Summary Minutes & Resolutions of the Meeting of Tuesday 17th March 2026

Present	
Chair	Ewan Jones
Directors	Cora Kwiatkowski
	Barny Evans
	Simon Power
	Mike Biddulph
DCFW TEAM	Jen Heal, Chief Executive
	Lauran Jenkins, Office Manager

DECLARATION OF INTERESTS NOTED

All DCFW Directors, Staff and Panel members are reminded at all times that they are required to declare, in advance, any interests they may have in relation to any agenda item/s that may represent a material conflict of interest, or the perception thereof. In the event of material conflict that cannot be resolved, persons involved must absent themselves from the meeting whilst the relevant agenda item is considered.

All Directors understand and observe full confidentiality of DCFW reports and business at Board meetings and the need to focus on their primary duties as Directors of DCFW Ltd.

1. The Chair opened the meeting at 10.05am.
2. Apologies were received from Jo Rees, Jon James and Simon Jones.
3. There were no topics of Any Other Business that did not occur in the agenda.

4. The Minutes of the January 2026 meeting were approved as a true and accurate record.
5. Matters arising from the previous meeting were reviewed. It was noted that work relating to pre-election guidance and development of the organisation’s five-year plan remains ongoing, and that event follow-up content had been successfully published on the website.

6. Chair’s Report

The Chair’s Report was taken as read. No further comments were made.

7. Chief Executive’s Report

The Board received an update on the organisation’s budget submission to Welsh Government and noted the importance of forward planning in relation to future funding arrangements and operational delivery.

7.1

The Board discussed organisational capacity, including recent recruitment activity and the strengthening of communications and engagement work to support delivery of DCFW’s objectives.

7.2

An update was provided on Cyber Security requirements and the need for the organisation to work towards Cyber Assurance Level 2 certification in line with Welsh Government expectations. The significant staff time input to achieve this was noted.

7.3

The Board noted ongoing work to better articulate and communicate the impact of DCFW’s work, including external research and case study development.

7.4

The Board received updates on recent and forthcoming events and engagement activity, including the Culture and Placemaking Conference and work delivered through the Town Booster Programme.

7.5

Performance against Welsh Government targets was reviewed. Event attendance was noted as being on or above target, and the Board discussed opportunities to further promote Design Review activity.

7.6

The Board received an update on engagement with Welsh Government estates activity and wider conversations relating to the use of public sector buildings and placemaking opportunities.

7.8
Operational updates were provided, including preparations for the forthcoming audit and ongoing organisational planning.

8. AOB

The Board discussed the importance of maintaining engagement with Design Review Panel members and ensuring they remain informed and supported in their role.

The meeting was officially closed by the Chair at 11.48am.

Chair …… … Date ……………..9th June 2026…………………..

Chief Executive Date ………..9th June 2026…

End of Minutes & Resolutions of the Board of Directors meeting of 17th March 2026