

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 300th BOARD OF TRUSTEES MEETING HELD ON 26th JANUARY 2021 BY TELEPHONE CONFERENCING DUE TO THE COVID-19 PANDEMIC

Present	PAM BURN (Chair)	PB
	TREVOR SAUNDERS (Vice Chairman)	TS
	CHRIS PATTISON	GM
	KEVIN JONES	KJ
	HELEN OLIVER	HO
	ROBERT RIGGALL	RR
	ROGER MCINTYRE-BROWN	RMB
	SIMON FRANKLIN	SF
	TERRY HONE	TH
In attendance:	Graham Fisher (Chief Executive)	GF
	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
	Jo Walker (Governance Support Executive)	JW

APOLOGIES, MEMBERSHIP, QUORUM, MINUTES and MATTERS ARISING

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 Gary Mallett.

Minutes of the 299th meeting held on 24th November 2020 were approved and signed by the Chairman as a true record.

There were no matters arising

Declarations of Interest – None

ELECTION of CHAIR and VICE-CHAIR

Pam Burn was re-elected as Chair for a further year until March 2022. Trevor Saunders was re-elected as Vice-Chair until December 2021 when his tenure as a Trustee comes to an end.

CEO's REPORT

Elections

Due to the restrictions in place for COVID-19, the elections for governors have been postponed. A rescheduled date has yet to be finalised.

Trustee Appointments

Kevin Jones has been re-appointed as a Trustee for a second and final term of 3 years.

Letchworth Commissioner

Paul Barnes has been appointed as the new Letchworth Commissioner by the Law Society.

PAPERS TO NOTE

Householder Applications

There has been a total of 762 residential applications in 2020, an increase of 59 in 2019. There were also 314 requests for pre-applications advice.

ANY OTHER BUSINESS

Vaccine Centres

Working with the NHS, a COVID-19 vaccination centre has been set up on Business Centre East. Another will be set up on the ground floor of the old Grammar School. The car park at the Spirella Building and the HF head office car park on Broadway have been allocated as rapid testing stations.

NEXT MEETING

9th March 2021 at 16.30.