

LETCWORTH GARDEN CITY HERITAGE FOUNDATION

(Registered Society under the Co-operative and Community Benefit Societies Act 2014.
Registered Society includes a Community Benefit Society)

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 10 JULY 2018 COMMENCING AT 09.00 AM IN THE BOARD ROOM AT FOUNDATION HOUSE, ICKNIELD WAY, LETCWORTH GARDEN CITY

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| Present: | COLIN CHATFIELD (Chairman) | CC |
| | PAM BURN (Vice Chairman) | PB |
| | WILLIAM ARMITAGE | WA |
| | IAN COTTERILL | IC |
| | LYNDA NEEDHAM | LN |
| | ROBERT RIGGALL | RR |
| | TREVOR SAUNDERS | TS |
| | KEVIN JONES | KJ |
| | TERRY HONE | TH |
| In attendance: | Graham Fisher (Chief Executive) | GF |
| | Matt Peak (Finance Director) | MP |
| | Jas Kaur (Company Secretary) | JK |
| | David Ames (Head of Heritage and Strategic Planning) | DA |
| | Alastair Stewart (Head of Charitable Service Development) | AS |
| | Mark Coles (Head of Property) | MC |

| | Action |
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| <p>APOLOGIES, MEMBERSHIP & QUORUM</p> <p>The Chairman reported that notice of the Meeting had been given in accordance with the Rules of the Foundation and that a quorum was present.</p> | |
| <p>MINUTES</p> <p>Minutes of the meeting held on 12 June 2018 were approved and signed by the Chairman as a true record.</p> | |
| <p>MATTERS ARISING</p> <p>Telephone Calls – Answering Service</p> <p>The Trustees were advised that the Foundation’s Operations managers (who are responsible for the service delivery of the Foundation) were tasked with developing a policy, procedure and standards on how the Foundation communicates with the community. The draft document would be shared with at the October Board meeting.</p> | <p>GF (oct)</p> |

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| <p>Orchard</p> <p>TH explained that he had spoken to Liz Towler who had explained that no action could be taken regarding the state of the trees due to rabbit damage. TH agreed to meet Liz on site who would be able provide a thorough explanation why the trees were at 45 degree angle.</p> | <p>DA/TH</p> |
| <p>Petition Regarding Closing Leys Avenue</p> <p>TH advised the meeting that there was a petition that had been sent to Herts County Council regarding the closing Leys Avenue from Friday night to Sunday night so that it is open only to pedestrians. TH confirmed that he would be able to provide more information on this issue at the September meeting.</p> | |
| <p>DECLARATIONS OF INTEREST</p> <p>None</p> | |
| <p>MUSEUM PAPER</p> <p>The Trustees were provided with an update on activities, exhibitions, publications and outreach to local schools undertaken by the Museum Services team within the last 12 months as set out in the paper.</p> <p>The Trustees also noted the forward planning for the Museum Services team with the next three years as set out in the paper.</p> <p>The Trustees noted that Museum Committee will be reconvening to discuss the viable locations for the new museum and would commence with a visit to the Museum in St Albans. The Trustees noted that the Community Museum would be moved to the ground floor at the Goldsmith. The Trustees were mindful that this would reduce the footfall in the arcade and it was noted that other plans need to be considered on how to rejuvenate this area. It was noted that if the community museum did move to the Goldsmith there would still be availability for other artists to exhibit in any free unit space.</p> <p>The Trustees were keen to understand the audiences that attended the events of which how many were Letchworth residents. DA confirmed that the current learning strategy's main strand was the audience development and the project would work on understanding where our audience come from.</p> <p>LN highlighted that a number of people had approached to praise how Josh Tidy presents his talks and his knowledge of Letchworth. DA agreed to pass these comments to JT.</p> <p>DA confirmed that the book sales would not give any financial gain to the Foundation but the sales would be more about spreading the</p> | |

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| <p>word and history of the first garden city and get more visitors in the town.</p> <p>The Chairman asked about the artefacts that have been loaned from North Herts District Council which the Foundation has been restoring and housing for many years. LN agreed to look into the matter to see when the title would be passed to the Foundation.</p> <p>The Trustees NOTED the update and agreed that further analysis would be undertaken in terms of costs/savings associated with moving the Community Museum to Goldsmiths.</p> | <p>LN</p> |
| <p>SAFEGUARDING POLICY</p> <p>The Trustees reviewed the safeguarding policy and noted the amendments that had been highlighted within the paper. The Trustees noted key developments within the policy:</p> <ul style="list-style-type: none"> • The inclusion of a flow chart that enables the organisation to recognise the levels of information and training each staff member should receive • The recognition that for maximum impact training needs to be more practical and tailored to a specific venue or service • The inclusion of a Do's and Don'ts card for all staff to be rolled out in July 2018 • Inclusion of Helen Newman as a Designated Officer and training put in place • Inclusion of reference to safer recruitment of staff • If a disclosure or safeguarding incident is recorded there is more explicit reference to data, why it is needed, how it is used, how it is stored and how long it is kept • Changes in wording Vulnerable Adults are now referred to as Adults at Risk • The inclusion of the lost child guidance sheet <p>Terry Hone shared some amendments that needed to be made to the policy which would be incorporated into the policy. Terry Hone advised that he would be able provide level 2 training and it was important that training was venue specific.</p> <p>It was noted that the policy will be embedded within the Foundation's culture and form part of the induction process and discussed on a regular basis at managers meetings. The Prevent training is about radicalism and this is an areas that requires clarification and whether this should form part of the policy.</p> <p>The Trustees APPROVED the policy with some amendments and delegated their authority to Terry Hone and Alastair Stewart to undertake any further amendments to the policy. It was agreed that the policy should be shared with all staff.</p> | |

