

Annual Meeting of the Board

By Video/telephone conference

Live stream on YouTube: <https://bit.ly/3dbH2AW>

Thursday 12 November 2020

Agenda

1. Election of Chair pages i, ii
2. Election of Vice-Chair pages iii, iv
3. Apologies for absence
4. Chair's Report for 2019/20
5. Chair's Announcements
6. Declarations of Interest
7. Public Comments
8. Appointment of Committees
 - Land Management
 - Finance Administration and Resources
 - Governance
 - Staffing
 - Appointment 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 meetings held on 10.09.2020 and 15.10.2020
(May be dealt with in confidential part of the meeting if necessary) Pages 1 – 10
Confidential pages 1 -3
Matters arising from the previous Board meetings not otherwise on the agenda
Update single justice procedure
10. Financial update Paper A pages 11 - 12
11. **3Cs**
To approve the minutes of the meeting held on 3 July 2020 Pages 13 – 15
Confidential page 4
12. **Staffing Committee**
 - 12.1 To confirm the accuracy of the report of the meeting held 1.10.2020
Pages 16,17
Confidential pages 5,6
 - 12.2 Chair of Committee to present the minutes and matters arising
 - 12.3 Board to adopt the minutes and resolutions set out below
 - i) That the Secretary to the Board should continue to work an additional day per week until such time as the work on changes to the Trust's governing Acts was brought to a conclusion or until 31 December 2021 whichever was earlier.
 - ii) That an additional full time permanent warden post should be included in the staff structure and the budget for 2021/22.
13. **Land Management Committee**
 - 13.1 To confirm the accuracy of the minutes of the meeting held 08.10.2020
Pages 18 – 23

- 13.2 Chair of Committee to present the minutes and matters arising
NB The Committee considered Part 1 of the revised Land Management Plan with the intention of finalising that part of the document. If other Board members have any other observations please forward them to the Conservation Manager after the meeting.
- 13.3 Board to adopt the recommendations set out below and to adopt the minutes:
That the Board adopt the mowing guidelines
NB timescale to be discussed and confirmed - see Paper D for this meeting for information

14. Governance Committee

- 14.1 To confirm the accuracy of the minutes of the meeting held 29.10.2020
Pages 25-27
Code of Conduct 28, 29

14.2 Chair of Committee to present the minutes and matters arising

14.3 Board to adopt the minutes and the resolution set out below

That the Board adopt the revised Code of Conduct

15. Review of Governance arrangements Verbal Update

16. Urgent Business

17. Information

- 17.1 Malvern Spa Association
- 17.2 AONB Joint Advisory Committee Papers to follow
- 17.3 Wildlife Panel
- 17.4 Recreation Advisory Panel
- 17.5 Management Report Pages 30 - 32

18. Urgent business

19. Date of next meeting

21 January 2021 by video conference

20. Confidential

Resolution to exclude the public for discussion of item 21 – 23 on the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the exempt or confidential nature of the business to be transacted (HR/legal matter).

CONFIDENTIAL

- 21. Report from Ad Hoc committee Verbal update
- 22. VAT advice Paper B, pages 7 - 9
- 23. Proposals for additional estate management capacity Paper C, pages 10 -