

2020-2021

BH

Adult Education & Leisure Activities
in your community

Bedford House

**Adult Learning Courses,
Workshops & Events**

Art & Craft

Leisure Activities

Health, Fitness & Wellbeing

Space Hire

4 Westbury Road
Buckhurst Hill
Essex, IG9 5NW

Enquiries: 020 8504 6668
Enquiries@bedfordhouse.org.uk
bedfordhouse.org.uk

WELCOME from the Centre Manager**2020-2021 PROGRAMME– BEDFORD HOUSE**

Dear Members and Friends,

Welcome to the new academic year 2020-21.

I am excited to announce the programme for the coming academic year, despite the difficulties of the Covid-19 pandemic and subsequent disruption to organisations and individuals locally and nationwide.

We are aware that it has been a very challenging period for many people which may continue for the year ahead. We hope that our courses and workshops will go some way to provide moments of much needed relief, laughter, and support in these difficult times.

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.

Bedford House is one of the largest self-supporting, independent providers of adult education in Essex and our members come from a wide radius. As a responsible organisation we are significantly investing in keeping our members, learners and staff safe, and we have implemented various new Health & Safety measures due to the Covid-19 virus to help keeping you safe. This has unfortunately resulted in higher than usual fee rises but I hope you will understand the need for this and support us in keeping everyone safe. Please see our info page on Covid-19 precautions.

Take care and stay safe. We very much look forward to welcoming you to our 2020/21 courses.

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.

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Bedford House Community Association

Charity Number 1178692

MEMBERSHIP**2020-2021 PROGRAMME– BEDFORD HOUSE**

All learners, space hirers and site users must join as BHCA members. All members must be aged 18 and above. Membership 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, can be picked up from the Bedford House porch or outside the Hall.

Please fill in the Membership Form and return it to enquiries@Bedfordhouse.org.uk with your enrolment form and organise payment.

Membership	Fee	What is it?
Annual Membership	£12	Membership for members joining 1 September to 31 March 2021. This Membership is valid from time of joining after 1 September until 31 August.
Day Membership	£1	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 2021 Membership	£6	Membership for members joining after 1 st April 2021. This Membership is valid from time of joining after 1 st April until 31 August.

Membership fees are non-refundable.

Bedford House reserves the right to exclude members if it considers their behaviour to be inappropriate.

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.

TERM DATES AND HALF TERMS**2020-2021 PROGRAMME– BEDFORD HOUSE**

TERM 1 (14 weeks minus 1 week half-term =13 session weeks)	7 Sept 2020 to 13 Dec 2020
Half Term break	26-30 October 2020
TERM 2 (12 weeks minus 1 week half-term = 11 session weeks)	4 Jan 2021 to 28 March 2021
Half Term break	15-19 February 2021
TERM 3 (14 weeks minus 1 week half-term = 13 session weeks) * Please note the extra Monday 19 July is to compensate for Early May Bank Holiday. Easter 2-5 April.	12 April 2021 to 19 July 2021*
Half Term break	31 May to 4 June 2021

Half terms are aligned with Essex <https://www.essex.gov.uk/school-terms-and-holidays/academic-year-2020-to-2021>

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

Summer School 2021 – (5 session weeks)	26 July 2021 to 27 August 2021
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Bedford House Community Association

