

## Summary of Board of Trustees 9 May 2017



In attendance were:

Ian Cotterill (Acting Chairman)  
William Armitage  
Colin Chatfield  
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)  
David Ames (Head of Strategic Planning and Development)  
Mark Coles (Head of Property)

### **Apologies were received from Johannah Flaherty.**

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

#### **1 – Matters Arising**

##### **Leys Avenue Repairs**

It was confirmed that repairs to pavements on Leys Avenue have been completed with further repairs planned following work by UK Power Networks.

##### **Three Magnets**

Following a meeting with the owners to discuss recent anti-social behaviour, the Board was advised that CCTV cameras were now installed by police at the back of the pub.

##### **Alloro Restaurant**

The Board was advised that the restaurant had put two rows of seating outside with caused access issues for members of the public. A review of their lease and options for improving access are being looked into.

##### **Access Advisory Group**

Following the sad loss of Celia Saunders, members were asked about continuing the group. The group confirmed their interest, and as a result a search for a new Governor chair for the group will continue. David Ames on behalf of the Foundation will chair the meeting in the interim period.

It was confirmed that the status of the group would be reviewed again and discussed in six months' time.

## **LearnIT**

It was confirmed that LearnIT would return to give their presentation in September 2018

## **Safeguarding Policy**

The Safeguarding Policy has been updated and was shared with the Trustees at the meeting

## **Board Visit**

The Board was asked to confirm attendees for a visit to York to meet with the Joseph Rowntree Foundation, a charitable organisation which manages housing in an area with a Scheme of Management

## **2 – Declarations of Interest**

None noted.

## **3 – Advisory Management Committee (AMC)**

### **103 Howard Drive – ground floor side extension**

The Board considered the application and agreed that the plans did not meet the Design Principles as the proposed extension did not retain the character of the original house.

**The Board REFUSED the extension.**

## **4 – Wilbury Hill – Hillfort**

The Board was provided with a report about the Wilbury Hillfort, an Iron Age hillfort located to the rear of Fearnhill School. As the landowner, the Heritage Foundation was asked to be involved in a project to protect and enhance the hillfort as part of a wider Chiltern Hillfort HLF bid.

**The Board AGREED to support the bid and, if successful, agreed to funding of £1,200 a year for four years to assist the project.**

## **5 – International Garden Cities Institute Update**

The Board was provided a paper to update them on the work undertaken by the Institute and its future plans.

**The Board NOTED the update and that the Institute was adding to the knowledge base of residents and also building the profile of Letchworth internationally.**

## **6 – Key Performance Indicators for the Five Year Plan**

The Board was asked to reflect on the progress of the Key Performance Indicators for Year 1 of the 2016-2020 Five Year Plan, under the headings of Unique, Vibrant and Social.

**The Board NOTED the report and approved the Key Performance Indicators for 2017, with the next review taking place in July 2017.**

## **7 – Risk Management**

The Board received the Strategic Risk Register for the organisation. Under SORP 2005, the Foundation is required to undertake formalised Risk Management and refer to how this is managed.

**The Board discussed the Risk Register and NOTED that a more detailed register and a policy for risk management would be presented in December 2017**

#### **8 – 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.**

#### **9 – Board Planner**

The Board noted the planner, which provides details of proposed papers for discussion.

**The Board NOTED the update.**

#### **10 – Health and Safety Report**

An update was given about Health and Safety matters that had arisen during the period 23 March – 25 April 2017. Two incidents were reported during that time.

**The Board NOTED the report.**

#### **11 – Grants Committee**

The Board was provided with the minutes from the Grants Committee meeting from 21 April 2017. The grants budget for the financial year is £190,000 and to date £39,739 has been awarded to local groups and individuals.

More work is being done through the committee to reach wider parts of the community, with visits to the Wilbury and Jackmans' Networking teams planned. Findings from these meetings will be fed back to the Board at a later date.

**The Board NOTED the report.**

#### **12 – Any Other Business**

##### **Dementia Week**

It was raised that the Foundation would be involved with Dementia Week and that if the Board were interested in becoming "Dementia Friends", they would be able to attend the training sessions running at Broadway Cinema.