

LETCHWORTH 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 12th MARCH 2019 COMMENCING AT 4.30PM IN THE BOARD ROOM AT ONE GARDEN CITY, BROADWAY, LETCHWORTH GARDEN CITY

Present:	COLIN CHATFIELD (Chairman)	CC
	PAM BURN (Vice Chairman)	PB
	IAN COTTERILL	IC
	LYNDA NEEDHAM – LN joined the meeting at 5pm	LN
	ROBERT RIGGALL	RR
	TREVOR SAUNDERS	TS
	KEVIN JONES	KJ
	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
	Stuart Sapsford (Executive Director – Communities, Culture and Heritage)	SS

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. Apologies were received from Terry Hone.	
MINUTES	
Minutes of the meeting held on 5 th February 2019 were approved and signed by the Chairman as a true record.	
MATTERS ARISING None	
DECLARATIONS OF INTEREST	
None	
CREATIVE LEARNING STRATEGY Vicky Axell, Curator joined the meeting	

The Trustees were provided with a paper with a presentation to discuss and approve the creative learning strategy.

The learning strategy was first introduced as part of the Strategic aim to make Letchworth a great place for everyone. The Cultural Learning Strategy's aims to support 3,000 children, young people and their families to access the Foundation's cultural learning programme by 2021.

The Trustees noted the strategy as set out in the Board paper. The Trustees also noted and approved the action plan.

It was highlighted to the trustees that recent visitor research at the Gallery demonstrated that while the town is very strong culture, it showed that 71% of the children were unaware of the offer in the town.

The trustees noted that One Garden City would be used for educational classes with schools linking the classes with the community museum, which will also be based at One Garden City offices.

The meeting was advised that the new Letchworth creative network involving schools and teachers would ensure the demand was there for strategy. The meeting was advised that a plan would be created which would be shared with the schools and they would have just one point of contact from the Foundation to build on these relationships.

WA asked about grant funding and was advised that Arts Council funding cannot be received by individual schools however if the schools form a consortium they are able to create a vehicle for funding from the Arts Council.

TS indicated that he was pleased that One Garden City premises were being used for study which would promote the work of the Foundation.

The Trustee APPROVED the Creative Learning Strategy and thanked Vicky for the update.

Vicky Axell left the meeting.

KPI REPORT – 2018

The Trustees were provided with a paper which outlined the performance results on the KPI's from the 2018 and were asked to note the future plans on improving the key measures.

The collection of KPI's was first initiated in 2017 with revisions to indicators recorded in 2018.

The Trustee noted that the 2019 KPI's would be conducted throughout quarter one and quarter two which would create a suite of measures that

<p>each of the service leads, leadership team and board to better measure performance.</p> <p>The Trustees noted the results of 2018 as set out in the paper.</p> <p>The Trustees noted that the Foundation would be working with a range of stakeholders to explore and understand what the Foundation should be capturing to clearly measure success against the strategic objectives and delivery against the service business plans.</p> <p>The Trustee noted that all activities would be benchmarked against similar services and organisations to ensure that the appropriate targets were set for 2019. The Trustees noted that in order to capture information to improve services different tools may need to be applied which may require new software to be purchased at a cost.</p> <p>The Trustees NOTED that the report and the KPI's for 2018. The Trustees also NOTED that the revised KPI's for 2019 would be brought before the Board in September 2019.</p>	<p>SS – (Sept 2019)</p>
<p>APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN</p> <p>The Chairman and Vice Chairman are appointed by the Trustees on an annual basis as per the Foundation Rules and expressions of interest are sought from the Trustees for these positions on an annual basis.</p> <p>At the closing date of 15th February, expressions received were from Pam Burn for the Chairman's vacancy and Trevor Saunders for the position of Vice Chair. The Trustees noted as both were uncontested they were appointed to the respective positions that they had expressed their interest for a period of one year as long as they remained as Governors during that period.</p> <p>The Trustees NOTED the appointment of Pam Burn as Chair and Trevor Saunders as Vice Chair as of 22nd March 2019 for a period of one year.</p>	
<p>MEMBERSHIP OF THE HERITAGE ADVISORY COMMITTEE</p> <p>As per the Terms of Reference of the Heritage Advisory Committee the Chairman of the Foundation is also required to chair the HAC therefore Pam Burn having been elected as Chair of the Foundation on the retirement of Colin Chatfield at midnight on 21st March would be automatically appointed as Chair of HAC as of 22nd March 2019 or until she retires as Chair of the Foundation or if any changes are proposed to the Terms of Reference of this Committee to the Board of Trustees.</p> <p>The Trustee NOTED the appointment of Pam Burn as the Chair of the Heritage Advisory Committee as of 22nd March 2019 and would remain Chair of this Committee until her retirement as Chair or any changes to the Terms of Reference for this Committee are proposed to the Board of Trustees. The HAC team would share all future HAC meeting dates with PB.</p>	<p>DA</p>

