

LETCWORTH 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 305th BOARD OF TRUSTEES MEETING HELD ON 23rd November 2021 AT LEP (Local Enterprise Partnership) BOARDROOM, ONE GARDEN CITY, BROADWAY, LETCWORTH GARDEN CITY, SG6 3BF

Present	PAM BURN (Chair)	PB
	GARETH HAWKINS (Vice-Chair Elect)	GH
	CHRIS PATTISON	CP
	ROBERT RIGGALL	RR
	ROGER MCINTYRE-BROWN	RMB
	SIMON FRANKLIN	SF
	TERRY HONE – HCC Nominated Trustee	TH
	IAN MANTLE – NHC Nominated Trustee	IM
In attendance:	Graham Fisher (Chief Executive)	GF
	Matt Peak (Executive Director – Finance)	MP
	Mark Coles (Executive Director – Property)	MC
	Stuart Sapsford (Executive Director – Communities, Culture and Heritage)	SS
	Jo Walker (Governance Support Executive)	JW

APOLOGIES, MEMBERSHIP & QUORUM

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 Trevor Saunders, Kevin Jones and David Ames.

The Chair welcomed Ian Mantle as the NHC nominated trustee.

COMMUNITIES, CULTURE and HERITAGE

Stuart provided an update on the Quarter 3 KPIs (Key Performance Indicators) and CCH department

Standalone Farm

The NPS (Net Promoter Score) score for season ticket holders had fallen slightly while for those that bought a day ticket, the NPS score was up. Strong sales for the year.

Kickstarters

The HF (Heritage Foundation) had engaged several kickstarters who were adding significant capacity on Greenway events, research and communications and providing useful feedback for the Gallery and Standalone Farm. The kickstarters gave very useful insight into how HF engaged with young people, what we had seen so far was impressive.

The Equalities, Diversity and Inclusion policy and strategy continues to be worked on both internally and with external trainers. The first EDI survey has been completed and a draft EDI policy is in development to be presented to the Board in March 2022

CEO's REPORT

Governance Review

Work is continuing to implement the governance review actions and Appointed Trustee recruitment is underway. Governor role review group set up.

Garden City Meeting

It's planned to hold this in June 2022

Community Awards

- These are being held again this year and 3 Trustees were asked to be judges.
- Categories include
 - Young people award (in partnership with Highfield School)
 - Business award
 - Community award
- The winners to be announced in January.

Shop Local

- Data shows the town centre footfall is still low compared to 2019. There is still less railway use, showing Letchworth has a lot of home workers now. Co-workspace development is still being followed up but proving financial viability is difficult.

Strategic Plan

- Work has started on the next 5-year plan.
- To include a young people led research project with Highfield School asking young people in Letchworth what they like about Letchworth and what's missing.

Trustee Recruitment

- 19 applications were received from people interested in becoming appointed governors to the HF.

Greenway

- Groundwork maintenance, benches and new signage were all being implemented.
- There has been a shift in how the Greenway is used and it's more popular than ever.

Several policy updates approved including Data Protection/GDPR.

FINANCE

Group Budget 2022

- The budget focuses on rebuilding after the pandemic.
- Operational costs were cut significantly in 2020, which gives context to some of the increases for 2022 as we add in more resource for HAC (Householder Applications Committee) and IT and new resourcing for fundraising. Overhead costs still significantly below 2020 budget.
- Property income is stable and increasing slightly but still significantly below 2020 levels.
- Spending less on overheads allows more to be spent on charitable objectives.
- Headline figures show a year-on-year increase in charitable operating expenditure
- Venues performing better but cinema is still below 2020. Fundraising income already performing well against budget target.
- Capital expenditure for charitable venues also increases for 2022 with considerable investment in the Farm in line with the Standalone strategy.

The budget 2022 was approved.

PAPERS TO NOTE

Householder Applications Committee

- Jackmans Place, Garage conversion – Refused
- Cloisters Road, 2 storey extension – Approved in principle
- Mullway, rear extension – Approved
- Gernon Walk, windows, retrospective consent – Approved
- Mullway, rear extension – Approved

- Broadcroft, rear extension – Approved in principle
- Norton Way North, front extension – Refused
- Baldock Road – pre-app advice

A total of 837 residential applications submitted and 294 requests for pre-application advice up to the end of December 2021, running total of 1,131. These totals are consistently higher than the numbers for 2019 (706 for the full year) and 2020 (762 for the full year).

Commercial Property Transactions

- 12 Commercial Property leases were reported as granted/renewed

NEXT MEETING 25th January 2022

There being no further business the meeting was closed at 21:12.