

**Annual Meeting of the Board**  
**Council Chamber, Avenue Road, Malvern**  
**Thursday 14 November 2019 7:00 pm**

**Agenda**

1. Election of Chair *Details of nominations will be E-mailed before the meeting*
2. Election of Vice-Chair
3. Apologies for absence
4. Chair's Report for 2018/19
5. Chair's Announcements
6. Declarations of Interest
7. Public Comments
8. Appointment of Committees
  - Land Management
  - Finance Administration and Resources
  - Governance
  - Staffing
  - DisciplinaryAppointment of Board members to other bodies
  - 4Cs (2 representative)
  - Recreation Advisory Panel (4 representatives)
  - Wildlife Panel (4 representatives)
  - AONB
  - Malvern Spa Association
9. To confirm the Minutes of the Board meeting held on 12.09.2019 Pages 1 - 6  
Matters arising from the previous Board meetings not otherwise on the agenda
10. **Staffing Committee**
  - 10.1 To confirm the accuracy of the report of the meeting held 3.10.2019  
Pages 7,8
  - 10.2 Vice-Chair of Committee to present the minutes and matters arising
  - 10.3 Board to adopt the minutes and resolutions set out below
    - Item 8 **Techscheme**  
That MHT register for Techscheme, alongside the current Cycle Scheme, and promote this new benefit to all staff.
    - Item 9 **GDPR**  
That the retention period for personnel files of former employees be reduced from 40 years to 15 years after leaving MHT's employment. For the period 16 to 40 years after leaving, basic details (name, address, period of employment and the former employee's role) to be held for employer's liability insurance purposes only.
11. **Land Management Committee**
  - 11.1 To confirm the accuracy of the minutes of the meeting held 10.10.2019  
Pages 9 – 13  
Documents 14 - 27
  - 11.2 Chair of Committee to present the minutes and matters arising

11.3 Board to adopt the recommendations set out below and to adopt the minutes:

Item 7 **Hang gliding and paragliding**

That the Board adopt the revised hang gliding and paragliding policy.

Item 9 **Position statement on trees**

That the Board the adoption of the position statement on trees.

Item 10 **Easement guidelines**

That the Board adopt the Easement Guidelines

**12. Disciplinary Committee**

12.1 To confirm the accuracy of the minutes of the meeting held 10.10.2019

Pages 28

Confidential pages 1

12.2 Chair of Committee to present the minutes and matters arising

12.3 Board to adopt the minutes

**13 Governance Committee**

Chair of Committee to report

Notes 29, 30

14 Charity Commission Scheme

Verbal Update

Update on progress

Monitoring Group report

15 Urgent Business

16 Information

16.1 Malvern Spa Association

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16.2 AONB Joint Advisory Committee

Report at next meeting

16.3 Wildlife Panel

16.4 Recreation Advisory Panel

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16.5 Management Report

Pages 37

17 Urgent business

18 Date of next meeting

16 January 2020 Council Chamber