

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 9TH JULY 2019 COMMENCING AT 4.30PM IN THE BOARD ROOM AT ONE GARDEN CITY, BROADWAY, LETCHWORTH GARDEN CITY

Present:		
	TREVOR SAUNDERS (Chairman)	TS
	SIMON FRANKLIN (part of the meeting)	SF
	ROBERT RIGGALL	RR
	GARY MALLETT	GM
	KEVIN JONES (part of the meeting)	KJ
	WILLIAM ARMITAGE	WA
	HELEN OLIVER	HO
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) (Part of the meeting)	DA
	Mark Coles (Executive Director – Property)	MC
	Stuart Sapsford (Executive Director – Communities, Culture and Heritage)	SS

APOLOGIES, MEMBERSHIP & QUORUM

The Chairman had given her apologies for the meeting and the Vice Chairman took the Chair. The Vice-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 Pam Burn and Terry Hone. David Ames, Kevin Jones and Simon Franklin had provided apologies as they would have to leave during the meeting for other commitments.

The Chairman welcomed Helen Oliver to her first Board meeting.

MINUTES

Minutes of the meeting held on 11th June 2019 were approved and signed by the Chairman as a true record.

MATTERS ARISING

Role of H&S within the Foundation – GF advised that this had not yet been reviewed and this would be completed by the end of September.

All matters arising were confirmed to have been actioned/processed to be actioned.

DECLARATIONS OF INTEREST

None.

ARTISTIC POLICY

SS introduced the Artistic Policy for approval. The Trustees were advised the policy was created to provide a clear articulation of our cultural services vision and to guide internal and external stakeholders of the offer provided by the Foundation within its venues. The policy is an overarching guidance document for all arts, culture and heritage service teams. Each venue would then develop its own related policy specific to its activities.

The Trustees APPROVED the policy.

GRANT BUDGET ALLOCATION

The Trustees were provided with a paper to approve £50,000 grant from the grants budget of £235,000 for the Families Project being undertaken on the Jackmans. The Trustees noted the pilot project would be based on two strands:

Strand 1: Developing social, emotional and behavioural skills as a vehicle to raise educational attainment of children aged 5 attending Garden City Academy.

Stand 2 - Working with local groups to facilitate opportunities to develop local civic capacity and local activity which will complement Strand 1.

The Trustee noted the importance of parental involvement for Strand 1 to be effective. It was also noted that £50k was a small amount to cover the 230 pupils at the Academy.

The Trustee APPROVED the grant of £50,000.

H&S REPORT

The Trustees were provided with the Health and Safety Report for noting and discussion.

The following were noted from the report:

Accident reports involving Employees	Incident reports involving Visitors	Verbal Incidents	Abuse
0	2	0	

The Trustees READ and NOTED the report.

HOUSEHOLDER APPLICATIONS COMMITTEE MINUTES

The Trustees were provided with the minutes of the HAC Committee meeting of 28th June 2019 for noting.

The report was READ and NOTED by the Trustees.

ANY OTHER BUSINESS

None

There being no further business the meeting was closed.

Signed

Dated10th September 2019.....