

TOWNS FUND BOARD
Notes and Action Points

**Friday 4 November 2022, 8.30 - 10.00 am at
Hereford College of Arts and via Zoom**

Chair:	Abigail Appleton	AA	Principal, Hereford College of Arts
Board Present:	Ellie Chowns	EC	Cabinet Member, Environment and Economy, HC
	Judith Faux	JF	Trustee, HVOSS
	Kath Hey	KH	Councillor, Hereford City Council
	Frank Myers	FM	Herefordshire Business Board / Marches LEP
	James Newby	JNe	Chief Officer, NMITE
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
	Lauren Rogers	LR	Project Manager, Rural Media Company
	Paul Stevens	PS	Hereford Business Improvement District (HBID)
	Will Vaughan	WV	Hereford Pedicabs and Pedicargo
Other Attendees:	Ivan Annibal	IA	Rose Regeneration (RR)
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
	Andrew Lovegrove	AL	Chief Finance Officer, Herefordshire Council
Observer:	Grace Joiner	GJ	Prospective new Youth Board Member
Apologies/Absent:	Jesse Norman	JNo	MP for Hereford and South Herefordshire
	Julian Vaughan	JV	Green Dragon Hotel, Hereford
Notes (from meeting recording):	Jan Bailey	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies and Absences are as noted above.</p> <p>The Chair advised that Board Member Alan Anderson had stepped down due to work pressures but remained highly supportive of #StrongerHereford.</p> <p>The Chair further advised that Board Member Ian Christie was taking a sabbatical from the Board, due to business pressures.</p>	
2.	<p>Conflicts of Interest</p> <p>There were no new conflicts of interest.</p>	
3.	<p>Minutes of the last meeting (held 7 October 2022)</p> <p>The Minutes of the meeting held on 7 October 2022 were approved as a correct record.</p>	
4.	<p>Matters Arising</p> <p>4.1 All items in the Action Items grid have been completed or will be covered in today's Agenda, with the exception of the Project Milestones document which will be completed once Project Initiation Documents have been finalised.</p> <p>4.2 There were no matters arising.</p>	AA/RR

<p>5.</p>	<p>Progress Update and Future Planning</p> <p>5.1 IA talked through the 'Progress Update and Future Planning' report, circulated to Board members in advance of today's meeting. He referred in particular to the Funding Agreement Progress grid, which summarises discussions with the project owners to date.</p> <p>5.2 IA advised that he had no concerns with regard to the spending profiles of any of the projects bar one, which would be discussed later on today's Agenda.</p> <p>5.3 IA outlined next steps:</p> <ul style="list-style-type: none"> • Funding Agreement template to be agreed between the Accountable Body and #StrongerHereford Board. • Each project will be issued and required to sign a Funding Agreement, to include the standard template plus a unique annexe to include their project's funding arrangements and required outputs. • Projects will develop Project Initiation Documents. • Projects will present their Project Initiation Document individually to the Project Development Group (PDG). <p>5.4 With regard to the standard Funding Agreement template, IA advised that this had been reviewed by the PDG and an Accountable Body officer. There is one outstanding issue to do with an arbitration role for the #StrongerHereford Board. It was agreed that RR will draft a clause to reflect the Board's request to have this role, whilst recognising that this does not mean the Board has any legal right to override decisions taken by the Accountable Body. The urgency of finalising the Funding Agreement template was recognised in order not to delay projects' progress.</p>	<p>RR</p>
<p>6.</p>	<p>Current Programme Overview and Budget</p> <p>6.1 IA talked through the 'Current Programme Overview' report, circulated to Board members in advance of today's meeting.</p> <p>6.2 IA highlighted concerns with the Wyeside Project. In particular that the original vision of the Project was no longer achievable due to cost inflation.</p> <p>6.2.1 IA advised that the Wyeside Project Managers wished to engage a consultant to redesign the project within the available budget. However, this would involve an additional amount of money which would need to come from the Project's main allocation (their 5% advance monies having already been spent).</p> <p>6.2.2. IA advised that this matter had been discussed at PDG, with AL and JH and informally with the Government representative. AL confirmed that these discussions had taken place and the risks involved with committing the additional expenditure (particularly personal risk to the Project Managers through clawback of funding) were considered to be low. He advised that if Board approved the engagement of the consultant, a Herefordshire Council Project Manager would be assigned to support the project team. He would also write formally to Government to advise them of the proposed action.</p> <p>6.2.3 Board members agreed in principle with the proposal, recognising that the project was at risk if this work didn't happen. However, this approval is subject to more information being provided regarding the scope and cost of the additional consultancy work and any procurement requirements. RR to progress these discussions with the Wyeside project team.</p> <p>6.3 IA highlighted the other two projects given a red risk rating in his Programme Overview report.</p> <p>6.3.1 With regard to the Southside Project, JNe advised that the project team is working hard to value engineer the project in line with cost increases and available budget. He advised that he is in regular liaison with AL/JH and that there may be a need to inform Government if the value engineering exercise significantly affects planned project outputs.</p>	<p>RR</p>

	Then, the first Friday of each month until further notice.	
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Action Items
STF Board Meeting – 4 November 2022

Minute No	Action	Responsibility
4.1	Project milestones document compilation	AA/RR
5.4	Draft clause for Funding Agreement template	RR
6.2.3	Progress discussions with Wyeside project regarding consultancy services funding	RR
6.3.2	Liaison with Powerhouse project regarding project outcomes	RR
6.5	Prepare expenditure against Programme Management budget and Capacity Funds reports for next Board meeting	AA/JH
8.2	Membership of Board recruitment Task & Finish Group – advise Chair if interested	All
9.1	Prepare schedule of future meetings	AA/RR
9.2	Add Board sponsorship of projects to next month's STF Board Agenda	RR