to using a supply of more expensive larger brochures.</p> <p>RH was thanked for her continuing efforts to promote the work of the Settlement.</p>	
8.	<p><b>PROPERTY AND DEVELOPMENT</b>  RT recognised that it was necessary to revisit the priorities of the development plan in the light of recent discussions and it was agreed that sound system</p>	

improvements, lounge refurbishment and hall furniture should be the most important issues for this year.

NC presented proposals for improved seating in the lounge. He recommended chairs that were available from County Supplies, which are very serviceable and reasonably priced. It was agreed that 10 with arms and six without should be purchased at a price of approximately £3000. Bespoke tables would very expensive and it was agreed that a compromise of good quality generic round tables would be cost-effective solution. It may be possible to obtain a grant from the Heritage Foundation for part of the cost of tables and chairs. It was agreed that NC will put together a grant bid for the Foundation, to include new chairs for the hall. The Settlement will contribute towards the overall cost from the money raised via the raffle and other donations to funds.

NC

NC also recommended that a notice to display how grants and money raised has been spent should be placed in the reception area and this was seen to be valuable.

9.

Thanks were expressed to NC for his research into furniture provision.

**ANY OTHER BUSINESS**

PC: Recommended that the Programme and Fees Review Committee comprising JB, NC, TJ, EB to assist SW should meet on Tuesday 24 January at 1pm. A discussion of differential charging was recognised as a challenging issue for this group.

The meeting closed at 12.35pm

T James  
Secretary