STRONGER HEREFORD

Herefordshire Council

Hereford Stronger Towns Board Meeting
Friday 10 January 2025 (8.30 am – 10.30 am), held at Hereford College of Arts and via Zoom
Notes and Action Points

Chair:	**Abigail Appleton MBE**	AA	Principal, Hereford College of Arts
Board Present:	**Judith Faux**	JFa	Trustee, HVOSS
	Jago Frost	JFr	Youth Board Member
	Frank Myers MBE	FM	Herefordshire Business Board
	Ruth Parry	RP	Director Operations & Marketing, Simple Design Works Ltd
	Ben Proctor	BP	Councillor, Hereford City
	Paul Stevens	PS	Hereford Business Improvement District
Other Attendees:	**Ivan Annibal**	IA	Rose Regeneration (RR)
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
	Rachael Sanders	RS	Section 151 Officer, Herefordshire Council
Apologies/ Absences	**Graham Biggs**	GB	Councillor, Herefordshire Council
	James Newby	JNe	Chief Officer, NMITE
	Jesse Norman	JNo	MP for Hereford City & South Herefordshire
	Paul Walker	PW	Chief Executive, Herefordshire Council
Notes	**Jan Bailey**	JB	Herefordshire Business Board

Summary of Actions

Item	Notes	Action
5.4	Continue discussions with Wyeside on final project costs and timetable for closedown and report back to Board.	**RR**
5.6	Contact Library/Resource Centre and Museum project leads to see if they are interested in an extension to their project delivery times.	**RR**
5.7	Request Library/Resource Centre Project Leads to attend February Board meeting.	**RR**
5.9	Include reporting on matched funding project targets and achievements at future Board meetings.	**RR**

Item	Notes	Action
1.	**Welcome and Apologies / Introductions**	
1.1	The Chair welcomed everyone to the meeting. Apologies and absences are as noted above.	
1.2	The Board congratulated the Chair on her recent MBE award, announced in this year's New Year's Honours.	
2.	**New Declarations of Interest**	
2.1	The Board noted that JNo has recently taken up the post of Chairman of NMITE.	
2.2	It was also noted the JB has recently been appointed as Press & Publicity Officer, Communities and Wellbeing at Herefordshire Council.	

3. **Minutes of the Last Meeting**

3.1 The Minutes of the Board meeting held on Friday 6 December were approved as an accurate record.

4. **Matters Arising**

4.1 See updates below:

Item	Notes	Action	Update
2.4	RS to liaise with AT with advice and guidance on awarding external contractors and mitigation of risk.	**RS**	To be updated at Board
5.2	RS continuing to look at improving reporting protocols and will come back to Board early 2025 to make recommendations.	**RS**	To be updated at Board
6.3	New Funding Agreement for Wyeside and Conditions document for Castle Green to be drawn up	**JH/RR**	Castle Green variation issued
6.4	• Request note from Encore to summarise reasons for increased funding and positive impact on overall outcomes. • Ask Greening the City project lead for an update on procurement for the Great Western Way part of the project • Request Board/PDG update on Library/ Resource Centre project (January) • Request Board/PDG update on Museum project (January) • Request an update from the Southside project on the effect of splitting into two elements	**RR** **RR** **RR** **RR** **RR**	In train In train In train In train In train
6.5	RR to re-engage with projects around monthly financial reporting procedures.	**RR**	Done
7.1	Circulate revised schedule of meetings for 2025	**RR**	Included in meeting papers

5. **Programme Review**

5.1	IA referred to the latest Board report, which had been circulated to attendees in advance of today's meeting and was taken as read. This can be viewed here.	
5.2	IA referred Board to the information on page 32 of the report entitled '2025 Stock Take - Reallocations'. This outlines various changes to the delivery of projects and to the allocation of funding within the programme, as previously agreed by the Board.	
5.3	IA reminded the Board that over 50% of the total budget for the programme remains to be spent within the final 15 months of the programme.	
5.4	Board discussed final residual costs associated with the Wyeside project and timing options for the closedown of this project. There is an outstanding issue to do with crane installation which needs to be resolved before final costs and timetable are known. RR will continue these discussions with the Project Leads and report back to Board/PDG.	**RR**
5.5	Following a query from JF, IA confirmed that these discussions should not affect the previously agreed reallocation of unspent funds to other projects within the programme, notably Encore and Castle Green projects. The Board acknowledged the Project Leads' keenness to have these changes formalised as soon as possible.	
5.6	PS referred to a recent Government Office communication offering the opportunity in exceptional cases for an additional year of delivery time for projects. IA added that there is a short initial timeframe to submit such exceptional requests, but this may not be a 'once only' offer.	
5.7	The Board discussed each of the projects in the programme and concluded that at this time the Library/Resource Centre and the Museum projects are the only ones who may warrant such an extension. RR will contact the relevant project leads to see if this would be of interest to them and, if so, to discuss next steps.	**RR**
5.8	With regard to the Library/Resource Centre project, the Chair said that unfortunately the project leads were unable to attend today's meeting. However, Board agreed that they would like an update at the next Board, in particular to discuss the current high level of unallocated contingency funds and to understand the implications if this is unspent at the end of the programme (particularly if the Project Leads have opted to extend their delivery date by an additional year). RR to organise their attendance at February Board.	**RR**
5.9	IA referred to a request received from the Digital Culture Hub Project Lead for additional funds. The Board were not in support of this request.	
5.10	Board discussed the matched funding elements included in projects' Full Business Cases. They were keen to ensure that as Board members they discharged their responsibilities in terms of monitoring these monies and ensuring targets are met. RR were asked to report on this at future Board meetings.	**RR**

5.11 **5.12** **5.13**	IA referred to the Variation to Financial Agreement between the Accountable Body and the Castle Green project leads that had been circulated for review by Board members in advance of today's meeting. Board acknowledged some questions raised by FM regarding the enforceability of the Contract and some other aspects to do with the Accountable Body/Board's relationship and procedures. JH said that she would investigate these matters with the council's legal department as soon as possible. All were keen to ensure that these issues are resolved so as not to impact on project delivery.	
6. **6.1**	**Any Other Business** Board noted the revised schedule of forthcoming meetings included at page 35 in the Board papers.	
7.	**Date of Next Meeting** Friday 14th February 2025 8.30 – 10.00 am Hybrid: Online or face to face at Hereford College of Arts, College Road campus	