

Malvern Hills Trust

Covid-19 Contingency Committee

By telephone/video conference call

Meeting 06 November 2020 4.00pm

Present: Mr R Bartholomew, Dr S Braim, Mr M Davies (Chair), Mrs C Palmer, Prof J Raine, Mrs Rees (arrived at the end of item 6), Ms S Rouse (arrived during item 3)

In attendance: CEO, Secretary to the Board, Mr C Atkins, Dr T Parsons (arrived at the end of item 6), Mr C Rouse.

Mr Davies welcomed everyone to the meeting.

1. **Apologies for absence**

There were none.

2. **Declarations of interest**

There were none.

3. **Chair's announcements**

There was an item of urgent business which would be dealt with in the confidential session.

The Community and Conservation Officer reported problems streaming the meeting.

4. **To approve the minutes of the last meeting**

On the proposal of Dr Braim, seconded by Ms Rouse, it was **RESOLVED** unanimously to approve the minutes of the meeting held on 3 July 2020.

5. **CEO's report**

The CEO confirmed the arrangements for lockdown which had been notified to Board members in his E-mail of 3 November. Car Parks would remain open, but the public counter at the office would be closed. Office staff were working from home where possible. Wardens and Field Staff were working normally. Volunteer work had been suspended, except for the reporting wardens.

6. **Urgent communications**

There were none.

7. **Date of next meeting**

Another meeting would be called if and when required, but provisionally a committee meeting would be held on 1 December at 4pm in order to consider the position at the end of this phase of lockdown.

Declarations of Interest

There were no further declarations of interest.

7. Staff matters

Visitor numbers were still high and car park takings for October were 48 % above budget. The CEO anticipated an increase in visitor numbers during lockdown and additional wardening capacity might be needed. It had been resolved at the meeting of the Board in June to authorise an additional warden for a 3 months period, but only 6 weeks of that provision had been used to date. The CEO asked for confirmation that he could take on additional wardening capacity for the remainder of the period authorised, if it was required.

On the proposal of Mr Bartholomew seconded by Mrs Palmer it was **RESOLVED** unanimously that the CEO could take on extra wardening capacity for the remaining period as authorised by the Board in June.

The CEO explained that the current furlough provisions were more flexible than the original ones and could now be used for staff whose hours were reduced for a minimum period of 7 days. Only staff who had been furloughed under the original scheme were eligible, and the requirement was that there was no work available for the staff member to do. At present there was work for the eligible staff but the CEO would keep the situation under review. The committee **AGREED** that staff should not be furloughed unless there was no work for them to carry out.

The meeting closed at 4.45pm