

Summary of Minutes of the 323<sup>rd</sup> Board Meeting of Letchworth Garden City Heritage Foundation held on 17<sup>th</sup> September 2024 at One Garden City

**Board Members Present**

Gareth Hawkins (Chair)	GH
Chris Pattison (Vice-Chair)	CP
David Adam	DA
Jane Perry	JP
Jo Dew	JD
John Hillson	JH
Kevin Jones	KJ
Kieran Khangura	KiK
Michael Collins	MC
Simon Franklin	SF
Sir Tim Wilson	TW
Terry Hone	JH
Ian Mantle	IM

**Foundation Officers Present**

Graham Fisher (CEO)	GF
Mark Coles (ED Property)	MaC
Matt Peak (ED Finance)	MP
Stuart Sapsford (ED Communities Culture & Heritage)	SS
Corrina Windsor (Governance Support Assistant)	CW

**Others Present**

Alex Robinson (Commercial Adviser, Governance)	AR
---	----

**Apologies**

None

1. 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 noted as above.

The minutes of the 322<sup>nd</sup> meeting on 16<sup>th</sup> July 2024 were agreed and signed.

**2. Declarations of Interests**

None

**3. Papers to Note**

**Grants Committee Minutes for May 2024 were Noted by the Board**

Grants Awarded by the Heritage Foundation Grants Committee

**Resolve** – £10,000 under object iv, Health and Wellbeing, towards 1-1 support for drug and alcohol misuse counselling.

**LGC Cricket Club** – £4,500 under object iii, Education and Learning, towards coaching and new bags. LGC Cricket Club will match fund and provide basic equipment.

**Home Start Herts** - £10,000 under object iii, Education and Learning, towards support for families to improve parenting skills.

**Herts Vision Loss** - £4,048 under object iv, Health and Wellbeing, towards training volunteers to run a peer support group for those who are visually impaired.

**Hitchin Water Polo Club** - £1,000 under object ii, Recreation and Leisure partial grant towards equipment. (The club trains in Letchworth.)

**Street Dance** - £5,020 under object iii, Education and Learning towards a Street Dance Programme for young people (7-17) during the summer.

**Letchworth Armed Forces Day** – £400 under object ii, Recreation and Leisure towards funding a military band for the day.

**Letchworth Festival** – £5,640 under object ii, Recreation and Leisure towards delivery of key actions to stage the festival.

### **Grants Committee Minutes for July 2024 were noted by the Board**

Grants Awarded by the Heritage Foundation Grants Committee

**Read Easy** – £2,000 under object iii, Education and Learning to provide training for 5 reading coaches to teach adults in LGC to learn to read.

**Friends of SADA** – £10,000 under object iv, Health and Wellbeing towards funding a support worker and an art therapist for families affected by domestic abuse. (Support and systemic advice worth £4,000 was also offered.)

**Letchworth & Baldock District Scouts** – under object iii, Education and Learning towards buying 5 new tents for mountain camping.

**Early Birds Pre-school** – £8,000 under object iii, Education and Learning towards items for a 0-2 years preschool.

**Let's Make Lunch** - £4,500 under object iv, Health and Wellbeing towards holiday time, food and arts-based activities for Letchworth residents.

### **The minutes and decisions of the Heritage Advisory Committee were noted by the Board.**

There were no HAC meetings in July or August

#### Number of applications to the HAC 2024

July – 74

August – 51

Annual Total – 540

## **4. Chief Executive Report**

Two Trustee Committee appointments were made. Sir Tim Wilson was appointed as a member of the Strategic Property Committee. Jane Perry was appointed as a member of the Remuneration Committee.

Three Policies were presented for approval. Two were new and the third had some minor changes. A Transparency Policy for sharing Board minutes and Trustee attendance

records was approved. A Vulnerability Policy was approved. The Safeguarding Policy was approved following minor changes.

#### **5. Report of the Executive Director – Finance**

Discussions took place on the management accounts to July 2024, as reported by MP. Some points highlighted were that operating results to the end of July were better than budgeted; charitable expenditure is £82k below budget, but August figures show it's catching up. Property maintenance investment has a current spend of £1,057k which represents 90% of YTD budget

#### **6. Executive Director – Property**

Strategy 2028 and the 2024 Business Plan has provision for residential disposals with the following underway, Elm Tree Cottage, 18 Paddock Close, 21 Lytton Avenue and 40 Lytton Avenue. The Trustees agreed to the sale of Balmoral House.

There are significant investment property improvement works in progress, including to the Colonnade, with some replacement windows being included in the works.

Standalone Farmhouse is a Grade II listed building in need of refurbishment, modernisation and sustainability/EPC improvements. The Trustees agreed that the works to the Farmhouse be carried out to enable the farm manager to move in.

#### **7. Report on LG3 Disposal**

The Trustees approved the sale of LG3 to Barretts David Wilson Homes.