

Summary of Board of Trustees 14 March 2017

In attendance were:

Ian Cotterill (Acting Chairman)
Colin Chatfield (Interim CEO)
Camilla Hamilton
Terry Hone
Lynda Needham
Robert Riggall
Trevor Saunders
Michael Underwood
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)
Mark Coles (Head of Property)

Apologies were received from William Armitage. The Chairman welcomed Mark Coles to his first Board meeting.

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

1 – Matters Arising

Water Board works – Leys Ave

An update was given on the works by the Water Board on Leys Avenue, which have now been completed. Staff are in touch with the main utility companies and Herts County Council to ensure the Foundation is informed about upcoming works and that any repair works are carried out.

It was mentioned that the seating outside the Three Magnets pub on Leys Ave had extended further on to the pavement area and the terms of the lease would need to be checked to see how much external space is within the curtilage.

Celia Saunders tribute

The Foundation agreed to liaise with members of the Access Advisory Group to discuss a tribute to Celia Saunders.

2 – Declarations of Interest

None noted.

3 – Site visit to the Ernest Gardiner Treatment Centre

The Board visited the Ernest Gardiner Treatment Centre to speak to staff about operational matters as well as the facilities and treatments offered to Letchworth and Baldock residents.

4 – Learn IT – year 1 update

The Board was updated about the positive progress made by Learn IT, which delivers a nurture programme in infant and primary schools across Letchworth. Since early 2016, Learn IT has been supported via the Foundation's grants programme. However, a decision was made by the Board to enter into a three-year partnership to support and expand the nurture programme in Letchworth schools.

The Board AGREED to extend funding for Learn IT to deliver year 2 of the programme.

5 – Safeguarding Policy and Procedure

The Board reviewed a second draft of the Foundation's new Safeguarding Policy and Procedure, which provides guidance to staff, Governors and Board members who attend community events and activities where children and vulnerable adults are present. The Board requested four minor changes to the policy.

The Board REVIEWED and APPROVED the policy subject to the specified amendments being made.

6 – Appointment of Chair and Vice Chair

The Board was asked to note a paper on the re-election of the Chairman and to approve the re-election of the Vice Chair for a term of one year. It was noted that the consultancy agreement between the Foundation and Colin Chatfield to provide his services as Interim Chief Executive Officer would come to an end on 31 March 2017 and following this he would continue to serve as Chair of Trustees.

The Board NOTED the re-election of Colin Chatfield as Chairman for a period of one year from 1 April 2017 to 31 March 2018 and APPROVED the re-election of Ian Cotterill as Vice Chairman from 8 April 2017 to 8 April 2018.

7 – Business and Economic Development (BED) Group

The Board was provided with the minutes from the BED meeting from 24 January 2017. It was agreed that the BED would support the Foundation with drafting a new five year property strategy.

The Board NOTED the minutes.

8 – Garden City Events

The Board was updated about recent events organised by the Heritage Foundation and the associated press coverage. It was noted that strong sales were recorded for Jamie Raven and the Reduced Shakespeare Company and feedback about the programme in general had been positive. An overview of Season 1 will be presented at July's Board meeting.

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 4 - 28 February 2017. Six incidents were reported during that time. The report also highlighted that staff at the Ernest Gardiner Treatment Centre had received Health & Safety Awareness training.

The Board NOTED the report.

11 – Grants Committee

The Board was provided with the minutes from the Grants Committee meeting from 17 February 2017. The grants budget for the financial year is £190,000 and to date £35,779 has been awarded to local groups and individuals.

The Board NOTED the report.

12 – Bird watching hut at Standalone Farm

An update was given on the current state of the bird watching hut at Standalone Farm, which had been badly vandalised and become a hot spot for litter.

The Board AGREED to close the hut and consider how to develop alternative facilities for bird watching enthusiasts.

13 – AMC community representation

It was noted that due to some members retiring from the AMC, the Foundation would be advertising locally for new members to join.

14 – Trustee elections

It was confirmed that Camilla Hamilton and William Armitage have reapplied for another (final) term on the Board of Trustees and that one other application had been received. This means a ballot will be required via post and email.

15 – Scheme of Management Review

The Board was updated on the findings of the review, which set out to improve the process around the Scheme of Management.

The Board NOTED the report and APPROVED the recommended changes to the processes around the Scheme of Management.