

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 13 NOVEMBER 2018 AT 4.30PM IN THE BOARD ROOM AT FOUNDATION HOUSE, ICKNIELD WAY, LETCWORTH GARDEN CITY

Present:	COLIN CHATFIELD (Chairman)	CC
	PAM BURN (Vice Chairman)	PB
	IAN COTTERILL	IC
	LYNDA NEEDHAM	LN
	ROBERT RIGGALL	RR
	TREVOR SAUNDERS	TS
	KEVIN JONES	KJ
	TERRY HONE	TH
	WILLIAM ARMITAGE	WA
In attendance:	Graham Fisher (Chief Executive)	GF
	Jas Kaur (Company Secretary and Head of Governance)	JK
	Matt Peak (Executive Director – Finance)	MP
	David Ames (Executive Director – Stewardship and Development)	DA
	Mark Coles (Executive Director – Property)	MC
	Alastair Stewart (Head of Grants and Partnerships)	AS
	Averil Price (Interim Executive Director – Communities, Culture and Heritage)	AP

Presentation to Staff a Member for 30 years of Service	Action
The Board of Trustees and the staff of the Foundation made a presentation to Jenny Marshall who had served the Foundation as a loyal member of staff for 30 years. To mark the occasion Jenny Marshall was presented with a gift from the Foundation.	
APOLOGIES, MEMBERSHIP & QUORUM	
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. There were no apologies.	
MINUTES	
Minutes of the meeting held on 9 th October 2018 were approved and signed by the Chairman as a true record.	
MATTERS ARISING	
Pix Road	

DA advised that the applicants at Pix Road have been advised of the Trustees decision, and that we are now awaiting a reply from them in regards of an alternative scheme.

Tennis Club

The Trustees were advised that a meeting with the Tennis Club Committee had been held on 13th November with the Planning Officer of NHDC who advised them of their position. They have agreed to remove the car parking spaces in the top row which were adjacent to residential gardens of properties in Baldock Road. The new car parking layby will see the closest space at 13 metres away from the boundary with these properties. DA further advised that they have agreed to undertake a landscaping scheme which the Foundation would specify.

The Dome – DA advised the Trustees that the Tennis Club have indicated to him that the scheme they had proposed relies on the Dome. The funding from the LTA requires a certain amount of income which would be gained from the new indoor courts within the Dome. NHDC's Planning Officer suggested a temporary consent of three years however the Tennis Club Committee confirmed that the LTA would only fund the Scheme based on a longer term use scenario.

The Trustee were asked whether they would approve the installation of the Dome taking into account the proposals put forward by the Tennis Club as set out above.

LN asked if the Dome could be fixed where the existing courts were and those courts to be placed where they were planning for the Dome which would therefore eliminate the issue of the vicinity to the residential properties. DA explained that this was not possible as the Dome required certain amount clearance around the courts and this was the only space that offered sufficient additional space.

DA advised that the Tennis Club had advised that there was a similar Dome in use at Welwyn Tennis Club and the Trustees agreed that before they reach their decision some Trustees should visit this Dome. The Trustees agreed that this was the fairest way to judge the impact of such an installation and agreed the visit. **DA to arrange the visit for the Trustees.**

DA

It was agreed that DA would revert back to the Tennis Club advising that the Trustees welcomed the modification to the proposed additional car park and the additional planting however they felt that the planting would not take away the visual impact of the Dome and that a decision would be taken at the December Board after the visit to the facility at Welwyn Tennis Club.

Trustees

Health and Safety Report

AP advised that all the brought in food does have allergen labelling. The cakes that are sold in the Studio and Gallery are removed from

<p>the original packaging and no details are displayed on the display cake stand. AP advised that labels will now be placed on the cake stands and all staff will be given allergen training prior to the farm opening in 2019.</p> <p>TH advised that AS was arranging the training for in depth safeguarding for all staff.</p>	<p>JK</p>						
<p>Arthur Jarman</p> <p>GF advised the Trustees that he had met with Arthur Jarman. At that meeting AJ confirmed that he would be arranging a meeting with the Arts Forum in the new year to discuss the next steps for the Group.</p>							
<p>DECLARATIONS OF INTEREST</p> <p>None</p>							
<p>GRANTS COMMITTEE</p> <p>The Trustees were provided with minutes of the Grants Committee for noting.</p> <p>The Trustees NOTED the minutes and the awards made.</p>							
<p>HOUSEHOLDER APPLICATIONS COMMITTEE MINUTES</p> <p>The Trustees were provided with the minutes of the HAC Committee meeting of 16th October 2018 for noting.</p> <p>The Trustees NOTED the report.</p>							
<p>HEALTH AND SAFETY REPORT</p> <p>The Trustees noted the Health and Safety report which summarised the accidents and incidents since October to date. In the period the following were reported:</p> <table border="1" data-bbox="272 1592 948 1798"> <thead> <tr> <th data-bbox="272 1592 472 1738">Accident reports involving Employees</th> <th data-bbox="472 1592 738 1738">Incident reports involving Members of Public/ Clients</th> <th data-bbox="738 1592 948 1738">Number of verbal abuse incidents</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1738 472 1798">0</td> <td data-bbox="472 1738 738 1798">1</td> <td data-bbox="738 1738 948 1798">2 HAT related</td> </tr> </tbody> </table> <p>The Trustees NOTED the report.</p>	Accident reports involving Employees	Incident reports involving Members of Public/ Clients	Number of verbal abuse incidents	0	1	2 HAT related	
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<p>GARDEN CITY EVENTS</p> <p>The Trustees were provided with a paper detailing the recent events organised by the Foundation and the associated press coverage.</p> <p>The Trustees NOTED the update.</p>							

ANY OTHER BUSINESS	
There being no further business the meeting was closed.	
Signed	
Dated11 December 2018.....	