

Appendix 3: Letchworth Educational Settlement

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6117			
Name of Organisation	Letchworth Educational Settlement			
Organisation Type	Registered Charity			
Ward	Letchworth Norton			
Project Type	Educational			
Green option considered?	N/A			
NHC Councillor involvement that may constitute a conflict of interest	None known			
Previous financial support within six years	Yes - £2,000 in October 2020 from the Letchworth Committee for computer equipment			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£1,590	Total project cost		£1,590

Officer Summary

Letchworth Educational Settlement has been offering adult classes for over a century. It is a much-loved institution providing an attractive environment for those looking for an interesting activity, to learn, to create, to meet new friends and reduce isolation.

The Settlement sees a demand for a sewing starter course. For this they have two sewing machines already donated and are applying for funding for the remaining six new Brother SH40 sewing machines.

They are proposing to start with 2 hour sewing workshops on Saturday mornings. It is usual for them to start on a small scale and build up to 10 week courses, which would then run 3 times a year. Their standard student charge for a 2 hour session is £15, to cover their tutor and overhead costs.

New sewing students are reluctant to purchase a sewing machine, therefore providing a machine to use in class makes it more accessible. The Settlement will be signposting students to the Letchworth Garden Shed should they wish to borrow a machine outside of class to practice on.

The Brother SH40 is a tutor-recommended machine ideal for adult learners. The tutors know the machines well and can carry out basic maintenance and troubleshooting in class. Having researched costs, they would purchase from a Hertfordshire based supplier, a practical choice for easier support during the warranty period. They are also using reserves and fundraising for new tables.

The Settlement consider this to be a good investment as the course will help people learn a new skill and become more resourceful. If successful, the intention is also to run one or two free workshops, which they hope to fund from other organisations.

*Funding will only be released on receipt and approval of all supporting documentation