

## Summary of Board of Trustees 16 January 2018



In attendance were:

Colin Chatfield (Chairman)  
William Armitage  
Pam Burn  
Ian Cotterill  
Lynda Needham  
Robert Riggall  
Terry Hone  
Michael Underwood  
Trevor Saunders  
Graham Fisher (Chief Executive)  
Jas Kaur (Company Secretary)  
Johannah Flaherty (Senior Communications Manager)  
Alastair Stewart (Head of Charitable Service Development)  
David Ames (Head of Strategic Planning and Development)  
Mark Coles (Head of Property)  
Matthew Peak (Director of Finance)

### **Apologies were received from Glen Dawson.**

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

#### **1 – Matters Arising**

##### **Greenway**

The Board discussed a closed pathway along the Greenway. It was agreed that the environmental team would look into the closure and feedback to The Board.

The Board were advised that some positive suggestions on how to improve Letchworth Gate were discussed at the Governors meeting on 11 January.

##### **Governors Update**

The Board was updated on the resignation of Governor Gareth Hillier due to poor health and other commitments. Mr Hillier had recently been appointed as Nominated Governor by Howard Cottage under the category of Poverty and Welfare. It was noted that the Clubs and Societies registered under this category would be contacted and asked for nominations.

The Board was updated that due to work commitments Tilini Sharland has stepped away from the Families project.

#### **2 – Declarations of Interest**

None.

#### **3 – Regulations Variation Update – Code of Conduct for Trustees**

The Board received an updated Code of Conduct for Trustees that they had provisionally agreed at the 4 December Trustee Away Day. The Code would now be adopted into the Foundation's regulations documents.

**The Board APPROVED the Regulations Document and signed the Code of Conduct for Trustees.**

#### **4 – Committees Update**

The Board was provided with an update on the current Committee memberships by Governors, Trustees and the Executive Team.

**The Board AGREED that:**

- Pam Burn would replace Lynda Needham as the Chair of the Ernest Gardiner Treatment Centre Clinical Committee.
- The term for members of the Audit Committee would be extended for an additional year.
- Kevin Jones would become the Foundation representative on the Sustainability Forum.

**The Board NOTED that:**

- The Artistic Policy needed to be completed to allow the development of the Broadway Steering Group.
- The number of Committees and Groups the Executive represented. The Board thanked members for their time.

#### **5 – Grants Committee**

The Board was provided with the minutes from the Grants Committee meetings held in November and December 2017. The grant budget for 2017 financial year is £190,000 and to date £182,632 of grants have been awarded.

**The Board NOTED the update.**

#### **6 – Any Other Business**

##### **Broadway Cinema/Theatre**

The Board questioned why Christmas messaging remained on display on the canopy three weeks after Christmas. This would be investigated and The Board would be updated.

##### **Key Employee List**

It was agreed that The Board would receive a key employee contact list.