Charity Number 1178692

COURSES

2020-2021 PROGRAMME– BEDFORD HOUSE

Health, Fitness and Wellbeing

Course No.	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Session Fees £
T1-20/21-001 T2-20/21-001 T3-20/21-001	Aerobics	Jennifer Humm	Mon	07/09/2020 04/01/2021 12/04/2021	Hall	19:30-20:30	T1: 13 T2: 11 T3: 13	£84.50	£6.50
T1-20/21-002 T2-20/21-002 T3-20/21-002	Ballet A	Daniela Delerci	Tues	08/09/2020 05/01/2021 13/04/2021	Hall	10:45-11:45	T1: 13 T2: 11 T3: 13	£97.50	£7.50
T1-20/21-003 T2-20/21-003 T3-20/21-003	Ballet B	Daniela Delerci	Tues	08/09/2020 05/01/2021 13/04/2021	Hall	12:00-13:00	T1: 13 T2: 11 T3: 13	£97.50	£7.50
T1-20/21-004 T2-20/21-004 T3-20/21-004	Ballet POSTPONED	Belinda Payne	Fri	11/09/2020 08/01/2021 16/04/2021	Hall	10:00-11:00	T1: 13 T2: 11 T3: 13	£97.50	£7.50
T1-20/21-005 T2-20/21-005 T3-20/21-005	Guided Walks in Epping Forest	Robert Levene	Tues	08/09/2020 05/01/2021 13/04/2021	Epping Forest	10:00-12:00	T1: 13 T2: 11 T3: 13	£130	£10
T1-20/21-006 T2-20/21-006 T3-20/21-006	Guided Walks in Epping Forest	Robert Levene	Thurs	10/09/020 07/01/2021 15/04/2021	Epping Forest	10:00-12:00	T1: 13 T2: 11 T3: 13	£130	£10
T1-20/21-007 T2-20/21-007 T3-20/21-007	Guided Walks in London	Robert Levene	1 st Weds - Monthly	07/10/2020 06/01/2021 05/05/2021	London	10:30-13:00	T1: 3 T2: 3 T3: 3	£45	£15
T1-20/21-008 T2-20/21-008 T3-20/21-008	Guided Walks - Natural History in Epping Forest	Tricia Moxey	Fri	11/09/020 26/02/2021 16/04/2021	Epping Forest	10:00-11:30	T1: 13 T2: 5 T3: 13	£97.50	£7.50
T1-20/21-009 T2-20/21-009 T3-20/21-009	Keep Fit for Women 60+ FULL	Marion Pretty	Tues	08/09/2020 05/01/2021 13/04/2021	St James' Church Hall	10:00-11:00	T1: 13 T2: 11 T3: 13	£84.50	£6.50
T1-20/21-010 T2-20/21-010 T3-20/21-010	Keep Fit for Women 60+	Marion Pretty	Tues	08/09/2020 05/01/2021 13/04/2021	St James' Church Hall	11:30-12:30	T1: 13 T2: 11 T3: 13	£84.50	£6.50
T1-20/21-011 T2-20/21-011 T3-20/21-011	Line Dancing - Beginners	Lyn Hill	Weds	09/09/2020 06/01/2021 14/04/2021	St James' Church Hall	13:00-14:00	T1: 13 T2: 11 T3: 13	£78	£6
T1-20/21-012 T2-20/21-012 T3-20/21-012	Line Dancing - Intermediate	Lyn Hill	Weds	09/09/2020 06/01/2021 14/04/2021	St James' Church Hall	14:00-15:00	T1: 13 T2: 11 T3: 13	£78	£6
T1-20/21-013 T2-20/21-013 T3-20/21-013	Mindfulness CANCELLED	Susie Holland	Tues	08/09/2020 05/01/2021 13/04/2021	Hall	19:15-20:15	T1: 13 T2: 11 T3: 13	£91	£7
T1-20/21-014 T2-20/21-014 T3-20/21-014	Pilates A - Beginners	Belinda Payne	Fri	11/09/2020 08/01/2021 16/04/2021	Hall	11:30-12:30	T1: 13 T2: 11 T3: 13	£91	£7
T1-20/21-015 T2-20/21-015 T3-20/21-015	Pilates B - Intermediate	Belinda Payne	Fri	11/09/2020 08/01/2021 16/04/2021	Hall	12:45-13:45	T1: 13 T2: 11 T3: 13	£91	£7

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Bedford House Community Association

Charity Number 1178692

Course No.	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Session Fees £
T1-20/21-016 T2-20/21-016 T3-20/21-016	Yoga FULL	Jacqui Bonham	Weds	09/09/2020 06/01/2021 14/04/2021	Hall	10:30-12:00	T1: 13 T2: 11 T3: 13	£117	£9
T1-20/21-017 T2-20/21-017 T3-20/21-017	Yoga	Susie Holland	Weds	09/09/2020 06/01/2021 14/04/2021	Hall	09:15-10:15	T1: 13 T2: 11 T3: 13	£78	£6
T1-20/21-018 T2-20/21-018 T3-20/21-018	Yoga FULL	Jacqui Bonham	Tues	08/09/2020 05/01/2021 13/04/2021	Hall	09:00-10:30	T1: 13 T2: 11 T3: 13	£117	£9
T1-20/21-019 T2-20/21-019 T3-20/21-019	Gentle Yoga	Susie Holland	Fri	18/09/2020 06/01/2021 14/04/2021	Hall	09:30-11:00	T1: 12 T2: 11 T3: 13	£108	£9

COURSES

2020-2021 PROGRAMME– BEDFORD HOUSE

Art and Craft

Course No.	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Session Fees £
T1-20/21-021 T2-20/21-021 T3-20/21-021	Art for All – Drawing & Painting	Tony Swann	Tues	08/09/2020 05/01/2021 13/04/2021	Rooms 1 & 2	14:00-16:00	T1: 13 T2: 11 T3: 13	£156	£12
T1-20/21-022 T2-20/21-022 T3-20/21-022	Beginning to Paint	Anne Daniels	Fri	25/09/2020 04/01/2021 19/04/2021	Rooms 1 & 2	10:00-12:30	T1: 11 T2: 11 T3: 11	£132	£12
T1-20/21-023 T2-20/21-023 T3-20/21-023	Calligraphy	Gwyneth Hibbett	Thurs	10/09/2020 07/01/2021 15/04/2021	Rooms 6 & 7	13:00-15:00	T1: 13 T2: 11 T3: 13	£156	£12
T1-20/21-024 T2-20/21-024 T3-20/21-024	Drawing & Painting FULL	Patrick Purcell	Weds	09/09/2020 06/01/2021 14/04/2021	Rooms 1 & 2	10:30-13:00	T1: 13 T2: 11 T3: 13	£195	£15
T1-20/21-025 T2-20/21-025 T3-20/21-025	Drawing & Painting	Anna Bisset	Weds	09/09/2020 06/01/2021 14/04/2021	Rooms 1 & 2	14:00-16:30	T1: 13 T2: 11 T3: 13	£195	£15
T1-20/21-026 T2-20/21-026 T3-20/21-026	Exploring Painting	Jason Rose	Tues	08/09/2020 05/01/2021 13/04/2021	Rooms 1 & 2	10:00-12:00	T1: 13 T2: 11 T3: 13	£156	£12
T1-20/21-027 T2-20/21-027 T3-20/21-027	Glass Fusing	Pippa Davismoon	Weds	23/09/2020	Pottery	19:30-21:30	5	£85	£17
T1-20/21-028 T2-20/21-028 T3-20/21-028	Glass Fusing	Pippa Davismoon	Weds	11/11/2020	Pottery	19:30-21:30	5	£85	£17
T1-20/21-029 T2-20/21-029 T3-20/21-029	Glass Fusing	Pippa Davismoon	Weds	13/01/2021	Pottery	19:30-21:30	5	£85	£17
T1-20/21-030 T2-20/21-030 T3-20/21-030	Glass Fusing	Pippa Davismoon	Weds	24/02/2021	Pottery	19:30-21:30	5	£85	£17

