

THE LETCHWORTH SETTLEMENT

MINUTES OF THE MANAGEMENT COMMITTEE HELD ON TUESDAY NOVEMBER 20TH 2018

PB began the meeting by welcoming our prospective new trustees.

1. PRESENT: Elizabeth Barber, John Bird, Pam Burn (Chair), N. Carrick, Peter Chapman, Rachel Hyde, Bob Thorogood, Sonia Weston.
2. APOLOGIES: Tony James.
3. IN ATTENDANCE: Ken Chapman, Barry Neale. Sue Pike was unable to attend.
4. MINUTES OF THE PREVIOUS MEETING: These were agreed.
5. MATTERS ARISING:
 - NC was still trying to make contact with a potential speaker on the subject of ceramics.
 - PB undertook to make contact with the V&A regarding the refurbishment of the bar tiles.
 - PC explained the process which led to SW's successful appeal for new volunteers/trustees.
 - RT explained that the underground leak had now been fixed. However, SW reported that one of the boilers was not functioning properly and that the engineers had been called in. She was not sure if the filters had been installed but would check. Following the meeting SW has had confirmation that the filters were replaced.
 - SW explained about Iain and Laura's working arrangements.
6. MANAGER'S REPORT: SW covered the following points:
 - Staffing – some review of hours to take place before the end of term.
 - Workshops and lectures – going very well.
 - Tutors – One Italian tutor was moving to London leading to re-appraisal of provision. Trying a new for Applied Arts from January.
 - Events – The art sale has proved extremely popular among artists submitting “squares”. There was discussion about managing the exhibition/ sale, catering and quiz simultaneously. Tickets for the Bridget Kendall talk were going well. Tickets are on sale for our first twilight talk in 2019. Other forthcoming attractions include talks by Louise Reed and Dr Vicky Avery, a teatime classical concert and the jazz night.
7. FINANCIAL REPORT:
 - F&GP Minutes already circulated. PB explained about annual pay rises to staff.
 - Annual Report to Members:
 - * PB pointed out that she had explained more fully our policy on reserves in the introduction to the financial statement.
 - * There was discussion of changes made by the auditor which were causing confusion. SW to seek clarification.
 - * NC explained our “bottom line” (reserves + designated funds) which shows our actual disposable financial assets.

* KC sought clarification on “Restricted Funds”. These are usually earmarked sums relating to grants or donations for specific purposes. It was not clear what this entry referred to. SW to check. PB explained that, while there were no explanatory notes on the finance pages, there were explanations in the preceding written report.

* BN asked whether we had a Risk Register. PB responded that whilst we did not have this as such we did have a Risk Policy. It was agreed that this be sent to KC, BN and SP. PC suggested that the matter be discussed at the next F&GP. (SW to notify F&GP committee of the date for the next meeting). PB pointed out that she felt that, whilst ensuring conformity with the expectations of the Charity Commission, regulatory requirements should be commensurate with the size of the organisation.

* JB explained how he presented the report to the AGM.

* PC suggested that it would be helpful for members to see NC's spreadsheet for planned maintenance with costings in an appendix to the Annual Report.

* There was discussion of the complications we had experienced regarding accountancy and about plans for the future.

8. RECRUITMENT OF TRUSTEES:

With 3 potential new recruits, SW was complimented on her efforts. There followed a discussion about safeguarding and the need (or not) for DBS checking. It was recognised that our membership contained a number of persons who might be considered as “vulnerable”. PB was going to consider a Safeguarding policy.

There was discussion about broadening the Settlement's appeal to include younger members.

9. MARKETING AND COMMUNICATIONS:

RH mentioned the following:

- Continuing to raise our profile on social platforms
- Need to encourage members to take and submit photos from courses and events to publicise our centre
- Opportunities to promote health and well-being. PB pointed out that she and Sonia are due to meet Roberta Meldrum from the Healthy Living Centre shortly which could create such opportunities. There was also discussion of “social prescribing” and how we might become a resource for this.

10. PREMISES:

It was agreed that the committee should convene in the spring. In the meantime SW was investigating decoration matters. TJ has offered to join this committee.

11. AOB:

- There was discussion of our continuing problems with our A/V system. SW was due to meet the providers shortly. It was suggested she might also discuss the matter with Robert Evans.
- Prospective new members were asked to reflect on which sub-committee they would like to join.

12. DATE OF NEXT MEETINGS:

Tuesday 27th November at 2.0pm - AGM

Tuesday 4th December at 11am – Centenary planning

Next Management Committee – to be arranged