

## ADMINISTRATION & RESOURCES COMMITTEE

Thursday 10 December 2009 7 pm Manor House Malvern

Present:- Mr M Cordey, Mr R Hall-Jones, Mr M Morgan, Mr A Myatt, Mr R Roberts, Dr B Smith, Mr P Tuthill, Mr D Watkins, Mr P Watson, Mr P Watts, Mr B Wilcock.

In attendance:- The Director, Administrative Officer, Financial Consultant, Financial Assistant, Mr C Cheeseman, Mr C Rouse and 4 members of the public.

**1. APOLOGIES FOR ABSENCE.** Mrs B Nielsen, Mr C Smith.

**2. ELECTION OF CHAIRMAN.** On the proposal of Mr Watson, seconded by Mr Hall-Jones, **MR WILCOCK** was **UNANIMOUSLY ELECTED CHAIRMAN** for the ensuing year.

Before continuing with the remainder of the meeting, the Chairman invited the Action Group for Sensible Development of the Old Railway Yard to make a statement. The spokesperson advised that the appeal against refusal of planning permission had been upheld by the Inspector, despite different company names (some of which were in administration) being cited in the procedure. The Action Group had asked the Parliamentary Ombudsman to look into the matter and the Group asked the Board to use caution when approached about the development.

**3. ELECTION OF VICE CHAIRMAN.** Mr Roberts, seconded by Mr Tuthill, nominated Mr Watts and Mr Myatt, seconded by Dr Smith, nominated Mr Cordey. On being put to the vote **MR CORDEY** was **ELECTED VICE CHAIRMAN** for the ensuing year.

**4. DATES OF MEETINGS FOR 2010.** 18<sup>th</sup> February, 15<sup>th</sup> April, 10<sup>th</sup> June, 19<sup>th</sup> August, 14<sup>th</sup> October, 9<sup>th</sup> December at 7 pm.

**5. DECLARATIONS OF INTEREST.** None.

**6. CHAIRMAN'S COMMUNICATIONS.** None.

### **7, MATTERS ARISING FROM THE MEETING HELD ON THE 13 OCTOBER 2009.**

**7.1 4.4 Toposcope.** Mr Roberts reported that the new toposcope plate should be in place shortly.

**7.2 6. Budget Planning 2010 -.** The Director reported that 255 enquiries had been received following the advertisement for a Field Staff member and 115 completed applications received. The Conservation Officer and Operations Manager were interviewing 5 applicants on the 11 December. A letter would be sent to the other 110 explaining the work of the Hill Conservators and advising them of the conservation volunteers and their work.

### **8. MANAGEMENT ACCOUNTS FOR THE 6 MONTHS ENDED 30 SEPTEMBER 2009.**

#### **NOTED.**

Note: The difference between unrestricted cash and reserves figures is represented by other assets, e.g. fixed assets, and amounts due to the unrestricted funds from the restricted funds. The approximate split of the unrestricted serves is:

Fixed Assets	87000	
NCA's exc. Cash	50000	
Cash	<u>144000</u>	<u>281000</u>

**9. GENERAL FUND BUDGETS FOR THE YEAR ENDED 31 MARCH 2011.** The Financial Consultant presented the budgets for the year ended 31 March 2011.

During discussion members asked for it to be noted that at this stage the precise arrangements regarding the future of St Ann's Well and the financial implications were unknown and therefore it had not been possible to make provision in the budgets. Members asked that the work be clarified as urgently as possible.

*On the proposal of Mr Hall-Jones, seconded by Mr Cordey, it was **UNANIMOUSLY AGREED** to recommend to the Board that the levy for 2010/11 was frozen at the 2009/10 figure of £375,880.*

Please see amended budget figures attached.

#### **10. REVIEW OF CHARGES FOR UNDERGROUND EASEMENTS.**

*It was **AGREED** to defer this item for further clarification.*

#### **11. INFORMATION.**

11.1 Christmas/New Year Holiday Arrangements. **NOTED.**

On the proposal of the Chairman, it was **AGREED** that the remainder of the meeting should be taken in committee as the matters to be discussed were confidential.