

Malvern Hills Trust
Covid 19 Contingency Committee
Meeting (telephone conference)
Friday 27 March 2020 at 4.30pm

1. Apologies for absence
2. Declarations of interest
3. Chair's announcements
Any urgent business
4. Summary of actions taken in response to the impact of Covid 19 pandemic
5. Summary of financial position
6. To confirm decision to temporarily suspend parking charges
7. To confirm decision to suspend the issue of parking passes
8. To discuss any closure or possible closure of MHT facilities
9. Payment for staff absence:
Self-isolating because of a family member
At home looking after children (there is an existing protocol for time off to care for dependants)
10. Date of next meeting



Malvern Hills Trust

Covid 19 Contingency Committee Meeting (telephone conference) Friday 27 March 2020 at 4.30pm Update on staffing arrangements

Overall objective of these arrangements is to maintain a minimum level of operational cover for the organisation, in order to protect and preserve the Trust's land, whilst keeping staff as safe as possible by minimising exposure to the Covid Virus

The CEO will either be in his office or on site on a daily basis to oversee operations.

Office / Admin staff team.

We aim to have only 1 person in the main office on each working day to cover basic functions -

- answering telephone
- forwarding enquiries to other relevant staff.
- opening post
- ensuring computer system functionality
- dealing with info@ enquiries and forwarding to other staff

Administration staff in the office are required to

- keep to their own desks / work areas,
- avoid using shared equipment wherever possible,
- where shared equipment use required wipe down at start and end of each day with cleanser before and after use.

All other office admin staff are able to work from home.

Finance administration:

- All suppliers invoices, sales invoices and expenditure approval processes will be done electronically.
- No outgoing cheque payments to be made in this period - BACS payments only .
- Cash handling has been minimised

Conservation staff team

All Conservation staff are working from home with individuals undertaking independent site visits or inspections as and when necessary.

Wardening staff team

We aim to maintain a minimum of 1 warden in work on weekdays and 2 at weekends, carrying out normal monitoring of Trust land.

Key duties

- checking car parks and for litter
- monitoring for byelaw breaches, damage and other issues
- responding to matters flagged by the public and forwarded from Admin staff or other Officers



Malvern Hills Trust

Wardens are keeping to their own vehicles. Other staff are not to use wardens' vehicles. Wardens are not coming into office unless absolutely necessary.

The Conservation Officer or CEO may supplement / support the wardens as needed.

This week – 23rd March 2020

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Warden 1	IN	IN				OFF	OFF
Warden 2			IN	IN		IN	IN
Warden 3					IN	IN	IN

Following weeks to be confirmed.

Field Staff

We aim to have a minimum of 2 field staff on duty on Monday and Friday and 1 on Tuesday, Wednesday and Thursday, plus the Operations Manager. The Operations Manager will be on site or on-call daily, as per normal operational arrangements.

Field staff will undertake

- Rubbish collection - Mon and Friday -
- Undertake any programmed top priority work tasks
- Respond to requests for high priority / emergency works
- If required, to assist the Wardens in their work areas.
- Check security of buildings / sheds

When not scheduled to be in, all available Field staff are on- call if additional capacity needed

Field Staff Rota – W/B 30th March

	Monday	Tuesday	Wednesday	Thursday	Friday
FS1	O/C	O/C	O/C	IN	IN
FS2	O/C	O/C	IN	O/C	IN
FS3	IN	O/C	O/C	O/C	O/C
FS4	IN	IN	O/C	O/C	O/C

Further weeks to be programmed as required.

D Bridges. CEO. March 24th 2020

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Finances

Loss of income and cash flow

The closure of the car parks will have a direct impact on the charity's finances through lost income.

The major impact is loss of parking income. At this stage we do not know how long the car parks will be closed for. An estimate of the impact of a 2-month closure is that the general fund budgeted surplus for 2020/21 of £2,785 would reduce to a deficit of around £48,000. This assumes the budgeted pass sales would shift from April & May to June. In this scenario, cash flow would remain positive.

Clearly a longer closure will have a more serious impact on the general fund finances and would impact on pass sales too. Budgeted car park sales for the summer months are:

	April	May	June	July	August	September	Total
	£	£	£	£	£	£	£
Car park meter takings	20,129	27,650	17,370	15,581	27,187	16,330	124,246
Residents' passes	17,218	3,960	2,732	1,216	990	722	26,839
Annual passes	2,250	2,250	2,250	2,250	2,250	2,250	13,500
	39,597	33,860	22,352	19,047	30,427	19,302	164,585

MHT is fortunate in having a comfortable level of reserves, including the unrestricted gift fund balance of over £400,000 part of which could if necessary be used to cover these losses. We are also looking into the schemes the Government has put in place to help organisations at this time. At present there are few details available, but no doubt these will emerge over the following weeks.

Key to MHT's cash flow is the timely receipt of levy payments from MHDC, so we are in touch with staff there to check that the agreed payment schedule will still be met. As a precaution, we have given notice to take £150,000 off the Lloyds Bank 32-day notice account.

Management accounts and audit

Both finance staff are working from home and are in regular contact by phone and social media. The accounts software is cloud based. We have had a few teething problems running it remotely mainly due to slow internet speeds, but these are being resolved. Payments to suppliers are made online so can be set up remotely.

The February management accounts are running late due to the disruption caused to normal work patterns by Covid 19, but we hope to have the accounts ready next week and will email them out as usual.

The audit planning meeting was held remotely this week. Fortunately, due to staff availability at Bishop Fleming, MHT's audit was already due to start later than usual (on 8th June 2020) so at the

moment there is no change to that plan. The auditors can carry out much of their work remotely should that still be necessary.

Cheryl Gentry
Finance & Administration Manager
25th March 2020