

**TOWNS FUND BOARD**
**Notes and Action Points**
**Friday 1 July, 8.30-9.20 am via MS Teams**

<b>Chair:</b>	<b>Abigail Appleton</b>	AA	Principal, Hereford College of Arts
<b>Board Present:</b>	<b>Ellie Chowns</b>	EC	Cabinet Member, Environment and Economy, HC
	<b>Judith Faux</b>	JF	Trustee, HVOSS
	<b>Kath Hey</b>	KH	Councillor, Hereford City Council
	<b>Frank Myers</b>	FM	Herefordshire Business Board / Marches LEP
	<b>Lauren Rogers</b>	LR	Project Manager, Rural Media Company
	<b>Paul Stevens</b>	PS	Hereford Business Improvement District (HBID)
	<b>Julian Vaughan</b>	JV	The Green Dragon Hotel
	<b>Will Vaughan</b>	WV	Hereford Pedicabs and Pedicargo
	<b>Paul Walker</b>	PW	Chief Executive, Herefordshire Council
<b>Other Attendees:</b>	<b>David Hitchiner</b>	DH	Leader of the Council, Herefordshire Council
	<b>Joni Hughes</b>	JH	Portfolio Manager, Capital Development, HC
<b>Apologies:</b>	<b>Ian Christie</b>	IC	Big Business Representative/MD, Welsh Water
	<b>James Newby</b>	JNe	Chief Officer, NMITE
	<b>Ruth Parry</b>	RP	Director Operations & Marketing, Simple Design Works Ltd
	<b>Andrew Lovegrove</b>	AL	Chief Finance Officer, Herefordshire Council
<b>Absent:</b>	<b>Alan Anderson</b>	AAAn	British Land – Old Market, Hereford
	<b>Jessie Norman</b>	JNo	MP for Hereford and South Herefordshire
<b>Notetaker:</b>	<b>Jan Bailey</b>	JB	Herefordshire Business Board

ITEM	NOTES	ACTION
1.	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting, Apologies and Absences are as noted above.</p>	
2.	<p><b>Conflicts of Interest</b></p> <p>There were no new declared Conflicts of Interest.</p>	
3.	<p><b>Minutes of the last meeting (held 24 June 2022)</b></p> <p>3.1 The minutes of the STF Board meeting held on 24 June were accepted as a correct record.</p>	
4.	<p><b>Matters Arising, including Tender for Programme Management</b></p> <p>4.1 The Chair provided an update on the Tender for Hereford Stronger Towns Fund Programme Management. She advised that, after rigorous examination of all received tenders, a decision had been made. However, the parties involved had not yet been advised of the outcome, so she could not inform Board of the decision at today's meeting but would advise them at the earliest opportunity. The Chair and attendees agreed that it was imperative not to lose the momentum over the summer months as we transition from programme development to programme delivery phase.</p> <p><b>NOTE: Following the Board meeting, the Chair advised that Rose Regeneration had been awarded the tender.</b></p>	

	<p>4.2 The Chair advised that at the Herefordshire Council Cabinet meeting held this week, Members had confirmed their support for funding for the Museum and Library projects. PW added that this was a clear sign of Herefordshire's cultural ambitions.</p>	
<b>5.</b>	<p><b>FBC Summary submission</b></p> <p>5.1 The Chair asked members to note that the summary of all 15 of Hereford's STF Projects had been submitted to Government within the specified deadline. She said this should be recognised as a significant milestone for all involved.</p>	
<b>6.</b>	<p><b>Communications</b></p> <p>6.1 LR advised that a press release had been prepared to highlight this significant milestone in the Stronger Towns project. Social media posts, the Stronger Towns website and newsletter would also be used to communicate this information to stakeholders. The press release will be circulated to Board members for information. KH asked LR to ensure that Hereford City Council is included in the circulation for all communications materials.</p> <p>6.2 LR advised that a communications tender document is being prepared. If any members are interested in getting involved with this, please contact LR/RP. The Chair reminded attendees that engagement of additional Communications support would only be possible once confirmation of funding had been received from Government.</p>	<p>LR</p> <p>All, if interested</p>
<b>7.</b>	<p><b>Next Phase</b></p> <p>7.1 LR provided an update on recruiting additional youth members to the Board. She advised that a 'Call to Action' for any 16-21 year olds who live, work or study in Hereford City had been published. Interested individuals are being asked to submit 500 words or a two minute film in support of their application. She advised that it was hoped that two new youth members could be appointed to the Board by September/October. KH welcomed this news and suggested this could be an opportunity to include diverse groups, for example special needs or those with disabilities. JF suggested that the invitation is included in the HVOSS newsletter, and agreed to provide relevant contact details to LR.</p> <p>7.2 The Chair advised that she will be revisiting the Board skills audit. She said that she would bring back recommendations to the Board in terms of how its membership could be strengthened.</p> <p>7.3 JV asked that an up-to-date budget be prepared for the PDG and Board. This was agreed, JH to action.</p> <p>7.4 The Board discussed how to work over the summer months, during which period the project funding will be being considered by Government. It was agreed that the Project Delivery Group would continue to meet in order to support projects, who are still working with the help of their 5% delivery money. It was also agreed that Board meetings would continue to be held on the first Friday of each month, starting from Friday 5 August.</p> <p>7.5 WV stated the importance of using the summer period to consider how to effectively engage with all projects and ensure everything possible is in place to support project leads during the delivery phase. He suggested that Board members give an indication of how much time they could commit to projects. The Chair responded that she was continuing to look at specific Board members to 'sponsor' or support particular projects. This will be further discussed at the next Board meeting.</p> <p>7.6 LR reminded attendees about the other capital projects that had not been included in the Stronger Towns bid, but were nevertheless important. PW highlighted the many possibilities coming from various Government funding 'pots' and there was a discussion about the Shared Prosperity Fund (deadline for submissions 1 August), the Levelling Up Fund (outcome expected in the autumn) and how these might align with the Stronger</p>	<p>JF</p> <p>AA</p> <p>JH</p> <p>AA</p>

	Towns Fund and Herefordshire's broader Big Economic Plan. PW to provide an update at a future Board meeting.	PW
<b>8.</b>	<p><b>Date of Next Meetings</b></p> <p>PDG – To be confirmed</p> <p><b>Board Meeting – Next meeting Friday 5 August from 8.30 – 9.30 am via Teams</b></p> <p>Then, the first Friday of each month until further notice.</p>	FM/JB
<b>9.</b>	<p><b>Any Other Business</b></p> <p>None</p>	

**Action Items**  
**STF Board Meeting – 1 July 2022**

<b>Minute No</b>	<b>Action</b>	<b>Responsibility</b>
6.1	Circulate press release	LR
6.2	Express interest in communications tender	All, if interested
7.1	Provide HVOSS contact details to LR	JF
7.2	Recommendations regarding strengthening Board composition	AA
7.3	Prepare up to date budget for PDG/Board	JH
7.5	Aligning specific Board members with particular projects	AA
8.	Advise dates of future PDG meetings	FM/JB