

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 306th BOARD OF TRUSTEES MEETING HELD ON 25th JANUARY 2022 BY VIDEO CONFERENCING

Present:	PAM BURN (Chair)	PB
	GARETH HAWKINS (Vice-Chair Elect)	GH
	CHRIS PATTISON	CP
	KEVIN JONES	KJ
	ROGER MCINTYRE-BROWN	RMB
	SIMON FRANKLIN	SF
	TERRY HONE – HCC Nominated Trustee – left the meeting at 19:15	TH
	IAN MANTLE – NHC Nominated Trustee	IM
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

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 received – None

Welcome all.

MINUTES

Minutes 67/11/21 to 90/11/21 of the 305th meeting held on 23rd November 2021 were agreed and signed as a true record.

The actions from the minutes were noted.

Any queries have been notified to and taken up by, the relevant person.

POINTS TO NOTE

GF shared points to note:

- The Garden City meeting for February will not be going ahead due to Covid and the government's Plan B. The Town meeting for 29th June is still going ahead and will combine both 2020 and 2021 reports.

ELECTION OF CHAIR AND VICE-CHAIR

Gareth Hawkins was elected as Chair.

Chris Pattison was elected as Vice-Chair. These appointments take effect on 26th January 2022 for one year.

PB congratulated both appointees.

Trustee appointments

The paper is taken as read.

Appointed Trustees

- The date of registration of the Rule changes with the FCA (Financial Conduct Authority) is formally recorded as 7th February 2022

PB asked for a vote to agree the acceptance of the four applicants for the positions of Appointed Trustees and General Governors as listed below:

- Amanda Egbe
- Joanne Dew
- Lucy Gravatt
- Michael Collins

The four recommended Appointed Trustees to be sent confirmation on their appointments. Their term of office will start on 8th March 2022.

ACTION – Following the retirement of Pam Burn as a Governor and Trustee there are now two vacancies for Elected Trustees. The Board agreed to hold an election for Elected Trustees from the governors.

CEO's REPORT

The report is taken as read

Governance – Papers for adoption.

Regulation changes to include:

- The removal of 'he' and the use of singular they pronoun throughout.
- The inclusion of new class of Trustee 'Appointed Trustee'
- Include additional changes to how Trustees are recruited and appointed.

The Trustees AGREED to formally adopt the changes to the Regulations

The Trustees AGREED to formally adopt the changes to the Trustee Code of Conduct.

The policy follows the guidance set out by the Charity Commission and the Charity Code of Conduct and formally records how people should absent themselves from meetings where there is a conflict of interest, and a decision is to be made.

The Trustees AGREED the policy was broadly acceptable with more clarity required regarding Collective Responsibility.

The TRUSTEES agreed that register of interests would be kept private. A statement will be added to the HF website to say that HF is not a public authority and, although interests are declared and audited every year, they are kept private.

Governor Role Description

13 responses have been received to the governor role description survey, which were broadly supportive. Several changes were made, and a full report will go back to the Governor Role Review Group (GRRG) for final approval.

The Trustees AGREED on the approach being taken for the Governor Role Description.

2022 Elections

A commissioning exercise has been carried out for an independent body to run the 2022 governor elections. UK Engage have been selected and Trustees formally agreed their appointment.

The Trustees AGREED to appoint UK Engage for the 2022 governor elections.

Strategic Update

The paper is taken as read.

Progress review 2021 Business Plan

An update report on 2021 Business Plan highlighted good performance in a number of key areas of operations including early years support, Greenway use, housing development, grant funding including social action and financial resilience as well as culture and heritage. Progress on other objectives including Shop Local and economic development had been more challenging.

Equality, Diversity, and Inclusion.

A draft policy statement is being prepared by the EDI Allies Group and internal staff training is about to start. The Allies Group are 14 members of staff drawn from all the teams within HF who will promote EDI.

Covid restrictions

About a fifth of HF staff have had Covid, which has had an enormous impact on HF, including the closure of the Cinema but there do not seem to be any lasting effects. The H&S manager is updating the working practices around Covid as the guidelines change. Home working has ended and the office building at 1GC is now open.

The Trustees NOTED the Strategic Update

EXECUTIVE DIRECTOR – COMMUNITIES, CULTURE and HERITAGE

The paper is taken as read.

Points to note.

- This is an exciting time for CCH and the collaborative approach to developing the Letchworth Culture Strategy is the right one.
- Main drivers are to create a collaborative approach and to develop the network and Letchworth as a place to visit for arts and culture with a range of economic, learning and wellbeing outcomes.
- We need to develop people's wellbeing within the town and to promote the town.
- The 2018 BOP report made a series of recommendations as to what we should be doing. Reflecting on that, this strategy draws on everything in that report.
- Now consulting with community on the draft strategy and would appreciate it if trustees (and governors) could complete the consultation available via the link in the report and share it with your networks.
- The strategy will be launched in June 2022 via the festival.
- We have reformed the Letchworth Festival committee to do this, a group of energised individuals we are working with to define the offer.
- HF will play the role of the leader and driver for the cultural strategy and to take the town with us.

The Trustees NOTED the report

EXECUTIVE DIRECTOR – FINANCE

The paper is taken as read.

**The Trustees NOTED the change in method for annual investment property valuations
The Trustees NOTED Beaver and Struthers’ audit planning document for the 2021 year-end audit**

The Trustees APPROVED the appointment of RSM as the internal auditors.

BDC – OPERATION REGENERATION

RMB introduced the paper and asked for the Board’s approval on item 3.2, views on item 3.3 and to allow the consideration of carrying on with GF at item 3.4.

The Trustees AGREED to support items 3.2 Objectives, 3.3 Terms of Reference and 3.4 Delegations of the report.

PAPERS TO NOTE

- Management accounts to Nov 21
- Statutory Completions
- HAC (Householder Applications Committee) minutes and HAS (Heritage Advice Service) report
- Property Transactions
- Property Report

The Trustees NOTED the above papers

Retirement letters from Robert and Trevor

GF will circulate the ‘farewell’ letters from Trevor and Robert.


Goodbye from Pam Burn

PB thanked all for six interesting and at times, challenging, years as a governor and Trustee and commented that, as volunteers, trustees do not get enough appreciation from the town. PB wished GH and CP luck in their future roles and thanked them and GF for their personal support over the past few months.

The Board and LT thanked PB.

NEXT MEETING 8th March 2022

There being no further business the meeting was closed at 20.30

Signed 

Dated 8th March 2022