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Course No.	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Session Fees £
T1-20/21-031 T2-20/21-031 T3-20/21-031	Glass Fusing	Pippa Davismoon	Weds	28/04/2021	Pottery	19:30-21:30	5	£85	£17
T1-20/21-032 T2-20/21-032 T3-20/21-032	Glass Fusing	Pippa Davismoon	Weds	16/06/2021	Pottery	19:30-21:30	5	£85	£17
T1-20/21-033 T2-20/21-033 T3-20/21-033	Learning to Draw	Tony Swann	Mon	07/09/2020 04.01/2021 12/04/2021	Rooms 1 & 2	19:30-21:30	T1: 13 T2: 11 T3: 13	£156	£12
T1-20/21-034 T2-20/21-034 T3-20/21-034	Needlecraft	Margaret French	Weds	09/09/2020 06/01/2021 14/04/2021	Room 7	14:00-16:00	T1: 13 T2: 11 T3: 13	£130	£10
T1-20/21-035 T2-20/21-035 T3-20/21-035	Oil Painting	Tony Swann	Tues	08/09/2020 05/01/2021 13/04/2021	Rooms 1 & 2	19:00-21:00	T1: 13 T2: 11 T3: 13	£156	£12
T1-20/21-036 T2-20/21-036 T3-20/21-036	Printmaking A	Anne Daniels	Fri	25/09/2020 04/01/2021 19/04/2021	Rooms 1 & 2	13:30-15:30	T1: 11 T2: 11 T3: 11	£132	£12
T1-20/21-037 T2-20/21-037 T3-20/21-037	Printmaking B	Anne Daniels	Fri	25/09/2020 04/01/2021 19/04/2021	Rooms 1 & 2	16:00-18:00	T1: 11 T2: 11 T3: 11	£132	£12
T1-20/21-038 T2-20/21-038 T3-20/21-038	Pottery FULL	Martin Chesterman	Tues	08/09/2020 05/01/2021 13/04/2021	Pottery	19:30-21:30	T1: 13 T2: 11 T3: 13	£182	£14
T1-20/21-039 T2-20/21-039 T3-20/21-039	Pottery FULL	Martin Chesterman	Weds	09/09/2020 06/01/2021 14/04/2021	Pottery	10:00-12:00	T1: 13 T2: 11 T3: 13	£182	£14
T1-20/21-040 T2-20/21-040 T3-20/21-040	Pottery	Martin Chesterman	Weds	09/09/2020 06/01/2021 14/04/2021	Pottery	13:30-15:30	T1: 13 T2: 11 T3: 13	£182	£14
T1-20/21-041 T2-20/21-041 T3-20/21-041	Sculpture in Clay	Esther Neslen	Mon	07/09/2020 04.01/2021 12/04/2021	Pottery	19:30-21:30	T1: 13 T2: 11 T3: 13	£182	£14
T1-20/21-042 T2-20/21-042 T3-20/21-042	Sculpture in Clay	Esther Neslen	Tues	08/09/2020 05/01/2021 13/04/2021	Pottery	10:00-12:00	T1: 13 T2: 11 T3: 13	£182	£14
T1-20/21-043 T2-20/21-043 T3-20/21-043	Sculpture in Clay	Esther Neslen	Thurs	10/09/2020 07/01/2021 15/04/2021	Pottery	13:30-16:30	T1: 13 T2: 11 T3: 13	£273	£21
T1-20/21-044 T2-20/21-044 T3-20/21-044	Sewing Circle POSTPONED	Susie Holland	Sat	26/09/2020 09/01/2021 17/04/2021	Room 7	10:00-12:00	T1: 11 T2: 11 T3: 13	£154	£14
T1-20/21-045 T2-20/21-045 T3-20/21-045	Sketching & Acrylic Painting	Jason Rose	Thurs	10/09/2020 07/01/2021 15/04/2021	Rooms 1 & 2	10:00-12:00	T1: 13 T2: 11 T3: 13	£156	£12
T1-20/21-046 T2-20/21-046 T3-20/21-046	Watercolours – Masterclass FULL	John Tookey	Thurs	10/09/2020 07/01/2021 15/04/2021	Room 1	14:00-16:00	T1: 13 T2: 11 T3: 13	£182	£14
T1-20/21-047 T2-20/21-047 T3-20/21-047	Watercolour	Katherine Poluck	Mon	07/09/2020 04.01/2021 12/04/2021	Room 7	19:00-21:00	T1: 13 T2: 11 T3: 13	£156	£12

