

**Hereford Stronger Towns Board Meeting
Friday 7th June 2024 (8.30 am – 10.15 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:	Judith Faux	JFa	Trustee, HVOSS
	Jago Frost	JFr	Youth Board Member
	Frank Myers	FM	Herefordshire Business Board
	James Newby	JNe	Chief Officer, NMITE
	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:	Graham Biggs	GB	Councillor, Herefordshire Council (part)
	Christian Dangerfield	CD	Rose Regeneration (RR)
	Joni Hughes	JH	Portfolio Manager, Capital Development, HC
	Andrew Lovegrove	AL	Chief Finance Officer, Herefordshire Council
	Elizabeth Parbutt	EP	Orphan's
Guests:	Clare Purcell	CP	Meadow Arts Project (Item 11 only)
Apologies/Absent:	Ivan Annibal	IA	Rose Regeneration (RR)
	Alex Collins	AC	DLUHC
	Jesse Norman	JN	MP for Hereford City & South Herefordshire
	Lauren Rogers	LR	Rural Media Company
	Paul Walker	PW	Chief Executive, Herefordshire Council
Notes	Jan Bailey	JB	Herefordshire Business Board

Summary of Actions

Item	Notes	Action
5.3	RR to write short explanatory note on the meaning of 'Subsidy Control Challenges' on the Risk Register.	RR
7.3	Invite Encore Project lead to provide an update to Board.	RR
8.5	Set up fortnightly 'touch base' meeting with Wye Side project leads	RR
8.6	Additional process to be put in place for approval of all future Wyeside invoices	JH
9.2	Programme Management tender document to be revised and circulated to Board for revision/approval.	JH/ Board

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.	
3.	Minutes of the STF Board Meeting held on 3 May 2024	

3.1	The Minutes of the Meeting held on Friday 3 May were approved as a correct record.																									
4. 4.1	<p>Matters Arising</p> <p>See updates below:</p> <table border="1" data-bbox="371 409 1176 846"> <thead> <tr> <th>Item</th> <th>Notes</th> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>2.6</td> <td>JH to clarify when an STF project is 'complete' with AC.</td> <td>JH</td> <td>Guidance received</td> </tr> <tr> <td>6.3</td> <td>Quarterly financial report to be completed for submission to DLUHC (after checking with AA/AL)</td> <td>RR</td> <td>Completed and circulated to Board</td> </tr> <tr> <td>7.9</td> <td>Southside Project funding discussions</td> <td>AA/IA + AL</td> <td>Ongoing</td> </tr> <tr> <td>9.1</td> <td>Fix date for Wyeside Project Lead to attend PDG</td> <td>RR</td> <td>Completed 20 May</td> </tr> <tr> <td>9.2</td> <td>Draft programme management tender document</td> <td>JH</td> <td>Ongoing</td> </tr> </tbody> </table> <p>4.2 The Chair advised that with reference to item 6.3 above, some amendments have been received from Board and were being picked up in the report.</p> <p>4.3 The Chair also referred to the letter written to the Secretary of State (cc'd JN) regarding redeployment of national STF funds to Hereford. Due to the General Election, this will not be progressed at the current time.</p>	Item	Notes	Action	Update	2.6	JH to clarify when an STF project is 'complete' with AC.	JH	Guidance received	6.3	Quarterly financial report to be completed for submission to DLUHC (after checking with AA/AL)	RR	Completed and circulated to Board	7.9	Southside Project funding discussions	AA/IA + AL	Ongoing	9.1	Fix date for Wyeside Project Lead to attend PDG	RR	Completed 20 May	9.2	Draft programme management tender document	JH	Ongoing	
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5. 5.1 5.2 5.3	<p>Current Programme Review NB: Board Papers can be viewed via this link.</p> <p>5.1 The Chair referred to the Board Report, previously circulated to members.</p> <p>5.2 The Chair drew members' attention to changes in the Risk Register since last month's report, highlighted in red.</p> <p>5.3 With regard to item 12 of the Risk Register, Subsidy Control Challenges', JH advised that these have been registered under the Council's control scheme. RR to write a short paragraph on this risk so that members fully understand what is meant.</p>	RR																								
6. 6.1 6.2	<p>Southside Project Update</p> <p>6.1 CD provided an update on this project, reporting positive progress in discussions with the Football Association. He said the project leads are just about to submit final planning permission. The Board agreed that NMITE's name should be removed from this application and suggested reflecting this change in a Project Adjustment Request for discussion at PDG.</p> <p>6.2 CD confirmed to Board that there is still a funding gap but the project leads are managing this risk whilst progressing the build and exploring other possible funding routes. FM reminded Board that the project currently under development falls a long way short of its original vision. He said the Board/Project leads should</p>																									

