



Adult Education & Leisure Activities  
in your community

# Bedford House 2021 - 2022

## Courses – Workshops – Events



**Bedford House Community Association**

Improving quality of life through adult education and leisure activities

**Arts & Crafts - Health, Fitness & Wellbeing**  
**Leisure Activities - Space Hire**

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Buckhurst Hill  
Essex, IG9 5NW

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[www.BedfordHouse.org.uk](http://www.BedfordHouse.org.uk)

Dear Members and Friends,

Welcome to the new academic year 2021-22. I am pleased to present the new programme for the coming academic year, when so many organisations have found it difficult to gather resources to continue. Bedford House staff have worked hard throughout the past year to create interesting learning under difficult circumstances, minimise losses, to strengthen Bedford House financially and operationally. We were fortunate to be offered a number of government and council grants to support Bedford House through the pandemic, as well as the furlough scheme. Although Bedford House is budgeting with a loss in 2020/21 (Financial Year ending 31 August 2021) we are on track to slowly but surely overcome this situation over the next 3-4 years. It is essential that we rebuild the 'cushion' that allowed Bedford House to survive the Covid pandemic financially in 2020/21, in case a similar disaster should strike in future. I am pleased to say that Bedford House has been offered a grant for a new IT Infrastructure so that we can ensure compliance and efficiency. It has been a challenging and turbulent year and we have not been standing still, but Bedford House is in a good place financially compared with many other organisations.

We have some exciting plans for the coming year, the 75<sup>th</sup> year of Bedford House Community Association (previously known as Buckhurst Hill Community Association). We will start the year with the launch of the 75<sup>th</sup> Anniversary Appeal for Bedford House, we have great plans for developing the amazing resource that is the garden and you can hear more about that at the Summer Exhibition on 24<sup>th</sup> July and throughout the year as well as various improvements indoors. Continuing the celebrations in October we will have an art exhibition of works by Vivian Bewick kindly donated to Bedford House by his family members. Vivian Bewick was one of a group of artists who founded Bedford House after the Second World War. I am pleased to say that Bedford House was successful in applying for a grant to organise the Bewick Exhibition and to ensure that the community can benefit from access to his artwork. We are planning to organise quarterly art exhibition launched with Private Views. And it goes without saying that we will continue with our Summer Show, Summer School and Winter Craft Fair. The Board of Trustees is currently considering an Artist in Residence to help celebrate Bedford House's 75<sup>th</sup> Anniversary.

In this programme you will find information about our core courses. We will be adding new courses as and when they are fully developed. Our workshop and events programme will mainly be advertised on the website [www.BedfordHouse.org.uk](http://www.BedfordHouse.org.uk) and on our noticeboards as new events are added regularly.

Our programme of courses and events offers learning and development for adults in health, fitness and wellbeing, and art & craft, as well as in other leisure activities. The courses are delivered by experienced artists, and practitioners of health, fitness and wellbeing and are often tailored specifically to each relevant group of learners. You will find more in-depth details of our programmes on our website. Keep an eye on the short-courses and workshop programme where new events will be added throughout the year.

We have listened to your feedback, and we understand that some members may wish to avoid having to fill in 3 enrolment forms, 1 for each term. Many students would also like to secure their course place for the whole year. We can therefore now offer you the opportunity to enrol once only for the year by paying for 3 terms at the beginning of the year. Not only will we accommodate your requests, but we will also offer you a 5% credit voucher that you can use against a workshop or event of your choice during the year, subject to availability.

Bedford House is one of the largest self-supporting, independent providers of adult education in Essex and our members come from a wide radius.

Take care and stay safe. We very much look forward to welcoming you to our 2021/22 courses. We hope that Bedford House will continue to provide moments of much needed relief, laughter, and support over the coming year.

Lykke Leszczynski, Centre Manager

PS Call us between 9:30 and 13:00 Monday to Friday to make a card payment over the phone or for enquiries.

Cover photos by Ron Clayton

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**MEMBERSHIP****2021-2022 PROGRAMME – BEDFORD HOUSE**

All learners, space hirers and site users must join as BHCA members. All members must be aged 18 and above. The Membership Year runs from 1 September to 31 August. A new membership form must be filled in every year. Membership forms can be downloaded from our website [www.Bedfordhouse.org.uk](http://www.Bedfordhouse.org.uk), and can be picked up from the Bedford House Reception (1<sup>st</sup> Floor), the porch, or outside the Hall.

Please fill in the Membership Form and return it to [enquiries@Bedfordhouse.org.uk](mailto:enquiries@Bedfordhouse.org.uk) with your enrolment form and organise payment.

Membership fees are non-refundable.

Bedford House reserves the right to exclude members if it considers their behaviour to be inappropriate. By signing the Membership Form the Member agrees to adhere to the Code of Conduct.

Members can allow Bedford House to claim gift aid which gives an additional 25% boost to Bedford House income at no cost to the member. Please see the Gift Aid section on page 19 for more information.

Membership	Fee	What is it?
Annual Membership	£15.00	Membership for members joining 1 September to 31 March 2022. This Membership is valid from time of joining after 1 September until 31 August.
Day Membership	£2.00	Membership for one-off events and one-off space hire all year round. This Membership is valid on the day of the event/hire only.
Summer 2022 Membership	£7.50	Membership for members joining after 1 <sup>st</sup> April 2022. This Membership is valid from time of joining after 1 <sup>st</sup> April until 31 August.

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**TERM DATES AND HALF TERMS****2021-2022 PROGRAMME– BEDFORD HOUSE**

<b>TERM 1</b> (15 weeks minus 1 week half-term =14 session weeks) Half Term break	<b>6 Sept 2021 to 17 Dec 2021</b> 25-29 October 2021
<b>TERM 2</b> (13 weeks minus 1 week half-term = 12 session weeks) * Please note the extra Monday 4 April is to compensate for replacement January Bank Holiday on 3 January. Half Term break	<b>4 Jan 2022 to 4 April 2022</b> 14-18 February 2022
<b>TERM 3</b> (14 weeks minus 1 week half-term = 13 session weeks) * Please note the extra Monday 25 July is to compensate for Easter Monday Bank Holiday 18 April. Easter 15-18 April. Half Term break	<b>19 April 2022 to 25 July 2022*</b> 30 May to 3 June 2022

**Half terms are aligned with Essex**

[School terms and holidays: Academic year 2021 to 2022 - Essex County Council](#)

[School terms and holidays: Academic year 2022 to 2023 - Essex County Council](#)

Please note that some courses are shorter than a term. Please check the relevant courses for dates.

<b>Summer School 2021</b> – (5 session weeks)	<b>26 July 2022 to 26 August 2022</b>
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**COURSES****2021-2022 PROGRAMME– BEDFORD HOUSE**

We have listened to your feedback, and we understand that some members may wish to avoid having to fill in 3 enrolment forms, 1 for each term. Many students would also like to secure their course place for the whole year. We can therefore now offer you the opportunity to enrol once only for the year by paying for 3 terms at the beginning of the year. Not only will we accommodate your requests but we will also offer you a 5% credit voucher that you can use against a workshop or event of your choice during the year, subject to availability. Vouchers must be used by 31 August 2022 and cannot be reclaimed in cash or other refund. Unused vouchers will not be refunded.