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COURSES

2020-2021 PROGRAMME– BEDFORD HOUSE

Other Leisure Activities

Course No.	Course	Tutor	Day/s	Term Start Dates	Location	Times	Weeks	Term Fees £	Session Fees £
T1-20/21-051 T2-20/21-051 T3-20/21-051	Art Appreciation Lectures FULL	Ron Clark	Thurs	24/09/2020 14/01/2021 29/04/2021	Hall	10:00-12:00	T1: 10 T2: 10 T3: 10	£120	£12
T1-20/21-052 T2-20/21-052 T3-20/21-052	Creative Writing A – Morning FULL	Jane Colman	Sat - Monthly	12/09/2020 09/01/2021 17/04/2021	Room 7	10:00-12:30	T1: 4 T2: 3 T3: 4	£52.50	£17.50
T1-20/21-053 T2-20/21-053 T3-20/21-053	Creative Writing B - Afternoon	Jane Colman	Sat - Monthly	12/09/2020 09/01/2021 17/04/2021	Room 2	13:00-15:30	T1: 4 T2: 3 T3: 4	£52.50	£17.50
T1-20/21-034 T2-20/21-034 T3-20/21-034	Needlecraft	Margaret French	Weds	09/09/2020 06/01/2021 14/04/2021	Room 7	14:00-16:00	T1: 13 T2: 11 T3: 13	£130	£10
T1-20/21-054 T2-20/21-054 T3-20/21-054	Piano Lessons 30 mins POSTPONED	David Brain	Weds	09/09/2020 06/01/2021 14/04/2021	Room 3	16:00-20:00	T1: 13 T2: 11 T3: 13	£325	£25
T1-20/21-055 T2-20/21-055 T3-20/21-055	Piano Lessons 30 mins POSTPONED	David Brain	Sats	11/09/2020 09/01/2021 17/04/2021	Room 3	09:30-13:00	T1: 13 T2: 11 T3: 13	£325	£25
T1-20/21-044 T2-20/21-044 T3-20/21-044	Sewing Circle POSTPONED	Susie Holland	Sat	26/09/2020 09/01/2021 17/04/2021	Room 7	10:00-12:00	T1: 11 T2: 11 T3: 13	£154	£14

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COURSE DESCRIPTIONS

2020-2021 PROGRAMME – BEDFORD HOUSE

For all classes: Learners are required to bring their own materials and equipment, as well as any hot/cold drinks they may require, for health and safety reasons (Covid-19). The kitchen facilities on site are currently closed and all equipment removed. We know that many learners enjoy sharing homemade food but please do not bring any food for sharing until you are informed by your tutor that government restrictions have eased. Thank you very much for your support in keeping everyone safe.

Aerobics – with Jennifer Humm - T1/2/3-20/21-001

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 - T1/2/3-20/21-002 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.

Ballet – with Belinda Payne - T1/2/3-20/21-004

Ballet classes in the Cecchetti method created by Enrico Cecchetti an Italian ballet master. Our classes aim to develop balance, poise, flexibility and artistry. Suitable for anyone looking to find their inner ballet dancer.

Guided Walks around Epping Forest – with Robert Levene - T1/2/3-20/21-005 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 to discover London – with Robert Levene - T1/2/3-20/21-007

Monthly Walks to discover the parks, monuments and buildings of London.

Meet at a different Underground station each month to explore London and its historic parks (e.g. Victoria, Hyde, Regents, St James, Highgate/Hampstead, Greenwich Parks) its many monuments, museums, buildings, and palaces. Visiting Thames paths, Tower of London, Parliament Square, St Pauls, City of London as well as newer areas such as Dockland and The Queen Elizabeth Olympic Park.

The informal Wednesday walks will explore each area with general guidance from Robert Levene, but with the aim to share knowledge and experiences rather than a detailed history lesson.

Flexible locations and options to go in certain buildings (subject to booking / entry fees payable in addition to course fee).

Also, with the option to leave the walks at various locations. Detailed programme available in advance.

First Wednesday of the month. Starting at 10:30 (from the meeting point) and ending at approximately 13:00.

Term 1: 07/10/2020, 04/11/2020, 02/12/2020 - Term 2: 06/01/2021, 03/02/2021, 03/03/2021 - Term 3: 05/05/2021, 02/06/2021, 07/07/2021

Guided Walks – Natural History in Epping Forest – with Tricia Moxey - T1/2/3-20/21-008

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 - T1/2/3-20/21-009 and 010

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

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Line Dancing – with Lyn Hill - T1/2/3-20/21-011 and 012

Line dancing is a fun and sociable dance exercise class for all ages for both the mind and body. No need for cowboy boots and hat, just comfortable shoe wear. Join a small friendly group of line dancers, some of whom have been dancing at Bedford House for 20 years! All levels welcome. Beginners and Intermediate classes.

