

LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

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

Registered Society includes a Community Benefit Society)

SUMMARY of MINUTES OF THE 301st BOARD OF TRUSTEES MEETING HELD ON 9th MARCH 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 300th meeting held on 26TH January 2021 were approved and signed by the Chairman as a true record.

There were no matters arising

Declarations of Interest – None

CEO's REPORT

Working from home will continue, with a phased return in accordance with Government guidelines.

The updated Safeguarding policy was approved by the Board.

The Equality Diversity and Inclusion review commenced with the appointment of diversity champions drawn from every department within the Heritage Foundation. It is hoped to have a policy in place by the end of 2021.

Governor elections were postponed pending the Governance review outcomes.
The GDPR gap analysis is being reviewed and an action plan agreed.

It's hoped to re-open Standalone Farm in April and Broadway Cinema in May. Staff testing and recording is taking place.

Funding of £30,000 for Letchworth BID has been awarded.

EXECUTIVE DIRECTOR – COMMUNITIES, CULTURE and HERITAGE

Letchworth Culture Committee has been set up to develop a culture strategy which will be used to secure funding for the minimum cultural offer.

We are looking at creating a series of flagship projects and to seek funding for these from Arts Council England and the Heritage Lottery.

Working with the Letchworth Culture Committee our two key aims are to be known for our cultural offer and to ensure that arts, culture and heritage are accessible to all.

PAPERS TO NOTE

Householder Applications

There have been 68 residential applications so far in 2021. There were also 32 requests for pre-applications advice.

Applications

Refused – Grange Road, Rear dormer

Approved – Croft Lane, Porch

Approved – Laurence Avenue, Rear and side extension

Approved (in principle) – Cashio Lane, Rear extension

Approved – Cloisters Road, Outbuilding

Approved – Norton Road, Demolition and replacement of garage

Commercial Property Transactions

6 Commercial leases were completed 26th January to 1st March 2021

NEXT MEETING

27th May 2021