

LETCWORTH GARDEN CITY HERITAGE FOUNDATION

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

Registered Society includes a Community Benefit Society)

PARTS I AND II MINUTES OF THE 311th BOARD OF TRUSTEES MEETING HELD ON 20th SEPTEMBER 2022 AT ONE GARDEN CITY, BROADWAY, LETCWORTH GARDEN CITY, SG6 3BF

Present:	GARETH HAWKINS (Chair)	GH
	AMANDA EGBE (Part)	AE
	JOANNA DEW (Part)	JD
	JOHN COLING	JC
	JOHN HILLSON	JH
	KEVIN JONES (Part)	KJ
	LUCY GRAVATT	LG
	MICHAEL COLLINS	MiC
	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
	Mark Coles (Executive Director – Property)	MaC
	Matt Peak (Executive Director – Finance)	MP
	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 from

David Ames

The Chair welcomed all to the meeting

MINUTES

Minutes of the 310th meeting held on 5th July 2022 were agreed and signed as a true record.

DECLARATIONS OF INTEREST

Ian Mantle – CEO's Report, Terry Hone – Norton School playing fields

STRATEGIC REPORT

GF presented the strategic report with updates arising from the policy decisions at the Board awayday in July on the long term financial plan. There was a request for £225k to fund PPM condition and EPC surveys across the investment portfolio. These were necessary to ensure properties have the required ratings according to government guidelines. It was made more difficult as the rules change from time to time. A further request for £75k to implement a property management system.

The Trustees APPROVED in principle a budget of £225k to fund condition survey.
The Trustees APPROVED, in principle, £70k to implement a property management system.

CEO's REPORT

Points to note

- John Coling and Simon Franklin's terms as governors end on 14/11/22 and both wish to continue.
- Governor elections conclude at the end of September and we should have six new governors
- Requests for nominated governors for the categories of Sport, Other Leisure Activities and Health have been sent to registered clubs and societies.
- An amendment has been made to the governors code of conduct.
- A Remuneration Committee for HF has been convened.
- £20k of grants funding was allocated for a crisis energy payment scheme for charities within LGC.

EXECUTIVE DIRECTOR – COMMUNITIES, CULTURE and HERITAGE

Points to note

- Standalone Net Promoter Score (NPS) was excellent 85% at recent survey.
- The Cultural Learning programme is once again being delivered to schools.
- The Board agreed that an Arts, Culture and Heritage Committee should be set up to look at resources, fundraising and action planning.

EXECUTIVE DIRECTOR – FINANCE

- There has been a decrease in the rent arrears
- Void holding costs were high but not as high as originally predicted.
- The amount of financial support for the Cinema is higher than previously expected.
A full report will be presented to the November Board

EXECUTIVE DIRECTOR – PROPERTY

A lease extension was granted to Letchworth Hall Hotel.

HOUSING APPLICATION COMMITTEE REPORT

Pascal Way – Single storey rear extension – Approved

Pasture Way – Two storey rear extension, two storey side extension, first floor garage extension, single storey side extension – Refused

Wheathill – Ground floor rear extension – Approved

Meadow Way – Dormer windows to rear roofslope and rooflight to side elevation – Approved

Bedford Road – Single storey rear extension – Approved

HAS will provide a stand at the Green Day festival on 10th September.

Total Residential Applications and Pre-Application Submissions

January to end August

Applications – 625

Pre- app advice – 118

Total – 743

PROPERTY TRANSACTION REPORT

Venture House Office – 4 year lease

Eastcheap – 10 year lease

Eastcheap – 6 year lease

Station Road – 3 year lease

Venture House Office – 6 month lease

Nexus Building – 3 year lease