<p>ANNUAL REPORT OF THE LETCHWORTH COMMISSIONER</p> <p>The Trustees were provided with the annual report of the Letchworth Commissioner for noting. The Trustees noted that two complaints had been received during the period (January 2018 to December 2018) which were not maladministration and were outside of the Commissioners remit.</p> <p>The Trustees noted that the Commissioner had failed to reply to one complaint in a timely manner which unfortunately fell through the gaps with the Commissioner. It was agreed that service standard agreements were to be drawn up for the Commissioner.</p> <p>The Annual Report of the Letchworth Commissioner was NOTED.</p>	<p>JK</p>
<p>ELECTION OF TRUSTEES</p> <p>The Trustees acknowledged the appointment of the 2 new Trustees elected by the Governors on 28th February 2018 as set out in the Regulations. The Trustees noted the number of applications received, Liz Fitzgerald, Gary Mallett, Simon Franklin, John Hillson and Denise Poynter, and were pleased with the interest shown and more especially from some of the newer Governors.</p> <p>It was noted that not all Governors had exercised their right to vote which was disappointing as it is a power vested in the Governors to elect Trustees for the Foundation. It was agreed that further consideration would be given to future election procedures.</p> <p>The Trustees noted the appointment of Simon Franklin and Gary Mallett as of 22nd March 2019 as Trustees and looked forward to welcoming them to the Board of Trustee meeting on 9th April.</p>	
<p>REGULATIONS VARIATIONS</p> <p>The Trustees were provided with amended Regulations which included amendment highlighting that all Governors would be required to sign up to the Governors Code of Conduct which was formally adopted by the Governors at their meeting in December 2018.</p> <p>It was noted that at the adoption of the Code of Conduct at the Governors meeting in December two Governors had voted against the Code and one had abstained. One Governor had indicated at that meeting that they would not be signing the Code of Conduct for Governors.</p> <p>From a question raised by a Trustee, the process of elected and nominated governors was explained and noted by the Trustees. The Trustees were advised that all Letchworth residents are eligible to vote however the</p>	

<p>Foundation is only able to purchase the edited register from NHDC and therefore if you have opted out then the process for those community members is to register directly with the Foundation and their entry on the full register is then checked on the full register. A campaign is undertaken at least 9 months before the elections which highlights to residents that if they wish to vote for the elections their names should be on the edited register or they need to give us consent to check out their details. Any nominated categories that deemed to be difficult to register the Board of Trustees would be provided with the application from the Club/Society/Group to determine their application to register as a nominating group.</p> <p>The amended Regulations were approved by the Trustees as set out in the paper and highlighted on the Regulations. The amended Regulations would be updated on the Foundation’s website.</p>	<p>JK</p>
<p>LETCHWORTH HALL HOTEL</p> <p>The Trustee were provided with a paper to approve in principle of the proposed extensions and new block to Letchworth Hall Hotel which was a Grade II listed building and has importance as it pre-dates the Garden City.</p> <p>The Trustees agreed in principle to the proposal to the new block as per the proposal by the Heritage team.</p> <p>The Trustee agreed in principle to the plans provided and agreed that Heritage team work with the Hotel on the Contemporary design and that scheme would then be provided to the board for their approval.</p>	<p>DA</p>
<p>EBENEZER HOWARD STATUE</p> <p>The Trustees were asked to approve the installation of Ebenezer Howard statue (a bronze statue) at the Spirella building.</p> <p>The Trustees agreed that the bronze statue of Ebenezer Howard, which had been gifted to the Foundation by Peter Colvin, would be sited at Spirella Gardens after considering a number of other sites within Letchworth and Welwyn Garden City as this location had the best CCTV coverage which would assist with the security of the statue.</p> <p>The Trustees agreed that a disclaimer should be issued to Mr Colvin advising him where the statue would be sited and the security measures taken to protect the statue. It will also be communicated to Mr Colvin that the Foundation would not be liable to replace the statue if it was ever badly damaged or stolen.</p> <p>The Trustee APPROVED the siting of the statue at the Spirella Building and agreed that the disclaimer be communicated to Mr Colvin of the Foundation discharging any liabilities if the Statue was damaged or stolen.</p>	

WYMONDLEY NEIGHBOURHOOD PLAN

The Trustees were asked to approve in principle the proposed allocation of Wymondley Wood in the Wymondley Neighbourhood Plan, subject to confirmation of the boundaries of the designation.

The Neighbourhood plan has been developed by Wymondley Parish Council as part of the planning policy framework. This space is included as “Local Green Space” which would restrict potential development on the site.