**Health, Fitness and Wellbeing**

Course No.	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Whole Year Fee And Voucher £
21/22-...									
-001	Aerobics	Jennifer Humm	Mon	06/09/2021 10/01/2022 25/04/2022	Hall	19:30-20:30	T1: 14 T2: 12 T3: 12 Y: 38	£109 £93 £93	£296 V: 15

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Course No. 21/22-...	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Whole Year Fee And Voucher £
-002	Ballet A	Daniela Delerci	Tues	07/09/2021 04/01/2022 19/04/2022	Hall	11:15- 12:15	T1: 14 T2: 12 T3: 13 Y: 39	£125 £107 £116	£348 V: £17
-003	Ballet B	Daniela Delerci	Tues	07/09/2021 04/01/2022 19/04/2022	Hall	12:15- 13:15	T1: 14 T2: 12 T3: 13 Y: 39	£149 £128 £138	£415 V: £21
-005	Guided Walks in Epping Forest – 2 hours	Robert Levene	Tues	07/09/2021 04/01/2022 19/04/2022	Epping Forest	10:00- 12:00	T1: 14 T2: 12 T3: 13 Y: 39	£155 £133 £144	432 V: £22
-006	Guided Walks in Epping Forest – 2 hours	Robert Levene	Thurs	09/09/2021 06/01/2022 21/04/2022	Epping Forest	10:00- 12:00	T1: 14 T2: 12 T3: 13 Y: 39	£155 £133 £144	£432 V: £22
-007	Guided Walks in Epping Forest – 1.15 to 1.30 hours on paths and tracks	Robert Levene	Thurs	09/09/2021 06/01/2022 21/04/2022	Epping Forest	12:30- 13:45	T1: 14 T2: 12 T3: 13 Y: 39	£115 £99 £107	£320 V: £16
-008	Guided Walks - Natural History in Epping Forest	Tricia Moxey	Fri	10/09/2021 25/02/2022 22/04/2022	Epping Forest	10:00- 11:30	T1: 14 T2: 6 T3: 13 Y: 33	£116 £50 £108	£273 V: £14
-009	Keep Fit for Women 60+	Marion Pretty	Tues	07/09/2021 04/01/2022 19/04/2022	St James' Church Hall	10:00- 11:00	T1: 14 T2: 12 T3: 13 Y: 39	£100 £86 £93	£279 V: £14
-014	Pilates A - Beginners	Belinda Payne	Fri	10/09/2021 07/01/2022 22/04/2022	Hall	11:15- 12:15	T1: 14 T2: 12 T3: 13 Y: 39	£112 £96 £104	£312 V: £16
-015	Pilates B - Intermediate	Belinda Payne	Fri	10/09/2021 07/01/2022 22/04/2022	Hall	09:45- 11:00	T1: 14 T2: 12 T3: 13 Y: 39	£140 £120 £130	£390 V: £20
-016	Yoga	Jacqui Bonham	Weds	08/09/2021 05/01/2022 20/04/2022	Hall	10:00- 11:30	T1: 14 T2: 12 T3: 13 Y: 39	£145 £124 £135	£404 V: £20

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Course No. 21/22-...	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Whole Year Fee And Voucher £
-018	Yoga	Jacqui Bonham	Tues	07/09/2021 04/01/2022 19/04/2022	Hall	09:30-11:00	T1: 14 T2: 12 T3: 13 Y: 39	£145 £124 £135	£404 V: £20
-020	Vinyasa Yoga	Gemma Westall	Thurs	09/09/2021 06/01/2022 21/04/2022	Hall	10:00-11:30	T1: 14 T2: 12 T3: 12 Y: 38	£149 £128 £128	£405 V: £20

## Arts and Crafts

Course No. 21/22-...	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Whole Year Fee And Voucher £
-021	Art for All – Drawing & Painting	Tony Swann	Tues	07/09/2021 04/01/2022 19/04/2022	Rooms 1	14:00-16:00	T1: 14 T2: 12 T3: 13 Y: 39	£185 £159 £172	£515 V: £26
-022	Discover Drawing and Painting	Anne Daniels	Fri	20/09/2021 07/01/2022 22/04/2022	Rooms 1	10:00-12:30	T1: 11 T2: 11 T3: 11 Y: 33	£185 £185 £185	£555 V: £28
-023	Calligraphy	Gwyneth Hibbett	Thurs	09/09/2021 06/01/2022 21/04/2022	Rooms 7	13:00-15:00	T1: 14 T2: 12 T3: 11 Y: 37	£205 £176 £161	£542 £27
-024	Drawing & Painting - am	Anna Bisset	Weds	08/09/2021 05/01/2022 20/04/2022	Rooms 1	10:00-12:30	T1: 14 T2: 12 T3: 13 Y: 39	£235 £201 £218	£655 V: 33
-025	Drawing & Painting - pm	Anna Bisset	Weds	15/09/2021 05/01/2022 20/04/2022	Rooms 1	14:00-16:15	T1: 13 T2: 12 T3: 13 Y: 38	£199 £184 £199	£582 V: £29
-026	Exploring Painting	Jason Rose	Tues	07/09/2021 04/01/2022 19/04/2022	Rooms 1	10:00-12:00	T1: 14 T2: 12 T3: 13 Y: 39	£189 £162 £176	£527 V: £26

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Course No.	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Whole Year Fee And Voucher £
21/22-... -030	Glass Fusing	Pippa Davismoon	Weds	29/09/2021 19/01/2022 04/05/2022	Pottery	19:15-21:15	T1: 8 T2: 8 T3: 8 Y: 24	£199 £199 £199	£597 V: £30
-033	Learning to Draw	Tony Swann	Mon	06/09/2021 10/01/2022 25/04/2022	Rooms 1	19:00-21:00	T1: 14 T2: 12 T3: 12 Y: 38	£185 £159 £159	£502 V: £25
-034	Needlecraft	Margaret French	Weds	08/09/2021 05/01/2022 20/04/2022	Room 7	14:00-16:00	T1: 14 T2: 12 T3: 13 Y: 39	£185 £159 £172	£515 V: £26
-035	Oil Painting	Tony Swann	Tues	07/09/2021 04/01/2022 19/04/2022	Rooms 1 & 2	19:00-21:00	T1: 14 T2: 12 T3: 13 Y: 39	£185 £159 £172	£515 V: £26
-036	Printmaking	Anne Daniels	Fri	23/09/2021 07/01/2022 22/04/2022	Rooms 1 & 2	13:30-16:00	T1: 11 T2: 11 T3: 11 Y: 33	£205 £205 £205	£615 V: £31
-038	Pottery	Martin Chesterman	Tues	07/09/2021 04/01/2022 19/04/2022	Pottery	19:30-21:30	T1: 14 T2: 12 T3: 13 Y: 39	£219 £188 £203	£610 V: £31
-039	Pottery	Martin Chesterman	Weds	08/09/2021 05/01/2022 20/04/2022	Pottery	10:00-12:00	T1: 14 T2: 12 T3: 13 Y: 39	£219 £188 £203	£610 V: £31
-040	Pottery	Martin Chesterman	Weds	08/09/2021 05/01/2022 20/04/2022	Pottery	13:30-15:30	T1: 14 T2: 12 T3: 13 Y: 39	£219 £188 £203	£610 V: £31
-041	Sculpture in Clay	Esther Neslen	Mon	06/09/2021 10/01/2022 25/04/2022	Pottery	19:15-21:15	T1: 14 T2: 12 T3: 12 Y: 38	£219 £188 £188	£594 V: £30
-042	Sculpture in Clay	Esther Neslen	Tues	07/09/2021 04/01/2022 19/04/2022	Pottery	10:00-12:30	T1: 14 T2: 12 T3: 13 Y: 39	£275 £236 £255	£766 V: £38

