

Summary of Board of Trustees 13 February 2018



In attendance were:

Colin Chatfield (Chairman)
William Armitage
Pam Burn
Ian Cotterill
Terry Hone
Lynda Needham
Robert Riggall
Trevor Saunders
Michael Underwood
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)
Matthew Peak (Director of Finance)

Apologies were received from Glen Dawson and Mark Coles.

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

1 – Matters Arising

Letchworth Civic Trust

The Board were informed that a meeting had been held with the Civic Trust and it was confirmed that the Foundation would be taking up the second position open to them on the Civic Trust.

Broadway Cinema & Theatre Signage

The Board were informed that the delays in changing the signage at the Broadway Cinema and Theatre was due to a lack of available trained staff and poor weather. It was confirmed that this issue had been raised internally and a solution would be reached going forward.

2 – Declarations of Interest

None

3 – 21st Annual Report of the Letchworth Commissioner

The Board received the report from the Letchworth Commissioner for the period 1st January – 31st December 2017. No complaints were received during this period.

The Board NOTED the update

4 – Householder Applications Committee

The Board received the minutes from the January meeting of the committee.

The Board NOTED the update.

5 – Garden City Events

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

The Board asked how the Letchworth Festival events featured in the summer programme for the theatre this year. The Board were advised that a meeting was scheduled with the Letchworth Festival committee to discuss this further.

The Board NOTED the update.

6 – Board Planner

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

The Board NOTED the update.

7 – Health and Safety Report

An update was given about Health and Safety matters that had arisen during the period of January 2018. Three incidents were reported during that time.

The Board NOTED the report.

8 – EGTC Clinical Committee Update

The Board were updated on the decisions of the Clinical Committee meeting in December.

The Board NOTED the update.

9 – Grants Committee

The Board was provided with the minutes from the Grants Committee meeting from 19 January 2018, including a report on the areas where the previous year's grants were used.

The Board NOTED the report.

10 – Charity of the Year

The Board were updated on details of the fundraising for the 2017 Foundation Charity of the Year, as well as an update for approval on the proposed 2018 Charity.

The Board AGREED that Herts Young Homeless would become the 2018 Charity of the Year for the Foundation.

11 – Any Other Business

Natural England Grants and Greenway

The Board were updated on the work the landscaping team had undertaken using the funding from Natural England, as well as the work planned for 2018.

Grass Verges

The Board noted that the verges across the town were not in great condition. The issue was agreed to be raised with the relevant local authority.

Jackie's Drop In

The Board were updated on the accessible gardens at Jackie's Drop In, which had now been completed. It was noted that the gardens had been professionally planed and now looked very attractive.