

# AGM 26 March 2009 Minutes

## Letchworth Garden City Heritage Foundation

(Registered under the Industrial and Provident Societies Act 1965)

### Minutes of the thirteenth Annual General meeting of the Governors held on 26 March 2009 at 7.30pm at the Goldsmith Centre for Business, Letchworth Garden City.

Present: J.A. Scouller (Chairman)  
C.Chatfield  
H. Edwards-Hedley  
K. Emsall  
L Kercher  
L.Needham  
P. Palmer  
R. Williams

Other Governors Present: W.G. Armitage, T. Brazier, Rebecca Clarke (from 8.05pm), I. Cotterill, M. Durrant, , G. Fraser-Williams, W. J. Hall (from 8.30pm), P. Lennie, A. Maynard-Smith, Margaret Pierce, M Pisapia, Denise Poynter, Moira Protani, G Secker, D Shirley, A R Stone, Stephanie Turner, M Underwood, S. Vilas, D. Walker.

Membership and Apologies: The Chairman welcomed Arthur Creighton to his first Annual General Meeting, and Peter Bateson, Auditor, from Ernst & Young.

Apologies were received from Rachel Fox and Davinder Johal.

Also in attendance: S M Kenny (Director General)  
Mrs M J Hands (Director of Property)  
A S Howard (Director of Marketing & PR)  
I Webb (Director of Finance)  
Terry Gray  
David Chaplin, Diana Neads, Ana Lewis (CFW, Secretary)  
Peter Bateson (Partner, Ernst & Young)

#### 01/09 MINUTES OF PREVIOUS GENERAL MEETING

Minutes 10/08 to 17/08 of the General Meeting of Governors held on 25<sup>th</sup> September 2008 were approved and signed by the Chairman as a true record.

#### 02/09 MATTERS ARISING

There were none.

#### 03/09 TO RECEIVE THE REPORT AND ACCOUNTS FOR YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2008.

Ian Webb provided a summary of the key elements in the Report and Accounts and answered questions. He highlighted the maintenance of core balance sheet strength and the achievement of strong operating performance. The operational management budget surplus had been exceeded and charitable spend had increased.

The Governors received the Foundation's Report And Accounts For Year Ended 30th September 2008.

04/09 APPOINTMENT OF AUDITORS

The Governors approved the appointment of Ernst & Young LLP as auditors until the next General meeting at which accounts are laid.

05/09 ELECTION OF BOARD OF MANAGEMENT MEMBERS

Colin Chatfield took the Chair

Keith Emsall, the nominated representative of Hertfordshire County Council, and Lynda Needham, the nominated representative of North Hertfordshire District Council, were declared elected by the Chairman in accordance with Rule 37.

Alan Scouller and Heather Edwards-Hedley were retiring by rotation and offered themselves for re-election. A third vacancy had arisen as a result of the increase in the size of the Board of Management to nine and nominations had been received for Denise Poynter and David Walker.

A ballot was taken and Alan Scouller, Heather Edwards-Hedley and David Walker were elected to the Board of Management.

Alan Scouller resumed the Chair.

06/09 APPOINTMENT OF SECRETARY

Chaplin Frobisher Welling Limited, Chartered Secretaries, was appointed Secretary of the Foundation until the next Annual General Meeting.

07/09

The Chairman expressed his thanks to governors for his re-election and his confidence that the Foundation would be in very good hands on his retirement in September 2009.

ANY OTHER BUSINESS

There being no further business the formal Annual General Meeting concluded.

The notes of the Governors' Consultation held on 10 December 2008 having been provided to Governors the following matters were considered.

08/09 TOWN CENTRE REVITALISATION

The Director General outlined the current position relating to the Street Scene works. The Traffic Regulation Orders had received approval. Once the paperwork had been received the contracts could be finalised, the s 115 and s 278 agreements could be signed and the pre-commencement planning conditions could enable the issue of the 'permit to work' to contractors on 24<sup>th</sup> April 2009. It was hoped that work would commence on 5<sup>th</sup> May 2009.

Thanks were expressed to Keith Emsall for his considerable assistance in expediting the Joint Panel meeting to enable matters to be finalised. The Chairman expressed thanks to the Director General and his team for their achievement of a project process which had started in 2005. William Armitage endorsed the congratulations to the team on behalf of the governors.

10/09 ANY OTHER BUSINESS

There being no further business the meeting closed at 9.45pm.