

Malvern Hills Trust
Covid 19 Contingency Committee
Meeting (telephone conference)
Friday 3 April 2020 at 4.30pm

1. Apologies for absence
2. Declarations of interest
3. Chair's announcements
Any urgent business
4. To approve minutes of the last meeting
5. Summary of actions taken in the last week (CEO) Paper
6. Update on financial position (FAM)
7. To confirm current plan in relation to the issue of 2020/21 parking passes
8. Update on staff
9. Date of next meeting



Malvern Hills Trust

Covid 19 Contingency Committee
Friday 3 April 2020
CEO's update

Car Park Closures

Following the decision to close car parks from midnight Friday 27th March, from Saturday morning onwards the closures and signage were implemented across all the main car parks by the Wardens as planned. Secondary car parks followed, with signage and barriers installed where possible. Public response has been mostly supportive of the measure.

Staffing arrangements.

Office / Admin staff team – we continue to maintain just one member of admin staff in the office each working day to deal with urgent administrative matters. Other admin team staff are working from home, with as much normal administrative work, accounts processing etc as possible being undertaken. IT systems are generally holding up well to the challenges, with the occasional loss of connection to some users due to wider phone network issues.

Wardening.

From Tuesday 31st March one further staff member has gone into self-isolation. Wardening rota has been changed as below to maintain minimum of one warden on each day. The Conservation Officer is acting as a warden 1 day per week from Wed 7th April

Primary tasks are checking on car parks (closure barriers and signs), checking for byelaw issues (damage and issues such as fly tipping), and responding to matters flagged by the public and forwarded from Admin staff or other Officers

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
Warden 1	IN	IN					IN
Warden 2				IN	IN	IN	
CO			IN				

Conservation staff team

All Conservation staff are working from home with individuals undertaking independent site visits or inspections as necessary and when available. The Conservation Officer is acting as warden as above.

Operations Staff

We are currently maintaining the target level of the Operations Manager plus 2 field staff on Monday / Friday and Operations Manager plus 1 field staff member on call on any other midweek day. When not scheduled to be in, all available field staff are on-call if urgent additional capacity needed.

PPE

www.malvern hills.org.uk / 01684 892002
Malvern Hills Trust, Manor House, Grange Road, Malvern, Worcestershire WR14 3EY



We currently have sufficient quantities of PPE, hand wash, wipes, paper towels etc in stock to meet our operational needs.

Land Management

We are still experiencing many 'normal' land management issues across the Trusts holding that require attention – eg fallen trees, drainage issues etc. These are being dealt with according to priority.

Grazing

Grazier on the Hills and commons (both by contract grazier and some commoners) is continuing at much the normal level for this time of year. Temporary fencing has been used on Hollybed Common to enable grazing to continue during very wet conditions.

Overall

The key objective remain as before – where possible to keep a minimum level of operational cover for the organisation, in order to protect and preserve the Trust's land, whilst at all times keeping operational staff as safe as possible by minimising exposure to the Covid-19 virus.

D Bridges.
CEO.
March 31st 2020