

Notes from meeting of Finance Administration and Resources Committee members
Manor House, Grange Road, Malvern WR14 3EY
Thursday 9 May 2019 7.00pm

Present: Mr R Bartholomew, Mr M Davies (Chair), Mr C Penn, Mr D Street.

In attendance: Chief Executive Officer (CEO), Finance and Administration Manager, Secretary to the Board, Financial Assistant, Mr A Golightly, Mr C Rouse, Dr S Braim, 3 members of the public.

The Chair welcomed everyone and explained that the meeting was not quorate. He also reported that unfortunately Mr Burrows would not be able to attend due to unforeseen circumstances.

1. Apologies for Absence

Mr Bryer, Mr Cordey, Mr S Freeman, Mrs Hodgson, Prof J Raine, Ms S Rouse, Mr Watson.

2. Chair's communications

Some work had been carried out on the web site and the documents on it should now be in a searchable format.

3. Declarations of interest and Public Questions

There were none.

4. Matters arising from the previous meeting 14 February 2019

There would be a delay installing the car park ticket machines until the beginning of June.

The wall at North Malvern Road had been repaired. The cost was slightly above the quoted price as a result of the cost of traffic control and because the CEO had asked the contractors to repair another bulge in the wall whilst they were there. This had been funded under the CEO's delegated authority. No delivery date had been confirmed for the new tractor. The old wood-chipper had been sold at auction and realized £1,950.

5. Investment review

Ian Burrows was not present.

Mr Davies asked about the basis for the growth benchmark for the Land Acquisition Fund. The CEO said some statistics on movement in land prices were reported on the web sites of the larger agents. However there did not seem to be a standard basis for producing these. Mr Davies asked if further information could be compiled.

6. Review of Risk Schedule

The CEO went through the Schedule and suggestions for changes were noted.

One matter of particular concern was the delay in payments due from the RPA, arrears of which were building up. The problem was a national one and Mr Davies asked if it was worth contacting the local MP to see if she could assist?

7. Wording of Trustees' report for the y/e 31.3.2019

The Finance and Administration Manager went through the report and suggestions for changes were noted. It was suggested the Land Management Committee might review the wording of the Land Acquisition Policy.

8. Management accounts for the y/e 31.3.2019

A reconciliation between the management accounts and the figures on the audited accounts would be provided in August. There had been no adverse comments about the inflation linked increase in charges for car park passes.

9. Worcestershire County Council pension scheme

The Finance and Administration Manager went through the report.

10. Reports for information

10.1 Review of major projects (including Land Management)

The CEO went through the report. He proposed retaining the balance on the designated fund for Thirds Wood in case any replacement planting was required. It was intended to do more work to try to learn more about visitor numbers. Any absolute numbers were very difficult to ascertain because there were so many entrance and exit points on the Hills.

10.2 Charity Commission scheme costs

Legal expenses was £108,000. The solicitors had been asked not to undertake any further work for the time being.

10.3 Manor House refurbishment

Covered in 10.1.

10.4 CEO's exercise of delegated expenditure powers

See annexed.

10.5 Legacies

Further news had been received in relation to the legacy from Mr Stubbs. An interim payment of £70,000 had been received. His estate was divided between 3 charities. The total value of the estate was around £800,000. The CEO suggested careful thought be given about how the money was used. It was suggested that a working group might be set up to consider the best use of the money in due course, and also to look at funding requirements identified in the Business Plan.

Mr Stubbs had asked for a group of trees be planted, and a plaque erected although this was not a condition. One option would be to put an accreditation on one of the interpretation boards.

11 Urgent business

There was none.

12 Date and time of next meeting

8th August 2019 7pm. The meeting closed at 9.10pm