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Course No. 21/22-...	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Whole Year Fee And Voucher £
-043	Sculpture in Clay	Esther Neslen	Thurs	09/09/2021 06/01/2022 21/04/2022	Pottery	13:30-16:30	T1: 14 T2: 12 T3: 13 Y: 39	£330 £283 £306	£919 V: £46
-045	Sketching & Acrylic Painting	Jason Rose	Thurs	09/09/2021 06/01/2022 21/04/2022	Rooms 1	10:00-12:00	T1: 14 T2: 12 T3: 13 Y: 39	£185 £159 £172	£515 V: £26
-046	Watercolours – Masterclass	John Tookey	Thurs	09/09/2021 06/01/2022 21/04/2022	Room 1	14:00-16:00	T1: 14 T2: 12 T3: 13 Y: 39	£250 £214 £232	£696 V: £35
-047	Watercolour	Katherine Poluck	Mon	06/09/2021 10/01/2022 25/04/2022	Room 7	19:00-21:00	T1: 14 T2: 12 T3: 12 Y: 38	£225 £193 £193	£611 V: £31

## Other Leisure Activities

Course No. 21/22-...	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Whole Year Fee and Voucher £
-051	Art Appreciation Lectures	Ron Clark	Thurs	16/09/2021 06/01/2022 21/04/2022	Room 7	10:00-12:00	T1: 12 T2: 12 T3: 12 Y: 36	£155 £155 £155	£465 V: £23
-052	Bridge – Beginners	Malcolm Fenton	Tues	07/09/2021 04/01/2022 19/04/2022	Room 7	10:30-12:30	T1: 14 T2: 12 T3: 13 Y: 39	£199 £171 £185	£554 V: £28
-053	Bridge – Intermediate	Malcolm Fenton	Tues	07/09/2021 04/01/2022 19/04/2022	Room 7	14:00-16:00	T1: 14 T2: 12 T3: 13 Y: 39	£199 £171 £185	£554 V: £28

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## COURSE DESCRIPTIONS

## 2021-2022 PROGRAMME – BEDFORD HOUSE

**For all classes: Learners are required to bring their own materials and equipment, unless otherwise agreed, as well as any hot/cold drinks they may require, for health and safety reasons (Covid-19).** However, we are planning on re-opening the kitchen facilities on site in the Autumn, subject to government restrictions. Thank you very much for your support in keeping everyone safe.

**Aerobics – with Jennifer Humm - 21/22-001**

Jennifer has been teaching aerobics since 2004 and she describes her style of teaching as ‘old fashioned’ aerobics but without the leotard and leg warmers! Jennifer teaches adults (18+) and welcomes people with all levels of fitness. To keep the class fresh, she changes the short aerobic routine weekly and the music. She also incorporates small handheld weights and floor exercises into the class to give participants a full body workout. Jennifer loves all sorts of music and the collection ranges from 60s to modern day pop. As well as exercise, her classes are a great way to make friends and socialise. **Materials:** For health and safety reasons learners are expected to bring their own weights and mat.

**Ballet – with Daniela Delerci - 21/22-002 and 003**

Ballet classes in the Vaganova method. These classes raise awareness of posture, coordination and balance. Graceful movements to enjoy the expression and musicality of dance. Friendly and supportive classes created for Silver Swans (Royal Academy of Dance). Beginners and Intermediate classes.

**Guided Walks around Epping Forest – 2 hours - with Robert Levene - 21/22-005 and 006**

Familiarise yourself with the great Epping Forest, its history and natural history. Enjoy fresh air, meeting new or old friends and the beautiful landscape on our doorstep! Walks start at a new location each week. Detailed programme available with more details. Please contact the Administration Office for more information. Walks last approximately 2 hours.

**Guided Walks around Epping Forest – 1.25 hours - with Robert Levene - 21/22-007**

Gentle walks in Epping Forest on paths and tracks. A more accessible walk than the longer walks 005 and 006, and adapted to those who are looking for a slower pace and an even ground, but with the same objectives as the longer walks. Familiarise yourself with the great Epping Forest, its history and natural history. Enjoy fresh air, meeting new or old friends and the beautiful landscape on our doorstep! Walks start at a new location each week. Detailed programme available. Please contact the Administration Office for more information. Walks last approximately 1 to 1.5 hour.

**Guided Walks – Natural History in Epping Forest – with Tricia Moxey - 21/22-008**

Gentle walks in Epping Forest focussing on enjoying our natural surroundings and exploring trees, plants and animals through the changing seasons. Walks last around 1.5 hours. NB: No walks are scheduled for the first half of term 2 due to winter weather and path conditions.

**Keep Fit for Women aged 60+ – with Marion Pretty - 21/22-009**

Gentle movements to piano music that will keep your body exercised. Supportive and friendly class. Please bring your own hot and cold drinks.

NB. Classes are held in St. James’ United Reformed Church Hall, Palmerston Road, Buckhurst Hill, Essex IG9 5NG

**Pilates A and B – with Belinda Payne - 21/22-014 and 015**

Pilates is a gentle method of exercise to strengthen and lengthen the muscles and improve posture. Regular classes aim to give you a stronger, more flexible, balanced body and a sense of inner calmness. Pilates is an exercise system designed in the 20th century by Joseph Pilates.

The intermediate course progresses to exercises which require more control and core strength.

**Yoga – with Jacqui Bonham - 21/22-016 and 018**

Hatha yoga classes for all levels with modifications where appropriate. Covering breathing, stretching, posture and relaxation, leading to greater flexibility, release of tension, calmness, and wellbeing.

**Vinyasa Yoga – with Gemma Westall - 20/21-019 and 020**

Join Gemma in the Vinyasa Yoga / Fringe Method course which provides methodical movement, soothing breath practices and the opportunity to relax and release to fuel your body and mind’s healing processes. Gemma teaches Yoga that can be used in

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everyday life to help with mobility, flexibility and strength, as well as emotionally to promote calm, relieve everyday stresses and even support the healing processes of grief, depression and anxiety. The 019 morning class has a limited number of spaces to create a calm and relaxing space.

#### **Art for All – Drawing & Painting – with Tony Swann - 21/22-021**

The techniques and approaches that are fundamental to all artistic mediums and those that are unique to acrylics, watercolours, pastels, pencils and other media will be looked at. Supportive and friendly tuition with all abilities welcome.

