

Summary of Board of Trustees 10 October 2017



In attendance were:

Colin Chatfield (Chairman)
William Armitage
Pam Burn
Ian Cotterill
Lynda Needham
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)
Mark Coles (Head of Property)

Apologies were received from Terry Hone, Robert Riggall and Glen Dawson.

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

1 – Matters Arising

Caravan Park Security

It was confirmed to the Board that the Foundation's security contractor, Integrity, was managing the caravan site and that any issues arising on site would be dealt with by them directly.

2 – Declarations of Interest

William Armitage – 87 Spring Road

3 – Advisory Management Committee (AMC)

87 Spring Road

The Board discussed the proposal for replacement doors and windows for this property in the Heritage Character Area.

The Board APPROVED the application

15 Sollershott East – Business Licence

The Board discussed the application for a business licence in the September meeting, with the business licence approved in principle. There were concerns raised that there would be car parking disruption during the business' Christmas events.

The Board were advised that the applicant had taken measures to ensure that parking disruption would not affect the neighbouring residents.

The Board APPROVED the application.

4 – Householder Applications Committee

The Board received an updated Terms of Reference for the Householder Application Committee. It was agreed that any applications to the committee by staff and Trustees should also be considered by the Board.

The Board also received the minutes from the September meeting of the Committee.

The Board NOTED the update.

5 – World Heritage Site Proposal

The Board were updated on a proposal to apply for World Heritage Site designation for the Letchworth Garden City heritage area.

After discussion, it was decided that the Foundation would discuss with other organisations that had already received this status and find out more about the associated challenges with the process.

The Board NOTED the update.

6 – Learn IT

The Board were updated on the progress of the second year of the three year Learn IT programme running in infant, junior and primary schools across the town.

The Board NOTED the update.

7 – Garden City Events

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

The Board discussed the audience numbers for these events, and were informed that a full update on the first year's performance would be given at the January 2018 meeting.

The Board NOTED the update.

8 – Board Planner

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

The Board NOTED the update.

9 – Health and Safety Report

An update was given about Health and Safety matters that had arisen during the period 12 July – 28 August. Three incidents were reported during that time.

The Board NOTED the report.

10 – Grants Committee

The Board was provided with the minutes from the Grants Committee meeting from 15 September 2017. The grants budget for the financial year is £190,000 and to date £106,027 has been awarded to local groups and individuals.

The Board NOTED the report.

11 – Herts Mind Network Grant Application

The Grants Committee had considered a grant award of £30,269 to Herts Mind Network supporting the recruitment of a Wellbeing Coordinator. Due to the amount requested, the application was referred to the Board to make a final decision. The Board agreed with the Grants Committee's recommendation to award the grant.

The Board AGREED to the award of the grant.

12 – Any Other Business

The Cloisters Building

The Board received an update on the Cloisters building, who informed us that they had received funds to refurbish the building, but were awaiting discussions on their rent level at the building before proceeding. The Board were informed that the matter was being looked into and that an update would be given at the November meeting.

Greenway Update

The Board received an update on the Greenway and the grant funding that the organisation receives from Natural England to help with access and maintenance.