

LETCHWORTH 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, LETCHWORTH 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 (Hertfordshire County Council) Nominated Trustee	TH
	IAN MANTLE – NHC (North Herts Council) 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
	Emma Santos (Finance Business Partner)	ES
	Emma Hone (Notes)	EH

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, Roger McIntyre-Brown, and Jo Walker

The Chair welcomed all to the meeting

MINUTES

Minutes of the 311th meeting held on 20th September 2022 were agreed and signed as a true record.

DECLARATIONS OF INTEREST

2 interests declared

EXECUTIVE DIRECTOR – COMMUNITIES, CULTURE and HERITAGE

Points to note

- A financial review report of the Broadway Cinema was presented setting out some of the key challenges we are dealing with including inflationary cost pressures, lower audience numbers and cost of living challenge.
- A task and finish group are to be set up with key stakeholders for the cinema.

- Many cost saving and market growth options for the cinema have been reviewed, all of which have been fully discussed.
- Screen 4 is to be refurbished as a boutique cinema.
- Realistically, it is felt the theatre will always require a subsidy.
- The theatre is currently paused but is being used by local theatrical groups.
- A review date of 6 months was agreed, to be included in the proposal.

The Trustees AGREED to the closure of the cinema on Monday's and Tuesdays subject to a 6-month review to be presented to the Board in May.

EXECUTIVE DIRECTOR – FINANCE

2023 BUDGET

Points to Note

- Matt Peak presented his report and extracted the key areas.
- Property Management spend has increased by 155% on the past 4 years average.
- Utilities have increased by 64%.
- £6.5m to be spent in total on meeting our Charitable Objectives.
- Investment in charitable objectives has increased.
- Headcount numbers are currently 100 compared to 140 staff pre-pandemic.
- An uplift in investment is proposed for Arts & Heritage services which includes the Museum and Gallery.

The Trustees unanimously APPROVED the proposed 2023 budget.

The Trustees AGREED the salary recommendations of the Remuneration Committee

CEO's REPORT

Points to Note

- Graham introduced the Business Plan 2023. Key focus of 2023 is the financial sustainability of the Foundation as well as related activity on climate change and environmental sustainability. Ongoing priorities include Culture Strategy implementation, improving life chances, work is continuing Brand Letchworth, working with key stakeholders in the town. Plans to introduce first apprenticeship role in the Foundation.
- Several governors are coming to the end of their term and a recruitment campaign will commence in the new year.
- Governor applications are being invited for Committee Memberships.
- 2 Grant proposals were put to the Board as they are over the £15k limit of the Grants Committee.

The Trustees unanimously AGREED the Grants for the Foodbank (£18,000) and Garden Shed (£26,900)

The Trustees unanimously AGREED the 2023 business strategy and plan.

EXECUTIVE DIRECTOR – STEWARDSHIP & DEVELOPMENT

The LG3 planning application is due to go to the NHC Planning Committee in January 2023.

EXECUTIVE DIRECTOR – FINANCE

CORPORATE RISK REGISTER

FINANCIAL DELEGATIONS, ANNUAL APPROVAL

Points to note

- The Fraud risk has increased due to links with people living in crisis.
- Controls around fraud have been reviewed. Fraud Awareness and Anti-Bribery training is now mandatory for all staff.
- The risk to Covid has reduced.
- The annual approval of financial delegations was reviewed.

EXECUTIVE DIRECTOR – COMMUNITIES, CULTURE & HERITAGE

Q3 KPI'S

The KPI (Key Performance Indicators) report was reviewed by the Board of Trustees.

The Trustees NOTED the contents of the report.

HOUSING APPLICATION COMMITTEE REPORT

- Pix Road – replacement front door (retrospective), No consent
- Broadwater Avenue – PV arrays, Part Agreed
- The Dale – single storey rear extension, roof alterations Agreed; external cladding, Refused.
- Common View – PV panels to rear, Approved
- Sollershott West – outbuilding, refused
- Sollershott West – two storey rear extension, front extension, Approved
- Field Lane – PV panels, Approved

Updates to the Modern and Heritage Character Areas guidance were agreed

Total Residential Applications and Pre-Application Submission January to end October
Applications – 703

Pre-app advice – 141

Total – 844

Annual comparison

2020 = 762

2021 = 837

GRANTS UPDATE

Since the last board update the following £125k worth of community grants awarded were:

- Mediation Hertfordshire £5,000 to provide mediation services in Letchworth.
- Whitethorn Lane Sports Club £15,000 towards Astro pitch flood lighting
- Herts Disability Sports Foundation £11,158 towards cycle training and bike recycling scheme in 10 schools.
- Letchworth Music Club £944 towards the cost of a classical music programme.
- Letchworth Educational Settlement £7,000 to fund a marketing strategy.
- Letchworth Foodbank £18,000 following a 20% increase in demand. (Ratified at the November Board)
- Letchworth Garden Shed £25,900 to set up a new lending bank. (Ratified at the November Board)
- People, Places and Communities £35,000 to disseminate to community organisation for help to meet increased energy costs due to inflation.
- Crisis Grants Programme £10,000 for statutory organisations, social housing providers and emergency food providers.