

ADMINISTRATION & RESOURCES COMMITTEE
Thursday 10 June 2010 7 pm Manor House Malvern

Present:- Mr R Hall-Jones, Mr M Morgan, Mr A Myatt, Mr R Roberts, Dr B Smith, Mr R Stockton, Mr P Tuthill, Mr D Watkins, Mr P Watson, Mr B Wilcock (Chairman).

In attendance:- The Director, Administrative Officer, Financial Consultant, Financial Assistant, Mr C Rouse and one member of the public.

1. APOLOGIES FOR ABSENCE. Mr M Cordey, Mrs B Nielsen, Mr C Smith, Mr P Watts.

2. DECLARATIONS OF INTEREST. None.

3. CHAIRMAN'S COMMUNICATIONS. None.

4. MATTERS ARISING FROM THE MEETING HELD ON THE 15 APRIL 2010.

4.1 4.3 Ice Cream Concession. The Director advised that he was continuing to monitor the situation with the residents of Beacon Road and would report at the end of the season. This was **NOTED**.

4.2 Complaints Procedure and Questioning the Conservators. The Director reported that the new procedure appeared to be working. Mrs Nielsen had forwarded eleven questions posed by a member of the public to which he had replied. He agreed to circulate these to all Board members for information.

4.3 5. Review of Investment Policy. The Chairman reported that at the first meeting of the Working Party members were minded to continue to keep the funds in cash deposits but to place £1,000,000 in a 12 month deposit account and half a million in a 10 or 30 day notice account to increase the interest received. The Financial Consultant was therefore asked to carry out more research into the accounts available and to look at the amount required to be readily available for working capital before calling another meeting of the Working Party. This was **NOTED**.

4.4 7. Gift Fund Projects. The Director advised that the production of the interpretation board to be placed at the Lime Kilns in Park Wood had been costed at £1,040.00. This was **NOTED**.

Lower Purlieu Track. Members were also advised that at the last meeting of the Land Management Committee members had made a recommendation to this Committee that a figure of no higher than £5,000.00 be made available from the Parliamentary Fund to re-make the track at the lower end of The Purlieu.

*This was noted and the recommendation **UNANIMOUSLY AGREED.***

5. MANAGEMENT ACCOUNTS FOR THE YEAR TO 31 MARCH 2010. The Financial Consultant presented her report which was **NOTED**.

6. TRUSTEES ANNUAL REPORT AND ACCOUNTS. The Financial Consultant presented the audited Trustees' Annual Report and Accounts for adoption. During discussion:-

- It was felt that to include the Capital Outlay Discharged in the total figure for Restricted Funds was misleading as this represented the 'at cost' value of land purchased by the Board which was inalienable. It was therefore agreed to consider a different method of reporting this figure in future years which would comply with the Charities SORP regulations and be acceptable to the Board's Auditor.

- That when reviewing its functions the Land Management Committee would consider including recreation users within its remit.

*On the proposal of the Chairman, seconded by Mr Myatt, it was **UNANIMOUSLY AGREED** to recommend to the Board that the Trustees' Annual Report and Accounts be adopted.*

7. OUTSTANDING FEES FOR EASEMENT APPLICATION AT PEACHFIELD ROAD.

The Director's report was noted and it was agreed that although the developer had gone into liquidation the charge for the outstanding fees would remain. It would therefore be a condition that these fees should be paid before the Board would consider granting an easement over MHC land into the site. In the circumstances it was **AGREED** on the proposal of Mr Tuthill, seconded by Mr Myatt, and **CARRIED** by 7 votes to 2, to make payment on account of £2,000.00 to the Valuer and £1,000.00 to the Legal Adviser at this time.

8. UPDATE ON BUDGET 2010/11. The Financial Consultant's report drawing attention to the unbudgeted costs to date was **NOTED**.

9. INFORMATION.

9.1 Review of Code of Conduct and Standing Orders. Advice had been sought and a report would be given to the next meeting of the Committee. This was **NOTED**.

9.2 Staff Matter. The Director reported that Matthew Gardner had left the Board's employment on the 31 May 2010. An advertisement for a Field Staff member to fill the vacancy had been advertised. This was **NOTED**. Mr Roberts advised that Matthew had offered to bring a few sheep for the stand at the Three Counties Show.

The meeting closed at 8.10 pm.