

The Chairman informed the meeting of

- the retirement of Tony Maynard-Smith on 30th September 2008 as Nominated governor in the category of "Other Recreational Activities". The Chairman thanked Tony Maynard-Smith for his contribution as a governor and to the Arts Centre in particular. Governors were advised that a selection meeting was to take place on Saturday 27th September to interview the three candidates nominated in this category.
- the retirement of Paul Palmer who was the single candidate re-nominated as Governor in the category "preservation of buildings and other items of historical interest"
- the re-appointment of Peter Lennie, Stephanie Turner and Davinder Johal to serve as governors from 1st October 2008

The Chairman reported that seven applications had been received in response to the advertisement seeking expressions of interest in becoming a general governor of the Foundation, four candidates had been interviewed and arrangements were being made to interview the remaining three candidates.

11/08 MINUTES OF ANNUAL GENERAL MEETING

Minutes 01/08 to 09/08 of the Annual General Meeting of Governors held on 27th March 2008 were approved and signed by the Chairman as a true record.

MATTERS ARISING - there were no matters arising not dealt with elsewhere on the agenda

12/08 NOTES OF CONSULTATION MEETING HELD ON 18th JUNE 2008

This record was noted.

MATTERS ARISING

7.2 Broadway Cinema

The Chairman expressed congratulations to the Director General and Ian Webb on the excellent redevelopment of the cinema, noting that the project was completed in 13 weeks and had been a great credit to the project team and all the staff.

5.5 Residential Design Guidance

The Chairman confirmed that the outcomes of the IPSoS MORI research had been taken fully into account. John Hall felt the results of the research to be most encouraging and felt that publicity should be maximised. Glen Dawson agreed to explore how best this could be achieved

13/08 TO RECEIVE THE BUSINESS PLAN FOR 2008/9

Stuart Kenny, The Director General presented the Business Plan for 2008-09 which set out the priorities and targets for Letchworth Garden City Heritage Foundation from 1 October 2008 to 30 September 2009, and also reported on performance against the 2007-08 plan.

He thanked governors for their input into the plan for 2008-09, especially that of Moira Protani as a result of which the document had been remodelled and much improved.

The eight priorities of the last year had been achieved in the main albeit some had been affected by agencies outside the control of the Foundation and the current year end financial outturn was expected to be achieved despite the challenges of the present economic downturn.

The four priorities for 2008/09 were

- To implement the street-scene improvements
- To submit a planning application in respect of the major redevelopment of The Arena.
- To publish and implement the new 'Design Standards for residential areas'
- To sustain the Foundation's charitable 'spend' through its six objects.

The plan included a greater commitment to sustainability issues and proposals to see the implementation of the major redevelopment project subject to the achievement of satisfactory legal agreements.

After his presentation governors considered each page of the Plan and there was a wide ranging discussion; amongst points made were:

- The requirement for regular risk management reviews and appropriate adjustments in view of the present volatile economic climate.
- The general increase in applications to benevolent funds for assistance and the ability of the Foundation to respond. Governors discussed in detail the proposed grant aid budget.
- The status and independence of the three banking institutions used by the Foundation
- The reality of the proposed rental and car parking income targets.
- The inclusion of the AMC review and reform as an objective in the Estate Management section
- The lack of enthusiasm of Letchworth retailers to be involved in the Town Centre Partnership.
- Additions to targets in Recreation and Leisure as per 4/5/6 in the 2007-08 Business Plan.
- Continuance of negotiations with NHDC in the creation of a new Museum
- The model governor profile and expected time commitment, and disappointing support of governance workshops.
- Increased promotion of the Foundation website.
- The sufficiency of cinema expertise on the Broadway Cinema Board

14/08 DESIGN STANDARDS FOR RESIDENTIAL AREAS

Glen Dawson gave a presentation on the launch of the new Design Standards and confirmed the timetable.

The new website was to provide a central comprehensive post-code based search engine.

Tony Stone proposed congratulations to Glen Dawson for an excellent presentation on the superb new website and the Chairman expressed thanks on behalf of the governors.

The Chairman thanked governors for their lively contribution

14/08 TOWN CENTRE RE-VITALISATION UPDATE

The Director-General confirmed that the Streetscene project construction was timetabled to commence in January 2009. Legal documents with Hertfordshire County Council were yet to be agreed, the ongoing maintenance conditions currently required being unacceptable.

Planning permission for The Wynd project had been obtained and enquiries were in hand to identify an appropriate Joint Venture partner.

Negotiation of the plans for The Arena continued with the Local Authority and it was hoped that application could be submitted for planning permission in late spring 2009.

Governors were advised of the plans for the removal of the canopies facing Eastcheap in November 2008.

15/08 CONDUCT OF BOARD OF MANAGEMENT ELECTIONS

Colin Chatfield explained the background and thanked the Task and Finish Group for their work. The full considerations of the Group were presented to the governors. Governors discussed the voting method and use of a transferable vote system.

Governors were in agreement with the adoption of all of the primary recommendations in paragraph 2.1 to 2.4 and paragraph 3.2 of the secondary recommendations (subject to amendment limiting candidates statements to a single statement of not more than 300 words). The Board would now incorporate this in a formal policy document

16/08 SIZE OF THE BOARD OF MANAGEMENT

The Chairman advised governors that the Board had taken account of the views of governors expressed at the June consultation meeting and had canvassed the views of those governors not present at the meeting and those who had not expressed a view at the meeting. Since the views had been evenly balanced, the Board had decided to resolve the matter in accordance with Rule 34(b) by tabling a Resolution to increase the size of the Board of Management from eight members to nine members.

After discussion a secret ballot was taken and the Resolution was carried by 9 notes to 7 with one abstention.

IT WAS RESOLVED that the number of Board of Management members should be increased from 8 to 9 members with effect from the Foundation AGM in March 2009 in accordance with Rule 34(b).

17/08 ANY OTHER BUSINESS

There was none.

There being no further business the meeting closed at 10.35 p.m.