Mindfulness – with Susie Holland - T1/2/3-20/21-013

Learn the basic principles of mindfulness, including meditation and breathing exercises. Also suitable for the more experienced practitioners who enjoy the health benefits of regular mindfulness and meditation. No equipment required.

Pilates A and B – with Belinda Payne - T1/2/3-20/21-014 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 - T1/2/3-20/21-016 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.

Yoga – with Susie Holland - T1/2/3-20/21-017

Yoga classes bringing together movement, breathing and relaxation to create a balancing effect on the mind and body. All stages welcome.

Art for All – Drawing & Painting – with Tony Swann - T1/2/3-20/21-021

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 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.

Beginning to Paint – with Anne Daniels - T1/2/3-20/21-022

A class examining the basic principles of painting that underlie the three seemingly different disciplines of oil, acrylic and watercolour.

Calligraphy – with Gwyneth Hibbett - T1/2/3-20/21-023

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 – with Patrick Purcell - T1/2/3-20/21-024

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.

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Bedford House Community Association

Charity Number 1178692

Drawing & Painting – with Anna Bisset - T1/2/3-20/21-025

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 Instagram: annabisset9901

Exploring Painting – with Jason Rose - T1/2/3-20/21-026

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.

Glass Fusing – with Pippa Davismoon - T1/2/3-20/21-027 and 028 and 029 and 030 and 031 and 032

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 small scale jewellery and handheld sized pieces.



NB: 5-week course. The course is repeated throughout the year covering the basics but with a different focus each time. 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 thongs 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 - T1/2/3-20/21-033

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 teaches on the ‘Art for All’, ‘Learning to Draw’ and ‘Oil Painting’ courses.

Needlecraft – with Margaret French - T1/2/3-20/21-034

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 - T1/2/3-20/21-035

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.

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Printmaking A and B – with Anne Daniels - T1/2/3-20/21-036 and 037

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

Pottery – with Martin Chesterman - T1/2/3-20/21-038 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 - T1/2/3-20/21-041 and 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.

Sewing Circle – with Susie Holland - T1/2/3-20/21-044

A course for anyone who loves to make their own clothes and is keen to discover how to use styling tips to enhance their hobby! We will have the opportunity to chat, share ideas and create beautiful garments to wear with pride. As an ex-fashion buyer, Susie will share trade secrets on how to select fabrics, colours and prints that will make even the most dated sewing patterns look chic and unique. All levels are welcome. Sewing machine required but can be acquired for under £99. Please contact the Administration Office for more information.

Sketching and Acrylic Painting – with Jason Rose - T1/2/3-20/21-045

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 - T1/2/3-20/21-046

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 - T1/2/3-20/21-047

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 - A Glossary of Art Terms and Expressions from A-Z – with Ron Clark - T1/2/3-20/21-051

Term 1: The course will consider the technical and contextual language used in the study and understanding of art history. The course is entitled 'A Glossary of Art Terms and Expressions', and is structured alphabetically, resuming in September 2020 at the letter 'S', following on from the previous academic year.

Terms 2 and 3: Programme to be confirmed.

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.

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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.

Creative Writing A and B – with Jane Colman - T1/2/3-20/21-052

Designed to inject fun at the same time as exploring specific aspects of fiction writing. Whether you're a novice, expert or somewhere in between, these sessions will produce a creative stimulus where new-comers begin writing and existing writers can find sustenance and inspiration. 🌟

This course is held monthly on the second Saturday of the Month, except in April 2021 when it is on the 3rd Saturday*:

Term 1: 12/09/2020, 10/10/2020, 14/11/2020, 12/12/2020 - **Term 2:** 9/01/2021, 13/02/2021, 13/03/2021

Term 3: 17*/04/2021, 08/05/2021, 12/06/2021, 10/07/2021

Needlecraft – with Margaret French - T1/2/3-20/21-034

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.

Piano Lesson – with David Brain - T1/2/3-20/21-054 and 055

Individual piano tuition for adults. 30-45 minutes per session as agreed at the time of booking.

Lessons available between 9:30 and 13:00 on Saturdays, and between 16:00 to 20:00 on Wednesdays.

Fee based on an hourly rate of £50: £25 for 30 min lesson or £37.50 for 45 minutes.

Sewing Circle – with Susie Holland - T1/2/3-20/21-044

A course for anyone who loves to make their own clothes and is keen to discover how to use styling tips to enhance their hobby! We will have the opportunity to chat, share ideas and create beautiful garments to wear with pride. As an ex-fashion buyer, Susie will share trade secrets on how to select fabrics, colours and prints that will make even the most dated sewing patterns look chic and unique. All levels are welcome. Sewing machine required but can be acquired for under £99. Please contact the Administration Office for more information.

WORKSHOPS & EVENTS

2020-2021 PROGRAMME– BEDFORD HOUSE

We are planning an exciting programme of Saturday workshops. In the interest of circulating the Winter Programme as early as possible upon our Re-Opening we are putting all workshop and event information on the website. We will also be circulating information regularly to members, mainly electronically, about courses, workshops and events and displaying the information on our noticeboards.

Please check our website for up to date information. Workshop and event information is added throughout the year.

