

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>

	<p>6.3.2 With regard to the Powerhouse Project, IA referred to ongoing concerns of the Project Manager with regard to final project outcomes. It was agreed that the outcomes should remain as stated within the Full Business Case as the Board felt that these were achievable. However, it was agreed that LR, RP and RR will support the Project Manager to fully understand what is required and help him to develop plans for their achievement. IA will follow up with the Project Manager in the first instance.</p> <p>6.3.4 IA briefly referenced that during the process of compiling the summer submission to government he had had to summarise outputs from the Full Business Cases to fit the government templates but that the Board would continue to monitor the wider benefits projected for projects.</p> <p>6.4 IA referred to the Programme Level Risk Register included within his Programme Overview document, to which no additional risks had been added.</p> <p>6.5 With regard to budget, IA referred to the grids included in the Programme Overview document. The Chair advised that she was working with JH to provide details of expenditure against the Programme Management budget, which should be available at the next Board meeting. FM requested that details of expenditure against Capacity Funding also be provided. The Chair agreed to this request.</p>	<p>RR</p> <p>AA/JH</p>
<p>7.</p>	<p>Communications Update</p> <p>7.1 The Chair advised that a communications support brief was being developed and would be finalised once available budget was confirmed. She thanked RP and LR for the communications activities they had already undertaken, which FM said had been appreciated by those attending yesterday's Project Sponsors Meeting.</p> <p>7.2 EC suggested a public tour day, including key members of the local media, to help inform and educate key commentators on the aims of #StrongerHereford, its projects and progress being made. IA added a suggestion regarding providing an exhibition of stands for the general public to view. The Board agreed that these could all form part of an ongoing communications plan.</p>	
<p>8.</p>	<p>Board Evolution</p> <p>8.1 The Chair introduced Grace Joiner who was the first of two new Youth Members who had come forward following the recent recruitment campaign. She advised that a second prospective member is being interviewed shortly.</p> <p>8.2 The Chair advised that following the resignation of AA and sabbaticals of IC and WV, new Board member(s) with business experience were needed to complement the remaining membership. She said that she will be chairing a Task and Finish Group to plan the recruitment of such members and requested that anyone willing to be part of the group to let her know. Members agreed to the proposed process for the recruitment of new members, as circulated to them ahead of today's meeting.</p>	<p>All</p>
<p>9.</p>	<p>Any Other Business</p> <p>9.1 Future STF Board meetings may be held face-to-face or remotely. The Chair will develop a schedule with RR for circulation to members.</p> <p>9.2 The Chair would like to progress plans for Board members to provide individual support to particular projects. To be discussed further at the next Board meeting.</p>	<p>AA/RR</p> <p>Agenda</p>
<p>10.</p>	<p>Date of Next Meetings</p> <p>PDG – Fortnightly (next meeting Wednesday 16 November)</p> <p>Board Meeting – Next meeting - Friday 2 December – via Zoom</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