

## LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

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

Registered Society includes a Community Benefit Society)

### **PARTS I, II AND III MINUTES OF THE 299<sup>th</sup> BOARD OF TRUSTEES MEETING HELD ON 24<sup>th</sup> NOVEMBER 2020 BY TELEPHONE CONFERENCING DUE TO THE COVID-19 PANDEMIC**

<b>Present</b>	PAM BURN (Chair)	<b>PB</b>
	TREVOR SAUNDERS (Vice Chairman)	<b>TS</b>
	GARY MALLET	<b>GM</b>
	KEVIN JONES	<b>KJ</b>
	HELEN OLIVER	<b>HO</b>
	ROBERT RIGGALL	<b>RR</b>
	ROGER MCINTYRE-BROWN	<b>RMB</b>
	SIMON FRANKLIN	<b>SF</b>
	TERRY HONE	<b>TH</b>
	CHRIS PATTISON	<b>CP</b>
<b>In attendance:</b>	Graham Fisher (Chief Executive)	<b>GF</b>
	Matt Peak (Executive Director – Finance)	<b>MP</b>
	David Ames (Executive Director – Stewardship and Development) – Part of the meeting	<b>DA</b>
	Mark Coles (Executive Director – Property)	<b>MC</b>
	Stuart Sapsford (Executive Director – Communities, Culture and Heritage)	<b>SS</b>
	Jo Walker (Governance Support Executive)	<b>JW</b>
	Emma Santos (Finance Business Partner) (Part)	<b>ES</b>
	Emma Hone (Administrator – Heritage and Strategic Planning) (Part)	<b>EH</b>

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

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

#### **MINUTES**

Minutes of the meeting held on 8<sup>th</sup> September 2020 were approved and signed by the Chairman as a true record.

There were no matters arising.

#### **DECLARATIONS OF INTEREST**

Helen Oliver

#### **GOVERNOR RE-APPOINTMENT**

Pam Burn's first term as a General Governor ends in January 2021. She has applied for re-admission for a second final term from January 2021 to January 2026.

**All AGREED to re-appoint Pam Burn for a second and final term as a General Governor**

**CEO's REPORT**

The Letchworth CRT video had several thousand hits.

The Heritage Foundation retained the services of Hempsons.

A new Community Awards Panel was agreed by the Board, nominations would be asked for from the community with awards made in January.

**UPDATE FROM THE EXECUTIVE DIRECTOR – PROPERTY**

The transfer of operations from Rapleys to Saville's was confirmed and should be completed in February 2021.

A number of Leases were completed including Vasanta Hall, The Arcade, Leys Avenue, Station Road and The Wynd

**GRANTS REPORT**

Grants totalling £67,184 were awarded to:

Tilehouse Counselling, (£13,904,) Wilbury School, (£1,000,) The Foodbank, (£14,280) and the Acorn Project (£50,000).

**PAPERS TO NOTE**

Applications were approved for:

Lapwing Dell – Replacement windows and door

The Quadrant – PV Panel array

Shott Lane – Two storey side and ground floor rear extension

Bell Acre – Replacement Cladding

Lytton Avenue – New soil pipe and vent on front elevation

West View – Ground floor rear extension

There has been a total of 911 applications so far this year.