Neighbourhood Development Plans are similar to Local Plans, but at a smaller community level. They include policies on where and what kind of development will be allowed in the parish or neighbourhood area. They can be used to:

- Develop a shared vision for your neighbourhood.
- Choose where new homes, shops, offices and other development should be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

These plans will be part of the overall development plan (the suite of planning policy documents) and should normally be in accordance with the Local Plan, which in this case is the North Herts Local Plan.

The Trustees approved the in principle the proposed allocation of Wymondley Wood within the Wymondley Neighbourhood Plan subject to confirmation of the boundaries of the designation.

2018 CHARITY OF THE YEAR

The Trustees were updated with the monies raised by the staff for their chosen Charity of the Year was Herts Young Homeless and throughout the year the staff had raised funds through individual or group activities a grand total of £3,960.37p and with the pledged match funding from the Foundation Board, Herts Young Homeless were given a total donation £7,920.74.

The funds were raised by staff through the following activities:

- The Garden City Sponsored Walk
- Foundation Coffee Mornings/Cake Bakes/Raffle
- Greenway Day Raffle
- Standalone Farm Events
- City Chorus Christmas Carols
- Plant Sales at Letchworth Food Festival
- Official Christmas Card percentage sales donation
- Collection boxes at Heritage Foundation Charitable Services
- David Ames sleep out at St Albans Cathedral

The Trustees:

Noted the total raised of £3,960.37 and approved a payment of £7,920.24 to Herts Young Homeless.
 Approved that future match funding from the Foundation would have a maximum cap £5,000.

HOUSEHOLDER APPLICATIONS COMMITTEE MINUTES

The Trustees were provided with the minutes of the HAC Committee meeting of 22nd February for noting.

The Trustees NOTED the report.

HEALTH AND SAFETY REPORT

The Trustee were provided with the H&S report which summarised the accidents incidents that had occurred in the period. The Trustees were also asked to approve the Foundations approach to allergen labelling of foods sold by the Foundation at its venues.

The Trustees noted that Defra have commenced a consultation on amending allergen information provisions contained within domestic food information legislation for food prepacked for direct sale. Within the UK it is estimated that 1-2% of adults and 5-8% of children have a food allergy, with around 10 people in the UK dying from allergic food reaction every year.

The three proposals being consulted on are:

Option 1 – Promote current best practice to ensure a safer environment for customers

Option 2 – Mandate visible “ask the staff” labels where full ingredients list or allergen list is not available on the food packaging

Option 3 – this option requires a change in current legislation by forcing businesses to clearly list the name of the food item and identify which of the 14 allergens the pre-prepared food contains.

The Trustees were recommended that the Foundation follow option 2 for all its venues and that the H&S BP will ensure that this is being followed.

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

Accident reports involving Employees	Incident reports involving Members of Public/ Clients	Number of verbal abuse incidents
0	2	0

The Trustees NOTED the report and approved the recommendation of the H&S BP in regards to adopting option 2 at the Foundation’s venues for displaying food allergens.

ANY OTHER BUSINESS	
<p>NHDC ARTFACTCOLLECTION – AGREEMENT</p> <p>The Chairman confirmed that a contract had been signed on 12th March 2019 between the Foundation and NHDC with the agreement that the NHDC collection loaned to the Foundation would become the property of the Foundation. The Chairman thanked LN for her involvement to successfully bringing this issue to a conclusion.</p>	
<p>THANKS TO COLIN CHATFIELD AND IAN COTTERILL</p> <p>The Trustees took this meeting to thank Colin Chatfield for his contribution as Trustee and Chairman to the Board for over 9 years which was greatly appreciated by the staff and trustees.</p> <p>The Trustees noted the work that had been achieved by Colin during his chairmanship, especially in democratising the Foundation from a very close organisation to the openness that it now portrayed.</p> <p>The Trustees also took the opportunity to thank Ian Cotterill for all the work he had put in as a Trustee, Vice Chair and interim chair.</p>	
<p>PIANO AT THE STUDIO AND GALLERY</p> <p>WA advised the meeting that he had heard that the piano located at the Studio and Gallery was being sold and highlighted that he had been asked by one the previous Trustees of the Foundation and who was also the Chairman of the Art Centre (now the Studio and Gallery) had asked that his concerns be raised at the meeting as the piano had been brought through fund raising at the Art Centre and was an asset of the Centre.</p> <p>GF provided the reasons for moving the piano out of the Gallery due to it never being used and taking up too much space as it limits the amount of space that can be used for exhibitions.</p> <p>WA advised the piano cost £3700 when it was first brought. It was noted that options for the piano were being considered.</p>	
<p>There being no further business the meeting was closed.</p> <p>Signed</p> <p>Dated9th April 2019.....</p>	