

Summary of Board of Trustees 13 March 2018



In attendance were:

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

Apologies were received from Lynda Needham, Terry Hone, Glen Dawson and Johannah Flaherty.

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

1 – Matters Arising

Museum Committee

The Board were updated that a meeting of the Museums Committee would be taking place in July 2018.

Orchard Land within Jackmans' Estate

The Board were updated that the Orchard was being investigated to determine whether there are any existing covenants on the land.

2 – Declarations of Interest

None

3 – Appointment of Chair and Vice Chair

The Board discussed applications in relation to the annual appointment of the Board Chair and Vice-Chair. The Board agreed that Colin Chatfield would continue in the role for the coming year, with Pam Burn taking over from Ian Cotterill as Vice Chair.

The Board APPROVED the appointments.

4 – Advisory Management Committee (AMC)

103 Howard Drive

The Board considered the application to add a ground floor side extension and new pitched roof to the garage. The Board agreed with the recommendation of the AMC to approve the application.

The Board APPROVED the application.

4 – Risk Policy

The Board were updated on the new Risk Management Policy and Terms of Reference for the organisation.

The Board NOTED the update.

5 – Householder Applications Committee

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

The Board NOTED the update.

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.

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 of February 2018. 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 16 February 2018. The Board noted the decisions of the committee, where grants totalling £35,000 were awarded.

The Board NOTED the report.

10 – Any Other Business

Farming Subsidy

The Board were updated on the government's consultation regarding revised farming subsidy plans.

Bridge Road – Proposed Works

The Board were updated on proposed works to Bridge Road, which are scheduled for late 2018 and could potentially disrupt the town during the Christmas period. The Board were advised that the Foundation would raise concerns about these works to the relevant parties.

Trustee Positon

The Board were advised that they had received two applications for the vacant Trustee position and that Governors would be provided with voting papers to nominate their choice prior to the next Governor meeting.