Tony Swann, B.A. Hons in Fine Art (Painting) spent more than a decade in Advertising before deciding to change lifestyle. Now enjoying a simpler life painting and selling paintings, organising workshops and classes. Tony has exhibited in galleries as far afield as Ankara, Turkey, and the Mall Galleries, London. Recently joined the digital world on Instagram @tonyswannart. At Bedford House Tony teaches on the 'Art for All', 'Learning to Draw' and 'Oil Painting' courses.

#### **Discover Drawing and Painting – with Anne Daniels - 21/22-022**

Using both traditional techniques and new ideas, the class will explore a wide range of art topics and experiment with a range of media, including water colour, acrylic and oil paints. This class is suitable for all levels and encourages both beginners and the more advanced.

Anne studied art as a second career, having been denied the opportunity at school, and enjoyed the challenge of acquiring visual skills, starting with local art classes then through all available university courses in Fine Art and Printmaking (from BA to Prof.Doc.). She began teaching at Bedford House as professional practice for her Professional Doctorate and discovered her enthusiasm for teaching art.

#### **Calligraphy – with Gwyneth Hibbett - 21/22-023**

Enjoy the pleasure of learning to create beautiful writing for all sorts of uses. This class is suitable for both complete beginners and those with more calligraphic experience. Each term we will learn or refine a calligraphic script or tackle a new technique or project. Developing your own ideas and creativity is encouraged as well as practicing the technical skills of hand lettering. Gwyneth Hibbett is a calligrapher who enjoys creating hand-lettered artwork. Her work illustrating and writing has been exhibited at several venues nationwide and published in various books.

She holds the National Diploma in Calligraphy from the Calligraphy & Lettering Arts Society and is recognised as an Accredited Tutor. She graduated from the Advanced Training Scheme run by the Society of Scribes and Illuminators and is an active member of the South London Lettering Association and the Barnet Guild of Artists.

#### **Drawing & Painting am – with Anna Bisset - 21/22-024**

Learn the basics and develop your skills in a variety of media.

All abilities welcome.

Patrick studied Fine Art (Painting) at the Byam Shaw School of Art in the 1980's. He works mostly in pencil, charcoal, oil and acrylic. He has taught drawing and painting for over 30 years.

#### **Drawing & Painting pm – with Anna Bisset - 21/22-025**

Instruction in the basic skills of art for students with widely mixed ability and experience. Charcoal, pastels, acrylics, and watercolour.

Anna Bisset paints in acrylics, watercolours and oils, and makes sculpture in a range of materials, exhibiting her work locally and further afield. She has several pieces of work displayed permanently in public places, including "Figurehead for Docklands" in Poplar Dock, East London and "Propellers" on The Alban Way in Hatfield, Herts. She is a tutor in adult education and runs workshops in the community, enabling people to access their creativity by taking part in art projects in a social and enjoyable way and she collaborates with artists, designers and educators from other disciplines. Anna sees her art as a visual way of communicating and sharing ideas. Website: [www.annabisset.co.uk](http://www.annabisset.co.uk) Instagram: annabisset9901

#### **Exploring Painting – with Jason Rose - 21/22-026**

Learn important drawing techniques, such as contrast, proportions, perspective etc and how to then transfer these techniques into painting in acrylics. Explore how to combine technical skill with free emotion and expression eventually developing your own unique style. Jason makes frequent in-depth interactive demonstrations. All levels are welcome.

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**Glass Fusing – with Pippa Davismoon - 21/22-030**

Learn basic techniques and explore ways to enrich designs. You can make beautiful things from the first week of the glass fusing class such as pendants or decorative pieces. From the second week you will have pieces to take home. Class sizes are small with max 6 students for optimal learning. The glass work you can do in this class is initially small scale jewellery and handheld sized pieces. As skills progress larger pieces may be possible.



NB: 3 x 8-week course. To see more images, go to Instagram: @create563. Just bring an apron/old shirt, a notebook and pencil, and enthusiasm!

**Material costs: Basic starter pack included in course fee.** Whilst you are working with small jewellery items, the cost of the glass is included in the course fee. If you wish to purchase specific colours, extra frits or sheet glass for ring dishes, Pippa can advise you where to buy these. You will also need to purchase additional tongs and bails for any extra pendants you may make and, similarly if you make earrings or cuff links, you will need to buy findings. Pippa will make available tools during the course that are dedicated to each student.

Pippa Davismoon is an artist maker working primarily with glass and ceramics. Since finishing at Central St Martin's Art School with a distinction in glass in 2011 she has worked in kiln fused glass, ceramic and mono print. She is part of Lumini glass group. Being passionate about how making can enhance wellbeing, teaching and running workshops are also part of her art practice. Instagram: @pippadavismoon Website: pippadavismoon.com

**Learning to Draw – with Tony Swann - 21/22-033**

Learn how to approach drawing, building up from the basics and utilising different techniques and media including pencil, charcoal and others.

Tony was born in Sussex but whisked off to Manchester soon after. Achieved a B.A. Hons in Fine Art (Painting) and has since kept developing these skills. Spent more than a decade in Advertising before deciding to change lifestyle. Now enjoying a simpler life painting, selling paintings, organising workshops, and classes. Tony has exhibited in galleries as far afield as Ankara, Turkey, and the Mall Galleries, London. Recently joined the digital world on Instagram @tonyswannart.

At Bedford House Tony also teaches on the 'Art for All', and 'Oil Painting' courses.

**Needlecraft – with Margaret French - 21/22-034**

Learn various types and techniques of needlework in a range of colours and materials. All levels are welcome to join this supportive and friendly class.

**Oil Painting – with Tony Swann - 21/22-035**

Oil painting remains the most versatile of the painting media. This course is suitable for all levels, from beginners to the more advanced.

Tony was born in Sussex but whisked off to Manchester soon after. Achieved a B.A. Hons in Fine Art (Painting) and has since kept developing these skills. Spent more than a decade in Advertising before deciding to change lifestyle. Now enjoying a simpler life painting, selling paintings, organising workshops and classes. Tony has exhibited in galleries as far afield as Ankara, Turkey, and the Mall Galleries, London. Recently joined the digital world on Instagram @tonyswannart.

At Bedford House Tony teaches on the 'Art for All', 'Learning to Draw' and 'Oil Painting' courses.

**Printmaking – with Anne Daniels - 21/22-036**

Whether a beginner or experienced in other media, come and enjoy experimenting in a range of techniques including monoprint, relief printing, silkscreen, stencil, dry point and collagraph. The course fee includes some materials.

**Pottery – with Martin Chesterman - 21/22-038 and 039 and 040**

Learn the basic techniques of coiling and pinching, slab work, modelling, carving and throwing on the wheel in a relaxed and informal class. Explore decorative methods using slip, glazes and oxides. Experienced students are encouraged to develop more advanced skills.

An additional charge is made for clay and firing.

**Sculpture in Clay – with Esther Neslen - 21/22-042 and 043**

Learn and explore a variety of methods in 3D sculpture, and how to apply materials and techniques to decorate your finished work.

An additional charge is made for clay and firing.

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**or email us at ENQUIRIES@BEDFORDHOUSE.ORG.UK**

**Sketching and Acrylic Painting – with Jason Rose - 21/22-045**

Learn important drawing techniques, such as contrast, proportions, perspective etc and how to then transfer these techniques into painting in acrylics. Explore how to combine technical skill with free emotion and expression eventually developing your own unique style. Jason makes frequent in-depth interactive demonstrations. All levels are welcome.

