

## LETCWORTH GARDEN CITY HERITAGE FOUNDATION

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

Registered Society includes a Community Benefit Society)

### **PART I MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 8<sup>th</sup> OCTOBER 2019 IN THE BOARD ROOM AT ONE GARDEN CITY, BROADWAY, LETCWORTH GARDEN CITY**

|                       |                                                                          |           |
|-----------------------|--------------------------------------------------------------------------|-----------|
| <b>Present:</b>       | PAM BURN (Chairman)                                                      | <b>PB</b> |
|                       | TREVOR SAUNDERS (Vice -Chairman)                                         | <b>TS</b> |
|                       | SIMON FRANKLIN                                                           | <b>SF</b> |
|                       | ROBERT RIGGALL                                                           | <b>RR</b> |
|                       | GARY MALLETT                                                             | <b>GM</b> |
|                       | KEVIN JONES                                                              | <b>KJ</b> |
|                       | TERRY HONE                                                               | <b>TH</b> |
|                       | WILLIAM ARMITAGE                                                         | <b>WA</b> |
|                       | HELEN OLIVER                                                             | <b>HO</b> |
| <b>In attendance:</b> | Graham Fisher (Chief Executive)                                          | <b>GF</b> |
|                       | Jas Kaur (Company Secretary and Head of Governance)                      | <b>JK</b> |
|                       | Matt Peak (Executive Director – Finance)                                 | <b>MP</b> |
|                       | David Ames (Executive Director – Stewardship and Development)            | <b>DA</b> |
|                       | Mark Coles (Executive Director – Property)                               | <b>MC</b> |
|                       | Stuart Sapsford (Executive Director – Communities, Culture and Heritage) | <b>SS</b> |

#### **APOLOGIES, MEMBERSHIP & QUORUM**

The Chairman reported that the notice of the meeting had been given in accordance with the Rules of the Foundation and that a quorum was present.

Helen Oliver provided her apologies as she would have to leave the meeting at 6.30pm to fulfil another commitment.

#### **MINUTES**

Minutes of the 289<sup>th</sup> meeting held on 10<sup>th</sup> September 2019 were approved and signed by the Chairman as a true record.

**MATTERS ARISING**

**Health and Safety**

The Trustee were advised that that by the due date only 2 replies had been received for the H&S Management Tender. The tenders would be considered by the Head of Governance and Company Secretary, and the Executive Director for Communities, Culture and Heritage.

**DECLARATIONS OF INTEREST**

None.

**HERITAGE ADVISORY COMMITTEE (HAC) MINUTES**

The Trustees were provided with the minutes from HAC meeting of 27<sup>th</sup> September 2019.

The Trustees NOTED the minutes.

**ANY OTHER BUSINESS**

None

**There being no further business the meeting was closed.**

Signed .....

Dated .....12<sup>th</sup> November 2019.....