

**Hereford Stronger Towns Board Meeting
Friday 2nd February 2024 (8.30 am – 10.00 am),
held at Hereford College of Arts and via Zoom
Notes and Action Points**

Chair:	Abigail Appleton	AA	Principal, Hereford College of Arts
Board Present:	Graham Biggs	GB	Councillor, Herefordshire Council
	Judith Faux	JF	Trustee, HVOSS
	Frank Myers	FM	Herefordshire Business Board/Marches LEP
	James Newby	JNe	Chief Officer, NMITE
	Jesse Norman	JNo	MP for Hereford and South Herefordshire
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
	Paul Stevens	PS	Hereford Business Improvement District
Other Attendees:	Roger Allonby	RA	Service Director Economy & Growth, HC
	Ivan Annibal	IA	Rose Regeneration (RR)
	Alex Collins	AC	DLUHC
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
	Andrew Lovegrove	AL	Chief Finance Officer, Herefordshire Council
	Paul Walker	PW	Chief Executive, Herefordshire Council
	Damian Etheraads		Herefordshire Council, Museum & Art Gallery Lead
Apologies/Absent:	Cat Hornsey	CH	Councillor, Hereford City
	Grace Joiner	GJ	Youth Board Member
	Elizabeth Parbutt	EP	Orphan's
	Lauren Rogers	LR	Rural Media Company
Notes:	Jan Bailey	JB	Herefordshire Business Board

Summary of Actions

Item	Notes	Action
5.6	Face-to-face meeting to be set up to discuss the 'creative phase' of the Museum and Art Gallery Project	PW/RA/RR
6.2	Schedule remaining Project PIDs to be presented at PDG	RR
8.1	Submit final Library/Resource Centre PAR to DLUHC	RR
9.1	Inform Board of result of tender for additional Programme Management support for the Southside project	AA
10.2	Prepare future comms support discussion document with comms group	AA
11.3	Liaise with CH regarding youth/ younger members' recruitment	AA

Item	Notes	Action
1.	Welcome and Apologies	
1.1	The Chair welcomed everyone to the meeting. Apologies and absences are as noted above.	
2.	Declarations of Interest	
2.1	There were no new Declarations of Interest	

2.2	Declarations of Interest forms have been circulated to all Board members and all updates but one have now been received and uploaded onto the STF website.																																																					
3. 3.1	<p>Minutes of the STF Board Meeting held on 5 January 2024</p> <p>The Minutes of the Meeting held on Friday 5 January 2024 were approved as an accurate record.</p>																																																					
4. 4.1	<p>Matters Arising</p> <p>Please see updated actions table below.</p> <table border="1" data-bbox="371 595 1176 1865"> <thead> <tr> <th>Item</th> <th>Notes</th> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>2.2</td> <td>Declarations of Interest to be circulated to members for checking</td> <td>JB</td> <td>Done. All but one now received</td> </tr> <tr> <td>5.1.6</td> <td>Check status of revenue/capital transfer for Electric Buses project</td> <td>GA/IA</td> <td>TBA</td> </tr> <tr> <td>5.1.7</td> <td>Carry out retrospective check of project adjustments <30%</td> <td>RR</td> <td>Outstanding</td> </tr> <tr> <td>6.2.1</td> <td>Written highlights report to be produced to accompany all future Board finance reports.</td> <td>JH</td> <td>Actioned</td> </tr> <tr> <td>6.2.3</td> <td>GA to confirm to JH regarding reprofiling of budgets</td> <td>GA</td> <td>TBA</td> </tr> <tr> <td>7.5.5</td> <td>Develop formal letter of agreement regarding unspent contingencies and reporting mechanisms for the library project.</td> <td>RR/ AA/FM/ PW</td> <td>Outstanding</td> </tr> <tr> <td>7.6</td> <td>Meeting to be set up to discuss HC vision and future for Maylord Orchards</td> <td>PW/GB/PS</td> <td>TBA</td> </tr> <tr> <td>7.7</td> <td>Project Adjustment Request to DLUHC re Library relocation</td> <td>RR</td> <td>Actioned – see item 8. below</td> </tr> <tr> <td>7.8</td> <td>Comms to be developed and published to highlight decision process regarding Library relocation</td> <td>AA/ Orphans</td> <td>Actioned</td> </tr> <tr> <td>8.1</td> <td>Circulate comms update from Orphan's</td> <td>JB</td> <td>Actioned</td> </tr> <tr> <td>9.1</td> <td>Write position statement for Southside project</td> <td>RR</td> <td>Outstanding</td> </tr> <tr> <td>9.2</td> <td>Compile options analysis regarding programme level unallocated funding</td> <td>RR</td> <td>Outstanding</td> </tr> </tbody> </table>	Item	Notes	Action	Update	2.2	Declarations of Interest to be circulated to members for checking	JB	Done. All but one now received	5.1.6	Check status of revenue/capital transfer for Electric Buses project	GA/IA	TBA	5.1.7	Carry out retrospective check of project adjustments <30%	RR	Outstanding	6.2.1	Written highlights report to be produced to accompany all future Board finance reports.	JH	Actioned	6.2.3	GA to confirm to JH regarding reprofiling of budgets	GA	TBA	7.5.5	Develop formal letter of agreement regarding unspent contingencies and reporting mechanisms for the library project.	RR/ AA/FM/ PW	Outstanding	7.6	Meeting to be set up to discuss HC vision and future for Maylord Orchards	PW/GB/PS	TBA	7.7	Project Adjustment Request to DLUHC re Library relocation	RR	Actioned – see item 8. below	7.8	Comms to be developed and published to highlight decision process regarding Library relocation	AA/ Orphans	Actioned	8.1	Circulate comms update from Orphan's	JB	Actioned	9.1	Write position statement for Southside project	RR	Outstanding	9.2	Compile options analysis regarding programme level unallocated funding	RR	Outstanding	
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4.2	There were no other matters arising.																																																					
5.	Museum and Art Gallery Project update																																																					