**Watercolour Masterclasses – with John Tookey - 20/21-046**

For both the more experienced painter in watercolour and those who have mastered the basics and wish to progress further.



Intermediate and Advanced levels.

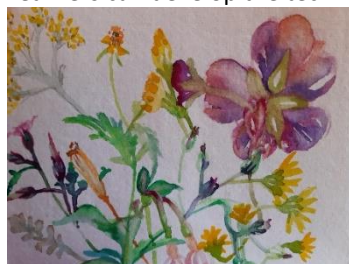
John Tookey PS IEA was trained in Graphic Design and Fine Art at the Sir John Cass School of Art, London. John worked for many years as a graphic artist in several London advertising agencies before leaving in the 1980ies to take up painting full-time. John is an experienced tutor. He works in several mediums, but mainly in watercolour, oil and pastel and is famous for his dynamic bold watercolours that sparkle with light.

**Watercolour – with Katherine Poluck - 20/21-047**

A watercolour class for those wishing to explore watercolour for the first time and those looking to extend their skills.

An enjoyable, relaxing class that will develop the skills of the learner and their knowledge and interest in this subject matter.

Learners can develop the techniques and use them in their own way.



Katherine Poluck, Designer and Botanical Illustrator, BA(Hons) dipSBA PGCE. Katherine is a local artist with a degree in Graphic Design/Illustration (Kingston University) Post Graduate Degree in Art and Design (Middlesex University) and experienced Art Teacher in Watercolours. She achieved a Diploma in Botanical Illustration 2011 with 'The Society of Botanical Artists' and exhibited at Westminster Central Hall in the prestigious Annual Exhibition in 2012, 2013, 2014 and 2015. Her portfolio contains Botanical Studies based on plants and insects, her work has been published in 'Forest Focus', Epping Forest (City of London). She undertakes private commissions and exhibits her work on a regular basis.

**Art Appreciation - with Ron Clark - 21/22-051**

The course will consider the technical and contextual language used in the study and understanding of art history.

Together with a long career as a publisher's art editor, Ron Clark has also continued to run Life classes and Portrait sessions for over thirty years. In 1995, he published his book on Life Drawing: Perception and Practice, and he was chairman of the Essex Art Club for twenty years.

Ron's previous lecture courses have included Iconic Paintings of Western Art, The Power of Art, Influences and Legacies, Variations on a Theme, Period Styles from Ancient Egypt to the 20th century, and a Glossary of Art Terms and Expressions.

Ron Clark has been lecturing on the Art Appreciation course at Bedford House for the past twenty years to classes of more than twenty enthusiasts every week.

**Bridge - Beginners - with Malcolm Fenton - 21/22-052**

Bridge for beginners.

**Bridge - Intermediate - with Malcolm Fenton - 21/22-053**

Bridge for intermediate players.

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**WORKSHOPS & EVENTS****2021-2022 PROGRAMME– BEDFORD HOUSE**

We are planning an exciting programme of Saturday workshops. Please check our website for up to date information. Workshop and event information is added throughout the year. You can find the latest emails to members under BHCA News on our website.

Information is circulated regularly to members, mainly electronically such as email, Facebook, Instagram and Twitter, about courses, workshops and events. Information is also displayed on our noticeboards at Bedford House.

**OTHER ACTIVITIES AT BEDFORD HOUSE****2021-2022 PROGRAMME– BEDFORD HOUSE**

Correct at time of publishing

**Independent Organisations and Service Providers hiring spaces at Bedford House**

Bedford House continues to offer its facilities to independent organisations and service providers. Please contact them directly if you wish to join their classes. Please also check our website on the Other Activities page for hirers, their services, and the latest information made available to Bedford House. [www.BedfordHouse.org.uk](http://www.BedfordHouse.org.uk)

<b>Leigh Languages</b>	<b>Language Classes</b> Spanish, French, Italian, German, Latin, Modern Greek, Mandarin Chinese, Russian and English as a foreign language. <a href="http://www.Leighlanguages.co.uk">www.Leighlanguages.co.uk</a> Contact: Mrs Heather Leigh, Principal Mobile: 07968 796 072 Email: <a href="mailto:hejrleigh@yahoo.co.uk">hejrleigh@yahoo.co.uk</a>
<b>Ichthus After School Club</b>	After School Club Monday to Friday 15:30 – 18:00 for Children 5-12 years. Ofsted Accredited. Contact: Judith Bennett, Director Email: <a href="mailto:Judithbh@me.com">Judithbh@me.com</a>
<b>National Childbirth Trust</b>	Antenatal and postnatal courses. <a href="http://www.nct.org.uk">www.nct.org.uk</a> Email <a href="mailto:bookings5vl@nct.org.uk">bookings5vl@nct.org.uk</a> Telephone 0300 330 0700
<b>LAMDA TBC</b>	Speech and Drama classes, for 7-15 year olds. Saturday afternoons, term time Contact: Jayne Gill Mobile: 07901 555 560 Email: <a href="mailto:jaynegill2017@gmail.com">jaynegill2017@gmail.com</a>
<b>Sing and Sign</b>	Baby and Toddler signing classes from birth to 2 years. Monday mornings. <a href="http://www.singandsign.co.uk">www.singandsign.co.uk</a> Contact: Syrah Martin Email: <a href="mailto:Syrah@singandsign.co.uk">Syrah@singandsign.co.uk</a>

**TO BOOK or for more info CALL 020 8504 6668****or email us at [ENQUIRIES@BEDFORDHOUSE.ORG.UK](mailto:ENQUIRIES@BEDFORDHOUSE.ORG.UK)**

## COMMUNITY PARTNERS

## 2021-2022 PROGRAMME– BEDFORD HOUSE

We work with other local community groups and partner on or provide support to various events throughout the year, such as the Quiz Night (usually February), the BHCA Summer Exhibition, the Christmas Craft Fair (usually November), Queen's Road Christmas Fayre (usually December).

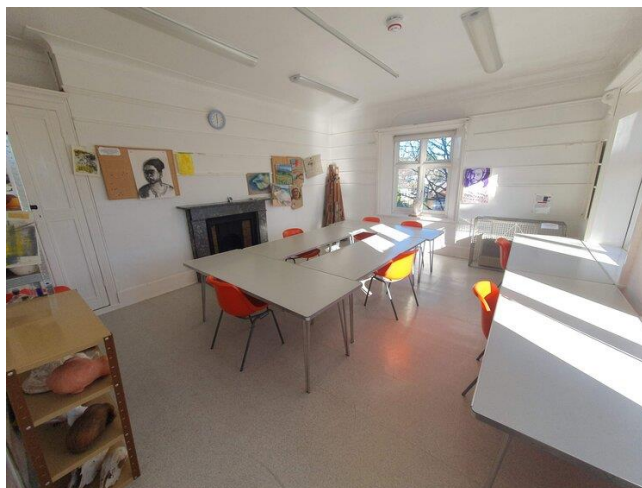
Community Partners: Buckhurst Hill Parish Council (BHPC), Buckhurst Hill Residents' Society (BHRS), Buckhurst Hill Horticultural Society (BHHS), Epping Forest District Museum (EFD Museum), Epping Forest District Council, St James' United Reformed Church.