GRANTS COMMITTEE

The Trustees were provided with the minutes of the Grants Committee meeting held on 15 June 2018. At this meeting grants of £5,040 were awarded.

| Group | Activity | Award |
|---------------------------------------|---|---------------|
| Letchworth Arts Society Obj ii | Supporting Group Meetings | £500 |
| Hadleigh Social Club Obj ii | Annual Coach Trip | £400 |
| Norton Bowls Club Obj ii | Travel to an invitational match at Hunstanton | £500 |
| Friends and Neighbours Club Obj ii | Coach Trip | £500 |
| Wednesday Drop-In Obj iv | Coach Trip to Old Warden | £140 |
| Total | | £2,040 |

And £3,000 for three properties under the Heritage Grant programme for replacement windows, door and door and side window.

The Trustees NOTED the report.

ERNEST GARDINER TREATMENT COMMITTEE MINUTES

The Trustees were provided with the minutes of the EGTC Clinical Review Committee meeting of 6th June 2018 for noting.

The Minutes were noted.

HOUSEHOLDER APPLICATIONS COMMITTEE MINUTES

The Trustees were provided with the minutes of the HAC Committee meeting of 18th June 2018 for noting.

The Minutes were noted.

BOARD PLANNER

The Trustees noted the Board Forward Planner which provided details of the proposed papers for discussion.

The Trustees NOTED the Board Planner.

HEALTH AND SAFETY REPORT

The Trustees noted the Health and Safety which summarised the accidents and incidents since the 10th June to date. In the period the following were reported:

| Accident reports involving Employees | Incident reports involving Members of Public/ Clients | Incident Reports relating to Foundation premises/ land | Near Miss Reports | Number of verbal abuse incidents |
|--------------------------------------|---|--|-------------------|----------------------------------|
| 0 | 1 | 2 | 0 | 0 |

The Trustees NOTED the report.

GARDEN CITY EVENTS

The Trustees were provided with a paper detailing the recent events organised by the Foundation and the associated press coverage.

The Trustees NOTED the update.

ANY OTHER BUSINESS

TWINNING ASSOCIATION

The Chairman shared a letter with the Board which offered the Chairman or Trustees to join them in Chagney in August. The Chairman was unable to attend and offered the invite to the Trustees. WA advised the meeting that Twinning Association was struggling currently.

BUDDHIST COMMUNITY

LN highlighted that she had received a calls from the Buddhist and another member of the community that the property team had failed to contact them on available premises. MC advised he would look into the matter in terms of the Buddhist and in terms of the other member of the community MC has had arranged some meetings with him.

BID – LIVE SCREENING OF THE ENGLAND WORLD CUP MATCH

The Trustees were advised that BID were screening the semi-final in Leys Square. The Foundation had been approached but had indicated to the BID that we did not support the idea. The Trustees were advised that any damage that may occur from screening would be covered by insurance.

LEP

GF advised that the LEP have confirmed that Letchworth will be one of the three towns in the county that will develop place based approached to the industrial strategy. Appointed some consultants called SKW to carry out the work for us and inception meeting is being arranged. The other towns that have been chosen are Gillstone and Stevenage. GF confirmed that the BED Group have been informed. The Trustees were also advised that the company

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| <p>were going to carry out a free feasibility work on creative workspace hub at Vantage Point and heritage lottery funding would also be sought for the project.</p> | |
| <p>ST CHRISTOPHER SCHOOL CAR PARK EXTENSION</p> <p>Ian Cotterill declared an interest.</p> <p>DA advised that the Hedge (copse) will not be removed to extend the car park. DA advised that the purple maple trees will be removed as they are in poor condition which has been confirmed by the Landscape Architect and replacement will planted and the conifers would be trimmed. DA advised that amended drawings for the planning permission will be submitted by the school to move the access road to establish the extra car parking.</p> | |
| <p>GARDEN CITY MEETING</p> <p>TS was updated on the main points that were raised at the Garden City Meeting which included the rail timetable – GF agreed that he would meet the Rail goers group as concern was expressed from the audience that by cutting services to London it would reduce the number of new residents buying properties in the town. Other questions were around how much money is spent around culture, recycling, increase parking, private rented accommodation.</p> <p>Including Foundation staff there was only 51 people who attended. It was agreed that the format has been in place for a few years and needed changing. Alison Basford suggested whether it should be run as a 6th form debating event who ask questions of the panel. GF agreed to look further into this idea.</p> | <p>GF</p> |
| <p>CLOISTERS EVENT</p> <p>It was noted that this event took place during the football world cup and some 96 people attended the event. It was agreed that overall the event went well. WA highlighted that any events should be measured on outcome against costs to form data mapping. DA advised that VA has been contacted by Cloisters who have indicated that they would be happy to hold as many events as Foundation wishes at the venue.</p> | |
| <p>CYCLING STRATEGY</p> <p>DA advised the meeting that to date the Foundation has received in excess of 150 responses with the consultation still open for a further 10 days.</p> | |
| <p>HERTS FA</p> <p>The Trustees were advised by MC that Herts FA have been awarded a grant of £800k from the Football Foundation to upgrade county ground to all season pitch. MC advised that Herts FA have been in</p> | |

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| <p>contact with him to change the terms of the lease for the all season pitch and have changing rooms. Herts FA will need to take a charge on the property and other clubs will be able to use the pitch.</p> | |
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| <p>There being no further business the meeting was closed.</p> <p>Signed</p> <p>Dated11 September 2018.....</p> | |