OTHER ACTIVITIES AT BEDFORD HOUSE

2020-2021 PROGRAMME– BEDFORD HOUSE

Correct at time of publishing

Legends Bridge Group	Re-Opening to be confirmed. Review in January 2021.
Bedford House Bridge Club	Re-Opening to be confirmed. Review in January 2021.
Buckhurst Hill Wine Club	2 nd Friday evening in the month. Re-Opening to be confirmed. Review in January 2021.
Buckhurst Hill China Painting Group	Friday mornings. Re-Opening to be confirmed.

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or email us at ENQUIRIES@BEDFORDHOUSE.ORG.UK

Bedford House Community Association

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Members of the above groups and clubs must also be Members of Bedford House Community Association (see page 3). If you wish to contact the clubs/groups please email the BHCA Office on enquiries@bedfordhouse.org.uk and your query will be forwarded to the relevant group/club organiser.

Independent Organisations and Service Providers hiring space at Bedford House

Bedford House continues to offer its facilities to the following independent organisation and service providers. Please contact them directly if you wish to join their classes. Please also check our website for new hirers, their services, and the latest information made available to Bedford House. www.BedfordHouse.org.uk

Leigh Languages	<p>Language Classes Spanish, French, Italian, German, Latin, Modern Greek, Mandarin Chinese, Russian and English as a foreign language. www.Leighlanguages.co.uk Contact: Mrs Heather Leigh, Principal Mobile: 07968 796 072 Email: hejrleigh@yahoo.co.uk</p>
Ichthus After School Club	<p>After School Club Monday to Friday 15:30 – 18:00 for Children 5-12 years. Ofsted Accredited. Contact: Judith Bennett, Director Email: Judithbh@me.com</p>
National Childbirth Trust	<p>Antenatal and postnatal courses. www.nct.org.uk Email bookings5vl@nct.org.uk Telephone 0300 330 0700</p>
LAMDA	<p>Speech and Drama classes, for 7-15 year olds. Saturday afternoons, term time Contact: Jayne Gill Mobile: 07901 555 560 Email: jaynegill2017@gmail.com</p>
Sing and Sign	<p>Baby and Toddler signing classes from birth to 2 years. Monday mornings. www.singandsign.co.uk Contact: Syrah Martin Email: Syrah@singandsign.co.uk</p>
Reiki Space	<p>Reiki and Gong events. Gong meditation is a unique type of sound practice that involves using therapeutic gong sounds and vibrations to bring about healing. www.reikispace.co.uk Re-opening to be confirmed. On Facebook and Instagram under: Seed Sister Contact Nina: 07718 170 915 Email: Nina@reikispace.co.uk Contact Louise Ann Gandolfi Green: 07792 190 457 Email: gandolfi.green@gmail.com</p>

COMMUNITY PARTNERS

2020-2021 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 Christmas Craft Fair (usually November), Queen's Road Christmas Fayre (usually December).

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Bedford House Community Association

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

We are also grateful to all the local businesses who support our Christmas Craft Fairs and Events.

SPACE HIRE

2020-2021 PROGRAMME– BEDFORD HOUSE

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

Due to Covid-19 we are unable to take party bookings until further notice for health and safety reasons.

PAYMENT METHODS

2020-2021 PROGRAMME– BEDFORD HOUSE

Card payments and bank BACS transfers help to minimise shared paperwork thus minimise the risk of Covid-19 transmission. 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 payment over the telephone.

- **To pay by bank transfer BACS**

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 or post the enrolment and membership form to the office together with your cheque made out to BHCA.

- **To pay by cash**

Please fill in and bring the enrolment and membership form 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.

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Bedford House Community Association

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CANCELLATION AND REFUNDS POLICY**2020-2021 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
3. 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.

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Bedford House Community Association

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Some of the main precautions organisations and people can take to control the spread of Covid-19 and other virus are cleaning and social distancing. We appreciate that our learners enjoy socialising and that it would be difficult to run our courses entirely online. We have therefore taken the steps below to keep you safe. All measures will be reviewed on an ongoing basis in relation to government advice and inhouse needs.

Cleaning and Hygiene

1. A stringent cleaning regime by a professional cleaning company several times every day.
2. Hand sanitizer available.
3. All site users to wash hands frequently and effectively.
4. Surface sanitizers available to tutors and learners to maintain their own space.
5. Various signage displayed throughout the premises to remind us of what to do.
6. Hourly ventilation of and air change in rooms.
7. Soap washing shared tools before and after usage where sharing is unavoidable.
8. Minimising the shared use of all items.
9. Fitting specialist doorstops to minimise touching doors.
10. Those with breathing hygiene issues (non-Covid-19 related) such as coughing, throat clearing etc to use face coverings.
11. Learners and tutors are strongly encouraged to use face coverings especially where close contact is necessary, or where people are vulnerable. Tutors to discuss with learners and each class to agree usage.
12. Tutors to check with learners at the start of classes if anyone has symptoms.