We are also grateful to all the local businesses who support our Fairs and Events. See Sponsorship section.

## SPACE HIRE

## 2021-2022 PROGRAMME– BEDFORD HOUSE

We hire out our meeting rooms and Hall, subject to availability. Please see our website for more details or contact Caroline in the Administration Office to discuss your requirements on email [enquiries@bedfordhouse.org.uk](mailto:enquiries@bedfordhouse.org.uk) or telephone 020 8504 6668.



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**or email us at [ENQUIRIES@BEDFORDHOUSE.ORG.UK](mailto:ENQUIRIES@BEDFORDHOUSE.ORG.UK)**

**PAYMENT METHODS****2021-2022 PROGRAMME– BEDFORD HOUSE**

Card payment is our preferred method of payment.

- **To pay by card**

If you are at Bedford House please fill in the enrolment and membership form and pop over to the office. Ring the bell on the landing and we will come out to take the card payment.

If you are off site, please download the enrolment form from our website, fill it in and email it to us. Then give us a ring and we can take the card payment over the telephone.

- **To pay by bank transfer – Online or Telephone Banking**

Please fill in and email the enrolment and membership form to the office. Please then make the bank transfer in the usual way using as **reference**: your **name and postcode** (matching details you have put on the enrolment form), and **course number** (in brochure next to the course title).

**Bank Details**      **Account Name:** **BEDFORD HOUSE COMMUNITY ASSOCIATION**

**Sort code:**        **40-30-25**

**Account No:**      **81588532**

- **To pay by cheque**

Please fill in and email, deliver or post the enrolment and membership forms to the office together with your cheque made out to BHCA.

- **To pay by cash**

Ideally, we aim to avoid cash payments. If you cannot pay via one of the above options then please fill in and bring the enrolment and membership forms to the office together with the exact payment in cash. It is unlikely we will have change available as we no longer hold cash on site.

**CANCELLATION AND REFUNDS POLICY****2021-2022 PROGRAMME– BEDFORD HOUSE****Course Fees**

Course fees are generally non-refundable.

- If courses are cancelled by the organisation due to low enrolment, then refunds will be made in full to those learners who have already enrolled.
- If courses need to be put on hold due to 'force majeure' such as Covid-19 outbreak, then fees will be rolled over to the next running course.
- If a learner is unable to attend courses, it may in exceptional circumstances be agreed at management's discretion to make a refund.

If a refund is agreed a 4-week non-refundable 'waiting period' is charged.

The start of a refund period cannot be earlier than the current half term.

Course fees can only be considered for a refund if

1. The request for a refund has been received by the office in writing submitted by the person requesting the refund (unless they are incapacitated and unable to do so, in which case a third party may apply); and
2. The absence is longer than 4 weeks; and

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- The absence is due to an unscheduled medical emergency. Flu, colds and common ailments would not fall under medical emergency in this context.

### Workshop Fees

Workshop fees are generally non-refundable.

- If workshops are cancelled by the organisation due to low enrolment, then refunds will be made in full to those learners who have already enrolled.
- If workshops are postponed due to unforeseen circumstances, fees will be rolled over to the new date.
- If workshops need to be put on hold due to 'force majeure' such as Covid-19 outbreak, then fees will be rolled over to the next running course.

The following applies:

6+ weeks prior to event	50% of the initial workshop fee can be reimbursed or delegate can rebook on an alternative workshop of the same value against a £10 admin fee. booking.
4+ weeks prior to event	Delegate can rebook on an alternative workshop against a £10 admin charge
0-4 weeks prior to event	No refunds or rebooking available.

### Membership Fees

Membership Fees are non-refundable.

**ANNUAL REVIEW AND IMPACT REPORT 2020-21**

**2021-2022 PROGRAMME– BEDFORD HOUSE**

### Achievements during the past year

We have reviewed and strengthened the organisational structure, operational processes and procedures, Health and Safety, and Compliance. We have increased resilience and sustainability by improving operational efficiency, growing customer engagement and interest, improving financial controls, modernised, innovated and fundraised, and demonstrated organisational speedy agility in the face of significant challenges, such as launching Summer School 2020 in the garden, and Bedford House Online courses. We have improved communication, developed Social Media, launched a new website and surveyed members.

I would like to thank staff for their dedication and commitment to delivering good quality and value for money services with the resources available.

### Impact of Covid-19

Bedford House is one of the largest providers of adult education and leisure activities in Essex. In 2019/20 Bedford House had over 450 active members attending courses on a weekly basis. Due to the impact of Covid-19 lockdowns the membership had reduced to 216 in November 2020. However, the membership grew by 20% when we launched Bedford House Online in January 2021, and the membership was approximately 260 active members by July 2021.

Bedford House has been open as far as possible since 1 July 2020 and the only full closure was January to 12 April 2021. However not all courses could run all of the time, student numbers were reduced to 6 in a room and 10 in the hall. I would like to thank staff and students for their creativity and flexibility in making possible new ways of teaching and learning.

We were fortunate to be offered grants by local and central government to support the charitable organisation that Bedford House is. Our staff have also benefitted enormously from the government's Furlough Scheme. The grants have enabled Bedford House to survive financially with an estimated manageable loss. Our Financial Year ends on 31 August and final accounts are due in November.

The impact of Covid restrictions and closure on our student members has been challenging as they were used to coming to Bedford House at least once a week most weeks, to learn, exercise, and socialise. Some have been unable to return, reflected in

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the current membership numbers. Lengthy inactivity and isolation can have highly detrimental effects on mental and physical wellbeing.

### **Staff Resources**

Bedford House continues to achieve great things with very limited resources and all staff work part time. With weekly opening hours spanning 13 hours every day, Monday to Friday and sometimes Saturdays (totalling 60-80 weekly open hours depending on activities) it means our 3 part-time customer facing staff are often working on their own and their work hours total only 1.8 FTE (full time equivalent). Our 24-strong tutor resource works 1.8 FTE during term times. Management and Finance work 1.1 FTE. The Bedford House 30-strong staff resources work a grand total of 4.9 FTEs including tutors.

### **Plans for the year ahead to 31 August 2022**

Bedford House has great plans for the year ahead. 2021-22 will be our 75<sup>th</sup> Anniversary year and we are planning to celebrate that all year. In addition to our core courses, Summer School 2022 and the usual Winter Craft Fair and Summer Exhibition we will be launching new courses, have an exciting workshop programme and a new events programme. You will find more details on the website as they become available.

It is our intention to have a quarterly art exhibition and the first one, specifically to celebrate the 75<sup>th</sup> Anniversary, will be art by Vivian Bewick at the end of October 2021. Vivian Bewick was a tutor and member of a group of local artists who founded Bedford House in the late 1940ies. We were fortunate to receive a donation in 2019/20 of an art collection from the family of Vivian Bewick. Subsequently, we applied for and were offered a grant under the 'Grant Aid' scheme from Epping Forest DC which has enabled us to digitalise the collection. Digitalisation will enable the wider community to raise awareness, study and access Vivian Bewick's artwork.