	continue to explore every opportunity to find funding to meet the project's original ambitions.	
7.	Budget Profile	
7.1	The Chair referred to the Budget Profile, shown on page 35 of the Board report.	
7.2	AL referred to the quarterly financial return recently submitted to Government. He acknowledged the impact of the forthcoming General Election on progress but expected the in-coming minister to look at submissions carefully before deciding what to do with national underspends on the STF.	
7.3	JF said that although the report showed the Encore had yet to commit any of its fund, she expected this to change swiftly once purchase of their preferred premises goes through. The Chair said that she would like the Encore project lead to come to a forthcoming Board meeting to provide a project update.	RR
7.4	BP asked whether budget spend so far is in line with expectations. The Chair responded that it is in line with reprofiled budgets approved by Government.	
8.	Wyeside – Project Update	
8.1	The Chair referred to the Wyeside project update summary contained on pages 38-40 of the Board report.	
8.2	Board members discussed some ongoing concerns with this project, particularly regarding whether the project is meeting its original objectives and some discrepancies between what had been stated in the original project plan and what is being developed.	
8.3	FM expressed disquiet regarding the current processes for payment of invoices from this project. JH reassured the Board that she is following payment processes agreed by the Board. The Chair acknowledged this but said that additional processes may be required where there is cause for concern.	
8.4	AL commented on the complicated nature of the project and said, if the Board wished, he could ask the Council's Internal Auditors to scrutinise the project. This offer to be given further consideration.	
8.5	The Board agreed to the proposal contained in the Board report to endorse an enhanced programme relationship between Wyeside and RR to establish a fortnightly 'touch base' with the project over the next 6 months.	RR
8.6	In addition, the Board asked for an additional Board approval process to be put in place for any future expenditure requests by the project team.	JH
8.7	PS asked for confirmation that the Left Bank is no longer a partner in this project.	
9.	Programme Management tender Note: CD not present for this item	

<p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>The Chair referred to previous discussions and said that as JH had not been able to find a suitable procurement framework, this work was now having to go out to full tender.</p> <p>Board members discussed a previously circulated draft tender document and suggested some revisions. They also confirmed the budget available for this work. JH will update the document accordingly and circulate a new draft to Board for comments by the end of next week (15 June).</p> <p>FM expressed some concerns about the procurement timeframe and the possible loss of continuity between the old and new contracts coming into force. AL acknowledged this risk and said he would be prepared to make a one-off payment to bridge this gap.</p>	<p>JH/Board</p>
<p>10.</p> <p>10.1</p>	<p>Communications Update</p> <p>A report from Orphan's was circulated to Board members prior to today's meeting. It can be viewed here..</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>Meadow Arts – Project Report</p> <p>The Board welcomed CP to the meeting.</p> <p>CP provided a comprehensive update on the Meadow Arts Project, which focuses on three art commissions in Hereford City Centre and outreach activities.</p>	
<p>12.</p>	<p>Any Other Business</p> <p>None</p>	
<p>13.</p>	<p>Date of Next Meeting</p> <p>Stronger Towns Fund Board: Friday 5th July 2024 at 8.30 – 10.00 am at Hereford College of Arts and online.</p>	