5.1	RA provided an update on the museum and art gallery project.	
5.2	PS asked for clarification regarding the risks associated with this project. AL confirmed that the project business case had already been approved by cabinet and was in the council's capital programme. He said that there are no updates on this position as there have been no fundamental changes since approval by cabinet. However, he reassured Board members that a robust process is in place for risk management and escalation, should the position change.	
5.3	FM commented on the need to balance the heritage and conservation concerns for the building with the need to get the project delivered. RA acknowledged this and reminded Board of the core objectives of the project which are to drive how local people engage with culture and to encourage visitors to the county/city.	
5.4	JNo asked who is exercising the client function within this project – he referred to other STF projects which are being driven very much by extremely dedicated teams and individuals who raise the profile of their projects and have the determination and passion to ensure their success.	
5.5	PW advised that ultimately it is he who holds this role in relation to the Museum and Arts Gallery project, alongside GB. They are both responsible for ensuring 'close range client management' of the project and that sufficient promotion is carried out to ensure public impact. PW added that external ambassadors for the project are also needed and asked Board members to consider who these might be.	
5.6	PW additionally advised that the current focus of the project is on the construction phase. The creative phase will follow and he said a further presentation could be provided to STF Board on this aspect. The Chair welcomed this offer and suggested that in the first instance a dedicated face-to-face PDG meeting is held to discuss this further, in particular how to achieve the creative vision, risk management and critical decision points.	PW/RA/RR
5.7	The Chair and Board members welcomed the improved relationship between the Accountable Body (HC) and the STF Board, which has led to greater transparency and understanding between the two parties. (RA and D* left the meeting)	
6.	Progress Update NB: Board Papers can be viewed via this link.	
6.1	IA Referred to the Board report (previously circulated to members).	
6.2	With reference to PIDs (Project Initiation Documents), IA said a number of these are outstanding but would be scheduled to come to forthcoming PDG meetings.	RR
6.3	IA referred to a Project Sponsors Meeting held on the previous evening (1 st February), which he said had been very well attended. Projects had expressed very little concern regarding progress.	
6.4		

<p>6.5</p>	<p>With reference to the Risk Register, IA advised that updates to the previous meeting had been highlighted in red text. The three projects which had been red rated (Museum and Art Gallery, Library/Learning Centre and Southside) are at greater risk due to their greater complexity.</p> <p>JNo commented on the unique nature of Hereford's STF programme with its combination of large- and small-scale projects and community engagement. He asked AC how to ensure government is aware of what is happening in our city. AC agreed with JNo's assessment and said he did feedback regularly to those responsible for designing future programmes and policies. The Chair suggested that in due course a joint public facing document is created to highlight what has been achieved in Hereford.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Budget</p> <p>The Chair referred to the budget profile and budget highlights section of the Board papers (page 34 and 35 of the document). Budget information is included in this new format, as requested at last month's Board meeting.</p> <p>IA highlighted the need for Board to continue to monitor budget spend profiling. This is because a significant proportion of capital spending has been deferred to later in the programme. While there is no need for concern, he said Board must ensure all funds are committed by the programme deadline (March 2026).</p>	
<p>8.</p> <p>8.1</p>	<p>Library Project Adjustment Request (PAR)</p> <p>IA reminded members that this had been approved at the last Board meeting. Since then, a proposed PAR document had been circulated to Board members. Suggested revisions will be picked up and the final PAR will be sent to DLUHC.</p>	<p>RR</p>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>Southside Programme Management</p> <p>The Chair advised that a number of expressions of interest had been received following the tender process for additional programme management to support the Southside Project. These were currently being assessed and a decision is expected shortly. Board will be informed of the outcome.</p> <p>In response to a query from PS regarding outstanding issues to do with Football Association funding for this project, the Chair advised that progress is being made and she hoped for a resolution to be reached before the end of March (recognising that July 2024 is the absolute deadline).</p>	<p>AA</p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>Communications Update</p> <p>EP was unable to attend today's meeting but a comms update had been circulated to Board members.</p> <p>The Chair reminded Board that the comms support contract with Orphan's will shortly come to an end. She will prepare a document on future comms support with the comms group for discussion at the next Board meeting.</p>	<p>AA</p>
<p>11.</p>	<p>Any Other Business</p>	

11.1	PS asked for an update on premises for the Encore project. JF replied that negotiations with the new proposed premises are progressing well. Further updates to follow.	
11.2	The Chair said that she was hoping to recruit two new youth/younger members to the STF Board and was seeking another board member's support with recruitment.	
11.3	The Board welcomed this proposal. PS suggested that the Chair discusses further with CH, who is on Hereford's Youth Council.	AA
12.	Date of Next Meeting Stronger Towns Fund Board: Friday 1 st March 2024 at 8.30 – 10.00 am at Hereford College of Arts and online.	