

## THE LETCHWORTH SETTLEMENT

**MEETING OF THE MANAGEMENT COMMITTEE HELD ON 17 JULY 2018 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)**

**APOLOGIES**

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

**MINUTES OF THE MEETING HELD ON 15 MAY 2018**

2 The minutes were agreed and signed.

**MATTERS ARISING**

3 NC has still to contact Mr Greenhough.

3.1 EB has contacted Mark Freeman regarding the Centenary Celebration.

3.2

**CHAIR'S UPDATE**

4 NC will be standing down as a Trustee and member of the Management Committee at  
 4.1 the AGM to concentrate on his ceramics. He will be greatly missed and the recruitment of a replacement was discussed.

**MANAGER'S REPORT**

5 SW's report had been circulated prior to the meeting and she particularly highlighted  
 5.1 Michael Andrew's leaving and that the caretaking role will be a difficult post to fill because of the need for small time commitments on a daily basis. The Manager is hopeful that the administrative appointment should be more straightforward.

5.2 The initial response to enrolment has been very promising and online bookings are also considerably higher at this stage than in previous years. There is still a need to promote courses and distribute brochures to public places to stimulate enrolment at least to the level of the previous year.

5.3 The vexed issue of communication was discussed and although usual channels such as the website and e-mails have been used, this has not necessarily been successful. RH suggested that committee members should visit each of the classes during the Centenary year to provide a face-to-face contact.

5.4 Adjustments to the Italian classes have been made in the light of the change of tutor and it is promising that German classes will be starting next term.

**The Exhibition:** Despite very clear instructions having been given there were issues and

5.5 lessons have been learned. PC suggested that an evaluation should be undertaken so that these points should be logged for future reference.

5.6 **Volunteers' Evening:** although numbers were relatively small, there was a helpful response. A new e-mail address will be created for the Volunteers' Group.

**Forthcoming Events:**

5.7 30 September: 'Flanders and Swann' – tea, cake and music for £8  
9 November: Richard Wiseman, Professor of Psychology University of Herts  
14 December: Bridget Kendall (formerly BBC Russia Correspondent)

It was agreed that the price for guest lectures should remain at £10

The Chair proposed thanks to the Manager and her team for their hard work over the year and this was heartily endorsed by the Committee.

**FINANCIAL REPORT**

6 The report had been distributed in advance and the positive balance was encouraging.

6.1 The F&GP Committee had recently met and after a detailed examination of the finances, adjustments had been made to the Sinking Fund. The budget for 2018-19 was also discussed and JB's expertise had been sought after the deliberations. An amount of additional leave was recommended for the Manager in lieu of not being paid for her lunch break and the full Committee unanimously endorsed this decision. Staff salary increases were recommended in line with the Living Wage. The F&GP Committee commended the budget and this was approved by the full Committee.

**MARKETING AND COMMUNICATIONS**

7 The Communications report had been distributed prior to meeting and RH added that the Twitter following has increased; the '*Love Letchworth*' relationship has been rekindled and a '*Muddy Stiletto*' listing has been established.

7.2 RH is distributing promotional material to Shefford and also to Hitchin, as well as continuing to display information around the Letchworth town centre and Sainsbury's supermarket.

7.3 It is always beneficial to showcase students' work on the website and social media, as well as around the building. It was proposed that classes should be asked to display work on a half-termly rota and also display case should be purchased for the Common Room.

7.4 A brochure distribution system to all the local libraries will take place over the summer.

**CENTENARY CELEBRATION**

8 Graham Fisher (Chair of the Heritage Foundation) would be happy to talk about Toynbee Hall (the first Settlement). EB suggested that a panel of experts could be assembled to deliver a historical presentation, perhaps also comprising Josh Tidy and Amy Flack.

**PROPERTY AND DEVELOPMENT**

9 RT reported that he and NC are meeting the boiler engineers on Thursday to discuss a long-term plan for maintenance and replacement.

- 9.2 Tiles on Common Room counter: an expert in tile conservation will be sought. PB will contact V Axell (Curator of Heritage Foundation Collection). The NHDC conservation officer will also be counselled. PB
- 9.3 Work on the new sign will commence shortly, as will the fitting of the doors to the cupboards in the Common Room. The new store cupboards are currently being fitted in the corridor.
- 10 ANY OTHER BUSINESS**
- 10.1 The Settlement will be open on Saturday 8 September as part of the Heritage Open Day, staffed by PB and EB, who will also invite Roy Evans to take part if he desires [and indeed others are welcome to help show our building off.](#) PB
- 10.2 EB and Roy Evans are visiting the Wilbury Hills Archive Centre in August. PB/  
NC
- 10.3 The Camera Club has become an Associated Organisation.
- 11 DATE OF NEXT MEETING**
- 11 18 September, 11.30am. NC will Chair the meeting and PC will take minutes. NC  
PC
- The meeting closed at 1.10 pm
- Tony James  
Minutes Secretary

