

## 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 302<sup>nd</sup> BOARD OF TRUSTEES MEETING HELD ON 27<sup>th</sup> MAY 2021 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>
	CHRIS PATTISON	<b>GM</b>
	GARETH HAWKINS	<b>GH</b>
	KEVIN JONES	<b>KJ</b>
	ROBERT RIGGALL	<b>RR</b>
	ROGER MCINTYRE-BROWN	<b>RMB</b>
	TERRY HONE	<b>TH</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)	<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>

#### **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 Simon Franklin.

The Chair welcomed Gareth Hawkins to his first Trustees meeting

Minutes of the 301<sup>st</sup> meeting held on 9<sup>th</sup> March 2021 were approved and signed by the Chairman as a true record.

There were no matters arising

Declarations of Interest – None

#### **EXECUTIVE DIRECTOR – FINANCE**

Statutory Accounts for 2020 were presented.

#### **CEO's REPORT**

Standalone Farm reopened in April, along with the Broadway Cinema and Broadway Gallery this month with good attendance at all venues.

Mental Health week was promoted encouraging staff to get involved and we are pursuing mental health first aiders.

The on-street café culture has proved very popular following the easing of lockdown restrictions permitting outdoor social activities.

**EXECUTIVE DIRECTOR – COMMUNITIES, CULTURE AND HERITAGE**

The Board approved investment in Standalone Farm to improve the infrastructure and implement a strategy to create an offer that delivers educational, social, play, leisure and wellbeing opportunities for children, young people and families from Letchworth and surrounding areas, with a strong focus on environmental sustainability. We will also consider how we can create an expanded and complementary offer, that links through to the Heritage Foundation’s key leisure, arts, culture and heritage priorities.

**PAPERS TO NOTE**

Commercial Property Transactions

10 Commercial property transactions were completed during March and April 2021

Grants Committee 26<sup>th</sup> March

Grants under the Moving Forward Grants Programme totalling £40,908 were awarded to:

- Friends of Norton Common – new equipment,
- Growing People – Horticultural Therapy Project
- MS Therapy Centre – Oxygen manager salary
- MS Therapy Centre – Business Development Consultant
- Letchworth Swimming Club – Coaching Qualifications
- Transition Town Letchworth – Cycle Trailer
- WISPA – Small Portacabin
- North Herts Bowls Club – Gazebo and Covid Equipment
- Letchworth Corner Sports Club – Building repairs
- Kings Community Church – Medium Portacabin

Short films are being made to showcase the work of the Citizens Advice, the Settlement and the Best Before Café.

A Social Action and Commissioning Project was agreed by the Board. Social Action is defined as people coming together to help improve their lives and solve the problems that are important in their communities. It can include volunteering, giving money, community action or simple neighbourly acts. The Commissioning Programmes will enable the Foundation to focus its approach to facilitate the support necessary to have a positive long term impact.

**NEXT MEETING 22<sup>nd</sup> June 2021**