

Summary of Board of Trustees 11 April 2017

In attendance were:

Ian Cotterill (Vice Chairman)
William Armitage
Colin Chatfield (Chairman)
Camilla Hamilton
Terry Hone
Lynda Needham
Robert Riggall
Trevor Saunders
Michael Underwood
Graham Fisher (Chief Executive)
Michael Ambrose (Finance Consultant)
Jas Kaur (Company Secretary)
Alastair Stewart (Head of Charitable Services Development)
Glen Dawson (Head of Marketing and Leisure Development)
Johannah Flaherty (Senior Communications Manager (part of the meeting))
Mark Coles (Head of Property)

Apologies were received from William Armitage. The Chairman welcomed Graham Fisher to his first meeting as the new Chief Executive of the Foundation.

The following items were discussed, noted and/or agreed:

1 – Matters Arising

Scheme of Management Review

A full update on the review will be given to the Board in March 2017.

Three Magnets – Leys Ave

It was confirmed that the issue of seating outside the boundary of the Three Magnets was outside the Foundation's remit and would be referred to Herts County Council.

Access Advisory Group

Following the sad loss of Celia Saunders, it was agreed that a note would be sent to all Governors to ask for expressions of interest to chair the Access Advisory Group.

LearnIT

LearnIT will return to the Foundation at a later date to give a presentation to Governors. A case study of their work would also be shared via the Foundation's communication channels.

Safeguarding Policy

With training confirmed for 15 May, the revised safeguarding policy will be circulated to Trustees.

Trustee Elections

The Board noted that William Armitage and Camilla Hamilton were reappointed to the Board of Trustees as of 27 March for their second and final term which comes to an end on 27 March 2020.

2 – Declarations of Interest

None noted.

3 – Advisory Management Committee (AMC)

Four site visits took place prior to the meeting.

33 Hawthorn Hill – ground floor rear extension

Having reviewed the site and spoken to the neighbours, the AMC did not feel the extension imposed on the neighbours.

The Board agreed with the AMC's recommendation and APPROVED the extension.

30 Sollershott East – first floor extension

The Board considered the application and the AMC's advice and agreed that the plans did not meet the Design Principles as the extension did not complement the character of the original house.

The Board agreed with the AMC and REFUSED consent for the first floor extension. They advised the Heritage Advisory Team to work with the applicant to develop a more suitable design.

21 Waysbrook – resurface and extension of driveway (retrospective)

The AMC recommended that consent was refused due to the hardstanding exceeding 50% of the front of the property. It was agreed that the Heritage Advisory Team will advise the owner about the Design Principles relating to hardstanding.

The Board agreed with the AMC and REFUSED consent to resurface and extend the driveway.

49 West View – ground floor side extension

The Board considered the application and agreed with the AMC that the proposed design was acceptable within the context of the current building.

The Board APPROVED the ground floor extension.

4 – Updated Communications Strategy

The Board was updated about the revised Communications Strategy with a specific focus on modernising how we deliver our communications. A presentation was given on how we can use technology to better reach our community and have more conversations via digital platforms. A discussion also took place about the Foundation's brand and the need to develop this in the future to ensure the community is aware that we fund venues such as the Broadway Cinema and Theatre and Standalone Farm.

The Board NOTED the updated strategy.

5 – Delegated Authorities Matrix

Following the appointment of the new Chief Executive, it was highlighted that the matrix had been updated to reflect where delegations had transferred from the Interim CEO and Vice Chairman.

The Board APPROVED the updated matrix.

6 – Garden City Events

The Board was updated about recent events organised by the Heritage Foundation and the associated press coverage.

The Board NOTED the update.

7 – Board Planner

The Board noted the planner, which provides details of proposed papers for discussion. It was suggested that the planner is shared with the Governors to enable them to see which papers are being discussed at the Board.

The Board NOTED the update.

8 – Health and Safety Report

An update was given about Health and Safety matters that had arisen during the period 28 February – 22 March 2017. Six incidents were reported during that time.

The Board NOTED the report.

9 – Grants Committee

The Board was provided with the minutes from the Grants Committee meeting from 17 March 2017. The grants budget for the financial year is £190,000 and to date £38,411 has been awarded to local groups and individuals. A discussion followed about improving communication with the community to raise awareness of the grants programme and reaching those most in need. It was noted that this was being addressed within the new communications strategy.

The Board NOTED the report.

10 – Any Other Business

Ernest Gardiner Treatment Centre CQC Report

It was noted that CQC report on the Treatment Centre was now available online and would be shared with the Board.