

## **Summary of Board of Trustees 8 May 2018**

In attendance were:

Colin Chatfield (Chairman)

William Armitage

Pam Burn

Ian Cotterill

Lynda Needham

Kevin Jones

Robert Riggall

Trevor Saunders

Michael Underwood

Graham Fisher (Chief Executive)

Jas Kaur (Company Secretary)

Mark Coles (Head of Property)

Matt Peak (Finance Director)

Alastair Stewart (Head of Charitable Service Development)

David Ames (Head of Strategic Planning and Development)

### **Apologies were received from Terry Hone and Johannah Flaherty.**

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

#### **1 – Matters Arising**

##### **Area around Colonnade sculptures**

The Board were advised that the trading by the sculptures was being undertaken under a street licence help by Letchworth BID. The Board were updated that the Foundation would go back to the BID to confirm all correct insurances were in place to cover trading in this area.

##### **Ebenezer Howard sculpture**

The Board were updated that the sculpture had been offered to Welwyn Garden City for potential display in the town.

#### **2 – Declarations of Interest**

None

#### **3 – Ernest Gardiner Treatment Centre Clinical Committee Meeting**

The Board were provided with the minutes from the EGTC Clinical Committee meeting held on 5 March.

**The Board NOTED the update.**

#### **5 – Householder Applications Committee**

The Board received the minutes from the March 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 April 2018. Four 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 13 April 2018. The Board noted the decisions of the committee, where grants totalling £4,674 were awarded.

**The Board NOTED the report.**

#### **10 – Any Other Business**

##### **Nominated and General Governor Recruitment**

The Board were updated on the appointments of two nominated Governors as of 21 April. These appointments were:

Adam Grant – Governor in the category of Preservation of the Environment and other items of Historical Interest

Sam Royston – Governor in the category of Welfare and Relief of Poverty

The Board were also updated on the appointment of Gary Mallett as a General Governor as of 1 April.

##### **Answering Service**

The Board were asked about the possibility of introducing an answering service to some of the Foundation's service outside normal working hours.

##### **Howard Cottage**

The Board discussed whether it would be possible to arrange a meeting with Howard Cottage Housing Association to discuss their work.