Social Distancing

1. We are providing a compliant distance between learners. Large classes have been split over two classrooms or moved to the Hall. This means that there will only 6 learners in each classroom plus a tutor. Learners will be situated in zigzag rather than opposite each other.
2. Class starting times have been staggered. Class break times to be staggered.
3. Health, fitness and wellbeing classes taking place in the hall have been reduced to 10 learners maximum.
4. When possible, we will make use of the garden in a socially distanced way.
5. Designating items to each learner such as own portion of clay; learners to bring own exercise mats and other similar items. Tutors will work with each class to minimise the sharing of items.
6. Learners and tutors are asked to bring their own drinks such as water and hot drinks. Kitchen facilities must remain closed until government restrictions ease.
7. All tutors have been consulted about issues specific to their courses.
8. Tutors are adapting their courses to avoid or minimise sharing, to create workstations that are more fixed than usual, to review circulation in spaces to minimise people crossing paths.

We are asking students to support us in providing a Covid-safe environment as below

- Stay at home and seek medical advice if you have Covid-19 symptoms (temperature of 38.0° C [100.4° F] or above, persistent cough, difficulty in breathing, loss/change to usual taste or smell)
- Cover coughs and sneezes (use tissue or elbow).
- Wash hands often (wash for 20 secs).
- Avoid close contact with others (1m+).
- Avoid touching your face (if you do then wash your hands and/or sanitize).
- Clean and disinfect (sprays and paper hand towel are available to wipe your workstation, chair and tools). Some tools may be soap washed.
- Wear a face-covering if possible, unless exempt (please bring your own face covering).
- Sanitize before you enter the premises and during your visit (sanitizer available)
- Bring your own hot and cold drinks if required, as we do not currently have any kitchen facilities or crockery.

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.

In 2019/20 Bedford House had 27 tutors, 4 office staff and a Caretaker, who all work part time. We are pleased to say that during the Covid-19 lockdown starting 23 March 2020 all staff who were furloughed were paid in full up to and including May 2020, and then 80% in June and July. It was decided to support staff in this way even though it has meant that Bedford House has had to use reserves to cover wage payments. We are grateful to those members who have made donations of unused course fees and other donations. We were pleased to re-open with a Summer School from 3 August 2020.

Bedford House offers over 100 activities annually: 50+ 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, drama courses, after school club, ante/postnatal classes, and children's activities.

Bedford House provides an important resource of low-cost courses. It is set in a characterful building with a 70+ year history and in lovely grounds. 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 they go out of their way to ensure continuing learning and development.

When recently consulting our 500+ members, learners, and supporters whether they would return after the lock down in September 2020 we received a resounding 'yes' and much encouragement. One of the lovely testimonials from a learner says it all:

"I would defiantly like to return to Bedford House for the Autumn Term..."

*I am currently enjoying being part of Anne Daniels' Friday print class which I thoroughly enjoy and would like to thank Anne for sending us weekly emails and setting up a What's App group so we can all stay in touch and also sending us fantastic stimulus and ideas so we can carry on our printing. THANK YOU SO MUCH ANNE AND BEDFORD HOUSE.
G Sanders"*

Following the enthusiastic feedback, we decided to run a Summer School 2020 in August, and to start our academic year course programme from 7 September 2020.

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.

Bedford House's premises are owned by Essex County Council (ECC) which also provides some maintenance services without charge. ECC has in the last academic year funded a refurbishment of the pottery space and the gents' WC. 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 Trustees would like to thank ECC for the excellent quality of the pottery building works."
The Board of Trustees*

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Bedford House Community Association

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This past year Bedford House has invested a substantial amount of money in making improvement to the premises in support of Bedford House beneficiaries:

- Refurbishment of the Hall, Hall lobby and WC's; refurbishment of the administration office and move to a larger room; refurbishment of room 3 (office / therapy space / piano room); decluttering throughout the premises; new boiler in the Hall kitchen, rebuild of the Pottery (building work by ECC but loss of income for 2+ terms covered by Bedford House), refurbishment of the kilns, automated doorstops, enhanced cleaning regime from August 2020 (including windows and carpets) and sanitizers, card payment software and machines.

We had planned to refurbish the Hall kitchen in summer 2020 but this has now been postponed to Summer 2021.

To make it easier for members to enrol we have significantly modernised administrative processes such as card payments, and simplified the BACS payment process. Card and BACS payments are now the main payment methods. We are also working on the redesign of the website.

DONATIONS AND LEGACIES

2020-2021 PROGRAMME– BEDFORD HOUSE

Bedford House Community Association is a registered charity. It does not receive funding apart from the discounted rent offered by Essex County Council and some support in kind such as sponsorship of services (Academy Heating Ltd). Stall holders and local businesses sponsored the raffle at the Winter Craft Fair 2019. It costs approximately £150,000 per annum to run Bedford House and this cost is largely covered by course fees and space hire. Should there be a drop in course income, such as during the lock down, or if rent was increased, this has 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 over the coming months.

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 so that we know why we are receiving a payment and from whom.
- Organise a fundraising activity.
- Become a member of Bedford House (£12 per annum) even if you are unable to join a course. Allow us to claim Gift Aid (£3) on your membership fee (more info below) and add a further 25% to our income (total support of £15).

If you would like to discuss your options, please contact the Centre Manager on 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 or on 020 8504 6668.

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Bedford House Community Association

Charity Number 1178692

Gift Aid**2020-2021 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.