We have great plans for the large garden which is an until now under-utilised resource. We are planning to change that and to make it into a destination garden with among other outdoor classrooms and a wilderness trail. This will be developed over the coming years but in the meantime, we will test this out in a temporary set up. The above-mentioned Grant Aid also offered us the opportunity to purchase gazebos so that we can run Summer Schools in the garden and have additional cover during our exhibitions.

We also applied for and were offered a grant from the Thriving Third Sector Fund administered by Essex Community Foundation. The grant is for IT infrastructure which will help to ensure efficient operations, compliance and long-term sustainability. The project is being rolled out from Summer 2021.

Over the next year we will be developing Fundraising to support and strengthen Bedford House's financial and social sustainability.

### **About Us**

Bedford House offers almost 100 activities annually: 35+ core courses during the academic year as well as a programme of workshops and a Summer School. In addition, Bedford House provides space hire to a number of independent organisations and service providers that offer additional services to the local community and beyond, such as language courses, after school club, ante/postnatal classes, and children's activities.

Bedford House provides an important resource of value for money courses. It is set in a characterful Victorian building of interest with a 75+ year history and in lovely grounds. A Hall was added in the 1960ies. The atmosphere is friendly and supportive with a community feel. Once new members join, they tend to stay for many years. Bedford House provides stability and purpose for those who experience personal challenges and isolation, it is an important place to meet and socialise as well as giving opportunities to stay fit, healthy (physically and mentally), and learn new skills at affordable prices. Our classes build confidence as much as skills development.

Bedford House offers small classes often bespoke to the group of learners. Our teaching staff are dedicated to creating supportive, professional, and friendly learning environments and staff go out of their way to ensure continuing learning and development. Bedford House's objectives are to improve the quality of life through adult education; including art, fitness and leisure courses.

Bedford House also works with local societies and organisations such as Buckhurst Hill Parish Council, Buckhurst Hill Residents' Society, Buckhurst Hill Horticultural Society, Epping Forest District Museum and St. James' United Reform Church.

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**V7**

**Bedford House Community Association**

**Charity Number 1178692**

Bedford House's premises are owned by Essex County Council (ECC) which also provides some maintenance services without charge. ECC supports Bedford House through a long-term lease with a peppercorn rent. This and the maintenance services both help to keep our course fees as low as possible. *"The Board of Trustees would like to thank ECC for their ongoing support."*

## DONATIONS AND LEGACIES

## 2021-2022 PROGRAMME– BEDFORD HOUSE

Bedford House Community Association is a registered charity. It does not receive funding apart from the discounted rent, and some maintenance offered by Essex County Council and some support in kind such as sponsorship of services (Academy Heating Ltd). Stall holders and local businesses who sponsor the tombola at our events. It costs approximately £200,000 per annum to run Bedford House and this cost is covered by course fees and space hire. Should there be a drop in course income or space hire income, such as during the lock down, or if rent was increased by ECC, this will have a significant impact on our finances. Some relatively small amounts are raised through events and Gift Aid. It is important for the long-term sustainability of Bedford House that income is assured, and we will be developing fundraising.

If you are able to make a donation, we would be most grateful.

### Ways to donate or support Bedford House

- Add a donation when you pay a course fee.
- Set up a standing order via your bank of for instance £5 per month, or a larger annual amount, or any amount you feel appropriate. Please inform the Centre Manager on [Office@BedfordHouse.org.uk](mailto:Office@BedfordHouse.org.uk) so that we know why we are receiving a payment and from whom.
- Organise a fundraising activity.
- Become a member of Bedford House (£15 per annum 2021/22) even if you don't wish to join a course. Allow us to claim Gift Aid (£3.75) on your membership fee (more info below) and add a further 25% to our income (total support of £18.75 but you only pay £15).

If you would like to discuss your options, please contact the Centre Manager on [Office@Bedfordhouse.org.uk](mailto:Office@Bedfordhouse.org.uk)

### Legacies

If you have enjoyed attending Bedford House over many years and wish to help it continue to provide the same services to future generations, you may wish to consider the charity in your Will. Under current legislation any amount left to us in a Will does not incur any inheritance tax as we are a charity. If you have already made your Will and wish to create a legacy, you may consider a Codicil which is an amendment to your existing Will. Your professional advisers will be able to assist you on Will preparation or a Codicil to an existing Will. If you wish to leave a legacy to us, please use our full charity name in your documentation which is: **Bedford House Community Association, Registered Charity Number 1178692**. It would be helpful if you feel able to let us know that you have set up a legacy, and if so, please contact the Centre Manager on [Office@bedfordhouse.org.uk](mailto:Office@bedfordhouse.org.uk) or on 020 8504 6668.

## Gift Aid

## 2021-2022 PROGRAMME– BEDFORD HOUSE

**Gift Aid – Bedford House can as a charity reclaim 25p of tax on every £1 that is donated or paid in membership fees.**

If you are willing to allow Bedford House to benefit from Gift Aid on your membership, then please fill in the box on the Membership Form.

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**or email us at [ENQUIRIES@BEDFORDHOUSE.ORG.UK](mailto:ENQUIRIES@BEDFORDHOUSE.ORG.UK)**

Simply tick the box headed 'Gift Aid on the Membership Form to confirm that you are a UK Income or Capital Gains taxpayer. By ticking the box, you agree that you have read the statement and want the charity Bedford House Community Association Reg. 1178692 to reclaim tax on the membership fee as detailed on the Membership Form, and on any additional donations.

If you pay less Income Tax or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of your donations it is your responsibility to pay any difference. The charity will reclaim 25p of tax on every £1 that you give.

## SPONSORSHIP AND ADVERTISING

## 2021-2022 PROGRAMME– BEDFORD HOUSE

If you are a business or service provider and you would like to sponsor Bedford House, one of our courses or events, and/or to advertise in our publications please contact the Centre Manager on [Office@BedfordHouse.org.uk](mailto:Office@BedfordHouse.org.uk) or telephone the Centre Manager on 020 8504 6668 to discuss options.

### A BIG THANK YOU to our sponsors in general and at the last events:

Academy Heating Ltd	In Touch: Arts and Crafts	Katherine Poluck
Azzurra	Level1	Pure Scarves
Caplen Estates, Buckhurst Hill	Lumley's	Safedale Pharmacy
Carroll's Jewellery	Maria Hair	Smith's Dry Cleaning
ChrisLoze.Art	Mitchells barbers	Waitrose Buckhurst Hill
<a href="mailto:Hair@No.18">Hair@No.18</a>	Newsagents Broomes	Anonymous Donors

Thank you to the BHCA members who add a donation when they enrol on courses.

### Special Gifts - Bewick Collection

We are very fortunate to have received a gift of a collection of artworks from Robert Bewick and his sister Jane French, descendants of Elwyn Bewick, the brother of Vivian Bewick. The Bewick family, in particular Vivian and Elwyn, contributed to the establishing of Bedford House together with other artists in the 1940's and 1950's. Vivian was an art tutor for many years at Bedford House and they were both practicing artists based within the Buckhurst Hill locality. The collection we were gifted contains art works from several other artists. We are planning to exhibit the collection in 2021. We are very grateful for the gift and the opportunity to showcase a piece of history directly relevant to Bedford House.

