

**Hereford Stronger Towns Board Meeting  
Friday 4<sup>TH</sup> October 2024 (8.30 am – 10.00 am),  
held at Hereford College of Arts and via Zoom  
Notes and Action Points**

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

**Summary of Actions**

<b>Item</b>	<b>Notes</b>	<b>Action</b>
4.2	Invite Greening the City project leads to attend November Board meeting.	RR
6.1	Review financial reporting level of detail provided to Board	RR/AA
6.2	Discussion and decisions regarding minor budget variations	RR
7.2	Take action to ensure adherence to Towns Fund Compliance requirements.	RR/JB
8.1	Organise PDG meeting to discuss future comms requirements and risks	RR/AA
9.1	Send meeting invitations for 2025 to Board members	RR

<b>Item</b>	<b>Notes</b>	<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies / Introductions</b>	
1.1	The Chair welcomed everyone to the meeting. Apologies are as noted above.	
<b>2.</b>	<b>Declarations of Interest</b>	
2.1	There were no new Declarations of Interest.	
<b>3.</b>	<b>Minutes of the STF Board Meeting held on 6 September 2024</b>	
3.1		

	The Minutes of the Meeting held on Friday 6 September were approved as a correct record (Note: No STF Board meeting held in August).																																									
4.	<b>Matters Arising</b>																																									
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4.2	Re item 4.6 above – status of railway line for Greening the City Project, PS advised that IA had investigated this and received a response to the effect that no additional information is available regarding long term plans for the track. Project leads will be asked to attend the next STF Board meeting.	RR																																								
5.	<b>Current Programme Review</b>																																									
5.1	IA provided an update, referring to the latest Board report which <a href="#">can be viewed via this link</a> .																																									
5.2	<b>Programme Management Budget:</b> c£24K is remaining. On target to spend the allocated 2% before the end of the programme.																																									
5.3	<b>Programme Risk Register:</b> IA referred to pages 11-15 of the Board report. Updates since the last Board meeting are highlighted in red.																																									
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5.5	IA provided information on a number of contractual issues affecting four projects: Castle Green, Wyeseide, Southside and Encore. RR and the Chair are in ongoing discussions with the project leads and will keep the Board informed of all developments. An additional Board meeting will be convened, if needed before the scheduled November meeting.	
6. 6.1 6.2	<p><b>Budget Report</b></p> <p>The Chair advised that, as requested at the last Board meeting, she and RR would be looking at the level of detail provided to the Board and would report back.</p> <p>IA added that a number of decisions regarding minor project budget revisions (eg commitment of capital vs revenue) would also need further discussion at Board.</p>	AA/RR  RR
7. 7.1 7.2	<p><b>Compliance Audit</b></p> <p>IA referred to pages 35-36 of the Board Report and to a report circulated to Board members in advance of today's meeting. This considers compliance requirements for Towns Fund Boards and highlights any areas of divergence.</p> <p>IA advised that Hereford Towns Fund does not diverge significantly from the guidance. Those items that have been identified will be addressed to ensure compliance.</p>	RR/JB
8. 8.1	<p><b>Communications Update</b></p> <p>The Chair advised that she RP and BP had been discussing future comms requirements. She said that she would like a PDG discussion on comms priorities and risks, following which recommendations would be provided to Board.</p>	AA/RR
9. 9.1	<p><b>New Meeting Schedule</b></p> <p>IA referred members to the new meeting schedule, effective from January 2025. RR will send calendar invites to members so the dates are secured in their diaries.</p>	RR
10.	<p><b>Date of Next Meeting</b></p> <p>Friday 1 November, 8.30 – 10.00am Hybrid: Online or face to face at Hereford College of Arts, College Road campus</p>	