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**2020-2021 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 or telephone the Centre Manager on 020 8504 6668 to discuss options.

A BIG THANK YOU to our sponsors:

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
Hair@No.18	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.

TO BOOK or for more info CALL 020 8504 6668

or email us at ENQUIRIES@BEDFORDHOUSE.ORG.UK

Bedford House Community Association

Charity Number 1178692

MANAGEMENT AND ADMINISTRATION

2020-2021 PROGRAMME– BEDFORD HOUSE

Bedford House Management and Administration

Centre Manager Office@BedfordHouse.org.uk	Lykke Leszczynski	Tues, Weds, Thurs, Fri	
Membership & Space Hire Administrator Enquiries@BedfordHouse.org.uk	Caroline Randall	Mon, Tues, Weds, Thurs	09:00 – 13:00
Course Coordinator Courses@BedfordHouse.org.uk	Ian Purser	Mon, Weds, Thurs	17:45 – 21:45 TT TT = Term time only
Media and Administrative Assistant Admin@BedfordHouse.org.uk	Vacancy	Sat and various shifts	
Finance Officer Accounts@BedfordHouse.org.uk	David Spooner	Weds, Thurs	9:00 – 14:00
Caretaker Via Office@BedfordHouse.org.uk	David Harper	Tues, Thurs	8:00 – 11:00 / 13:00

Please note that all staff work part time 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.

From October 2020 we are aiming to have a member of office staff on site at all times of activity. You can leave a message 24/7 on 020 8504 6668.

Trustees (July 2020)**Area of Responsibility**

Tony Oliva	Chairman
Sylvia Watson	Vice-Chair
Miriam Murphy	Treasurer & Chair of Finance Committee
David Jacob	Chair of Health & Safety Committee
Shan Ali	Chair of Safeguarding Committee
Chris Bennett	Chair of IT Committee
Fiona Wheeler OBE	
Bernard Mooney	
Victoria King MA FRSA	
Olivia Lowe	
Ann Haigh	

The BHCA Board of Trustees does not currently have any vacancies (August 2020) but if you wish to be considered in future please contact the Centre Manager, or Chairman via the Centre Manager, on 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."

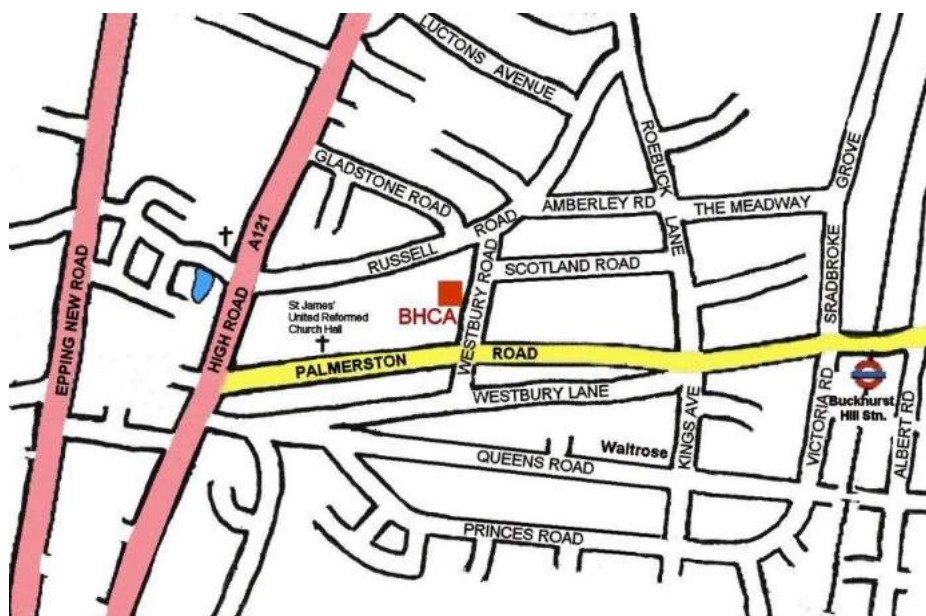
Follow the link above for more information on what it means to be a trustee.

TO BOOK or for more info CALL 020 8504 6668

or email us at ENQUIRIES@BEDFORDHOUSE.ORG.UK

Bedford House Community Association

Charity Number 1178692



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 so please read signage carefully.

Westbury Road currently has parking restrictions between 1-2pm.

From 1st October 2020:

- Amberley Road will become Permit Parking Area Monday to Friday 11:00 to 14:00.
- Scotland Road will become Permit Parking Area Monday to Friday 11:00 to 16:00.

PROGRAMME VERSION 15-09-2020-21 BEDFORD HOUSE PROGRAMME

TO BOOK or for more info CALL 020 8504 6668

or email us at ENQUIRIES@BEDFORDHOUSE.ORG.UK

Bedford House Community Association

Charity Number 1178692

BH

Adult Education & Leisure Activities
in your community

Enquiries: 020 8504 6668

Enquiries@bedfordhouse.org.uk

bedfordhouse.org.uk

4 Westbury Road
Buckhurst Hill
Essex, IG9 5NW



@BHCommAssoc



@bhca_community



Bedford House Community Association