

Malvern Hills Trust  
Governance Committee  
Manor House, Grange Road, Malvern WR14 3EY  
Thursday 10 October 2018 7.00pm

**Present:** Mr R Bartholomew, Dr S Braim, Mr S Freeman, Mr C Penn, Prof J Raine (Chair), Ms S Rouse.

**In attendance:** Chief Executive Officer (CEO), Secretary to the Board, Mr M Davies, Mr C Rouse, 3 members of the public

Not present: Ms H Stace

The Chair welcomed everyone to the meeting.

1. **Apologies for absence**

Mr D Bryer.

2. **Chair's announcements**

There were none.

3. **Declarations of interest**

There were none.

4. **Matters arising from previous meetings**

There were none.

5. **Approval of Schedule of Risk**

The relevant sections of the Schedule of Risk had been considered over the past months by all the committees in turn. The CEO went through the Schedule, highlighting areas where there were new issues or other material changes.

2.3 - Following the Staffing Committee meeting and a discussion with David Baldwin, the CEO had identified further work which was required, which he would include in the final version of the Schedule to go to the Board for approval. The additions related to field staff operational processes.

4.8 – The CEO confirmed that he had reviewed the arrangements for hill fires with the Fire Service.

5.14 – The CEO said that although having car park machines which took card payments meant that the cash handling risk was reduced, the risk of online fraud increased.

On the proposal of Prof Raine, seconded by Dr Braim it was **RESOLVED** unanimously to recommend that the Board adopt the Schedule of Risk subject to the amendments discussed.

6. **Charity Commission Scheme:**

The Secretary to the Board went through the paper. In relation to drafting, she confirmed that the Charity Commission would not undertake a major review of the draft Scheme prior to the public consultation but would do so afterwards.

She had mapped out an outline election process which had been sent to UK Engage, who had offered to review it. The DCMS had confirmed there was no objection in principle to changing to a postal voting process (with an on-line option). She also confirmed that the Charity Commission's main interest was in the wording of the objects and to make sure that the governance arrangements were appropriate to an organisation of MHT's type.

Mr Davies reported on the work of the monitoring group. The September invoice from BWB was awaited, but it appeared the Trust would have reached the DCMS/Charity Commission meeting within the original £100,000 budget. BWB had given estimated costings for the remainder of the work required. The upper level of the estimate was £34,000. The Secretary to the Board hoped that, if there were issues of principle in the Scheme with which the Charity Commission were unhappy, these could be discussed directly between MHT and the Charity Commission and then instructions given to the solicitors once the principles were resolved, in order to avoid additional costs.

Mr Penn commented that a concern reflected at the informal consultations was that the constitution and operation of the INP was lacking in specifics, and whilst MHT might not wish to be too constrained, the dearth of specifics was evidently a point of concern for the public.

There was a brief discussion about promoting the consultation and suggestion included notices on MHT land, cards in the same places as for the Land Management Plan consultation, St Ann's Well, parish notice boards, parish magazines etc.

**7. Urgent Business**

There was none.

**8. Plans for future meetings/date of next meeting**

The next scheduled meeting was 24 January 2019. The Secretary to the Board said that a Special meeting would have to be called to consider the draft consultation document as soon as it was available.

**The meeting closed at 8.15pm**