

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 9 APRIL 2019 COMMENCING AT 5.15PM IN THE BOARD ROOM AT ONE GARDEN CITY, BROADWAY, LETCHWORTH GARDEN CITY

Present:	PAM BURN (Chairman)	PB
	TREVOR SAUNDERS (Vice Chairman)	TS
	SIMON FRANKLIN	SF
	LYNDA NEEDHAM	LN
	ROBERT RIGGALL	RR
	GARY MALLETT	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
	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 Matthew Peak.

The Chairman welcomed Simon Franklin and Gary Mallett to their first meeting as Trustees of the Foundation. They had taken their position as Trustees as of 22nd March 2019.

MINUTES

Minutes of the meeting held on 12th March 2019 were approved and signed by the Chairman as a true record.

MATTERS ARISING

All matters arising were confirmed to have been actioned/processed to be actioned. The main matters arising that were discussed were:

Letchworth Hall Hotel

TH reminded the meeting that one of the major considerations when considering any works to the hotel had to be prospective damage to the ancient church of St Mary the

Virgin which dates back to the 12th /13th century. DA agreed that this would be raised with the owners.

Piano at The Studio And Gallery

The Trustees discussed the proposed disposal of the piano. As no LGCHF location could be identified Trustees were asked to consider other organisations or locations which might benefit from the instrument.

H&S

The H&S report was noted. SF asked how Health and Safety is reported within the Foundation. He was advised that any incidents and accidents are reported on an incident report. GF said that the area of verbal abuse was being under reported as all incidents aren't always reported by the staff.

DECLARATIONS OF INTEREST

None

APPOINTMENT OF CHAIRMAN, VICE-CHAIRMAN AND COMMITTEEMEN TO LETCHWORTH COTTAGES AND BUILDINGS

The Trustees were asked to approve the appointment of the new Chairman and Vice Chairman of the Foundation as Chairman and Vice Chairman of Letchworth Cottages and Buildings Committee of Management. The Trustees were also asked to approve the appointment of Simon Franklin and Gary Mallett as Committeemen to the LCB Committee of Management as of 9th April 2019.

The Trustees approved the appointments as set out above.

COMMITTEES UPDATE

The Trustees considered appointments to committee vacancies.

The Trustees noted that in September 2018 they had agreed that membership to the following groups could be agreed/approved by the Chairman of the group or by the Head of Governance according to the skills and knowledge required for those groups:

- Governor Advisory Groups
- Task and Finish Groups

The Trustees discussed the memberships of the Committees where their approval was required and considered the recommendations made to them.

The Trustees discussed each of the committees as set out in the paper and the memberships of each Committee. The new Trustees were advised of the remit of the Civic Trust and how the grant of £15k is distributed towards books for children going to further education.

In terms of the membership of the Museum Committee DA agreed to look at the terms of reference and how often the Committee should meet to ensure that we remain in line with accreditation by Arts Council England.

There is a vacancy for a Trustee member of the HAC, as current terms of reference require 4 Trustee members and a quorum of 3 to attend meeting. No Trustees put themselves forward to join this Committee which meets monthly on Friday mornings.

There was a suggestion as to whether the HAC could take place in the evenings. DA advised that it would be difficult to have the meetings in the evening all year as site visits could not be undertaken in the winter months when it gets dark early. TS suggested whether photographs or other moving images could be produced so that site visits could be removed. However, on consideration it was agreed that Trustees were unable to get a true reflection and feel of the application without a visit and applicants and objectors appreciated the opportunity to meet with the decision makers in the Committee. It was therefore agreed to review the terms of reference, this may include alternative meeting arrangements or a reduction in the number of Trustees on the Committee and increase the number of Governors. DA agreed to review the terms of reference at the next HAC meeting and present these to the next Board meeting.

The Trustees:

- **Approved the appointment of Trevor Saunders to the LCB Investment Committee from the 9th April 2019 for a period of three years.**
- **Agreed that Sue Plummer should be asked to be the Governor representative on the Ernest Gardiner Treatment Centre Clinical Committee as per remit of being the Nominated Governor for Health.**
- **Approved the current membership on Museum Committee as Colin Chatfield, Pam Burn, and William Armitage**
- **Approved Kevin Jones as the Foundation's Trustee representative to the Civic Trust alongside Ian Mantle. The Company secretary will write to the Chairman of the Civic Trust to advise them of the Foundation's membership to the Trust.**
- **Approved the membership of the Audit Committee as it currently stood and agreed that the one Governor vacancy be filled by asking for expressions of interest from Governors with a role spec of the skills required. The Company Secretary and the Chairman of the Committee to formulate the role spec.**
- **Approved the Appointment of Kevin Jones as the Chairman of the Grants Committee as of 9th April 2019 and agreed that the expressions of interest are sought from Governors once a role spec has been formulated with the Chair/Alastair Stewart and the Company Secretary of the current skills requirements for this Committee.**
- **Noted that Roger McIntyre-Brown could retire from the Grant Committee in July 2019 when his first term of 5 years as a General Governor comes up for rotation. PB agreed to contact RMB to find out what his plans are.**
- **Agreed that the terms of reference for the Householders Application Committee be reviewed to consider alternative meeting arrangements or an amendment to the number of Trustee and Governor members on this Committee. DA will present the new terms of reference for approval at the May Board meeting after they have been discussed at the next Householder's Applications Committee.**

HOUSEHOLDER APPLICATIONS COMMITTEE MINUTES

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

The Chairman asked the Executive if staff from the HAC had gone back to discuss possible options with the residents at Willian Way. DA advised that he would check with his team and report back. The Trustees noted that a paper for board decision will be presented to the May meeting on this property.

The Trustees NOTED the report.

ANY OTHER BUSINESS

There being no further business the meeting was closed.

Signed

Dated14th May 2019.....