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## MANAGEMENT AND ADMINISTRATION

## 2021-2022 PROGRAMME– BEDFORD HOUSE

**Bedford House Management and Administration** (rotas are reviewed weekly to accommodate organisational activities and may be different from the core shifts below).

Centre Manager <a href="mailto:Office@BedfordHouse.org.uk">Office@BedfordHouse.org.uk</a>	Lykke Leszczynski	Floating shifts	
Membership, Enrolment & Space Hire Administrator <a href="mailto:Enquiries@BedfordHouse.org.uk">Enquiries@BedfordHouse.org.uk</a>	Caroline Randall	Mon, Tues, Weds, Thurs	09:00 – 14:00
Courses Administrator <a href="mailto:Courses@BedfordHouse.org.uk">Courses@BedfordHouse.org.uk</a>	Ian Purser	Monday evening + Floating shifts	17:45 – 21:45 TT Term time mainly
Social Media - Administrative Assistant <a href="mailto:BHAdmin@BedfordHouse.org.uk">BHAdmin@BedfordHouse.org.uk</a>	Ibrahim Abdillahi	Floating shifts	
Finance Officer <a href="mailto:Accounts@BedfordHouse.org.uk">Accounts@BedfordHouse.org.uk</a>	David Spooner	Weds, Thurs	9:00 – 14:00
Caretaker Via <a href="mailto:Office@BedfordHouse.org.uk">Office@BedfordHouse.org.uk</a>	David Harper	Tues Thurs	9:00 – 12:00 8:00 – 13:00

Please note that all staff work part time, the rota is reviewed and adjusted weekly, and that it may therefore take several days before an enquiry is answered if emailed. If your enquiry is urgent, please copy in several email addresses or if very urgent call the office on 020 8504 6668. You can leave a message 24/7 on 020 8504 6668 and we will call you back as soon as possible. We have a member of the Administration Office Team on site at all times of activity but it can be busy and we are not always able to answer the phone immediately.

Trustees (July 2021)	Area of Responsibility
Tony Oliva	Chair
Sylvia Watson	Vice-Chair
Vacancy	Chair of Finance & General Purposes Committee
David Jacob	Chair of Health & Safety Committee
Ann Haigh	Chair of Safeguarding Committee
Fiona Wheeler OBE	
June Chapman	
Bernard Mooney	
Olivia Lowe	
Vacancy	

The BHCA Board of Trustees currently has vacancies (July 2021). If you would like to know more about being a trustee or how to be considered please contact the Centre Manager, or Chair, via the Centre Manager, on [office@bedfordhouse.org.uk](mailto:office@bedfordhouse.org.uk)

**What is a trustee? By REACH Volunteering** <https://reachvolunteering.org.uk/guide/become-trustee>

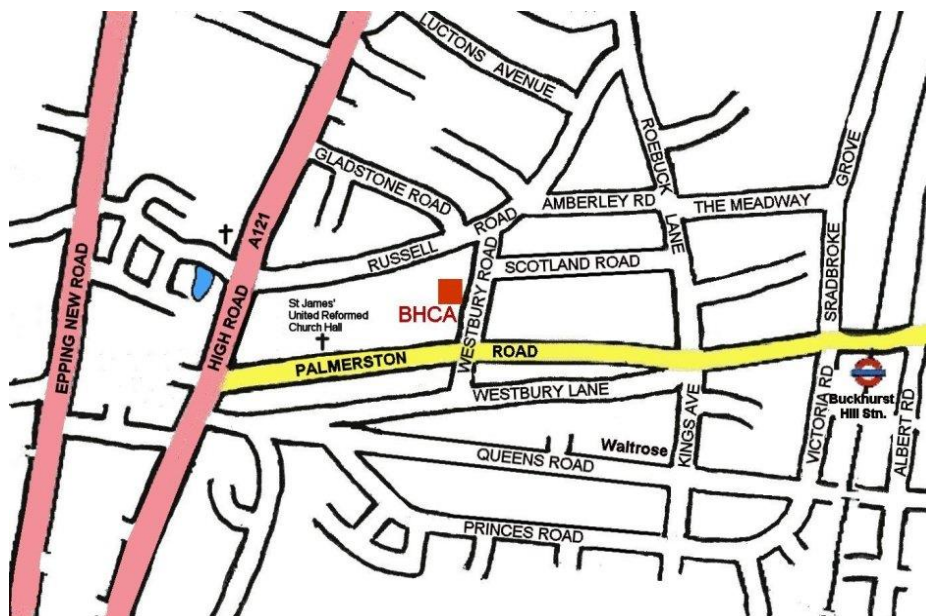
*"Trustees ensure their charity has a clear strategy, and that its work and goals are in line with its vision. A trustee's role in a charity is to be the 'guardians of purpose', making sure that all decisions put the needs of the beneficiaries first.*

*Trustees safeguard the charity's assets – both physical assets, including property, and intangible ones, such as reputation. They make sure these are used well and that the charity is run sustainably."*

Follow the link above for more information on what it means to be a trustee

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**or email us at [ENQUIRIES@BEDFORDHOUSE.ORG.UK](mailto:ENQUIRIES@BEDFORDHOUSE.ORG.UK)**



**Bedford House Community Association, 4 Westbury Road, Buckhurst Hill, Essex, IG9 5NW**

Please note Westbury Road is a one-way street with entry from Palmerston Road.

### Parking

There are up to 12 car parking places on site, which operate on a first come first served basis.

There are currently 16 parking places free to use in bays with 2-hour parking in Westbury Road.

The adjacent streets are busy but have some 2-hour parking places which are free to use.

Parking restrictions are in operation in adjacent streets so please read signage carefully.

- Westbury Road currently has parking restrictions between 1-2pm.
- Amberley Road has Permit Parking Area Monday to Friday 11:00 to 14:00.
- Scotland Road has Permit Parking Area Monday to Friday 11:00 to 16:00.

PROGRAMME VERSION – V7 – 24-08-2021

**TO BOOK or for more info CALL 020 8504 6668**

**or email us at [ENQUIRIES@BEDFORDHOUSE.ORG.UK](mailto:ENQUIRIES@BEDFORDHOUSE.ORG.UK)**



Adult Education & Leisure Activities  
in your community

# Bedford House 2021 - 2022

## Courses – Workshops – Events



### Bedford House Community Association

Improving quality of life through adult education and leisure activities

<https://www.facebook.com/BedfordHouseCommunityAssociation>

[https://www.instagram.com/bhca\\_community/](https://www.instagram.com/bhca_community/)

[www.BedfordHouse.org.uk](http://www.BedfordHouse.org.uk)

[Enquiries@BedfordHouse.org.uk](mailto:Enquiries@BedfordHouse.org.uk)

020 8504 6668

4 Westbury Road  
Buckhurst Hill  
Essex, IG9 5NW

Enquiries: 020 8504 6668  
[Enquiries@bedfordhouse.org.uk](mailto:Enquiries@bedfordhouse.org.uk)  
[www.BedfordHouse.org.uk](http://www.BedfordHouse.org.uk)

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