

Meeting of the Finance, Administration and Resources Committee
United Reform Church, Malvern Link WR14 1SS
Thursday 12th August 2021 at 7:00 pm
[Please see overleaf for arrangements if you wish to attend the meeting](#)

Members: Mr R Bartholomew, Mr D Core (Chair), Mr M Davies, Mr M Dyde, Mr D Fellows, Mrs L Hodgson, Mr J Michael, Mr C Penn, Prof J Raine, Ms S Rouse

Andy Wood Bishop Fleming in attendance for items 7 & 8

Agenda

1. Apologies for Absence
2. Chair's Communications
3. Declarations of Interest
4. Matters arising from previous meeting 6th May 2021 not otherwise on agenda
5. Countryside Stewardship grant North & Central Hills Paper A
6. Final management accounts for the year ended 31 March 2021 Paper B
7. Going concern review Paper C
8. To approve Trustees' Annual Report and Accounts for year ending 31 March 2021 & authorise signature of Letter of Representation Paper D
9. Auditors' Key Issues discussion document (Confidential report) Paper J
10. Update on Schedule of Risk items Verbal update
11. Business Plan review Paper E
12. Designated and restricted fund budgets 2021/22 Paper F
13. GDPR
- 13.1 Review of data breach log
14. Reports for information
- 14.1 Management accounts to 30th June 2021 Paper G
- 14.2 Review of major projects (Including Land Management) Paper H
- 14.3 Fund-raising, legacies and grants group Verbal Update
- 14.4 Exercise of delegated expenditure powers Verbal update
- 14.5 Property – Manor House refurbishment Verbal update
- 14.6 Wardens' vehicle purchase Paper I
15. Urgent business
16. Date and time of next meeting Thursday 9th December 2021 7pm

17. Confidential item:

Resolution to exclude the public for discussion of items 18 to 20 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 (commercially sensitive matter).

Confidential

18. Register of contracts	Paper K
19. VAT reclaim	Verbal update
20. IT security	Paper L

There are still high numbers of Covid cases and it is clear that notwithstanding vaccination, people can still catch the virus. Each venue is risk assessed by the Trust and is allocated a maximum capacity so that a 2m distance can be maintained between attendees. Once the capacity for the venue has been reached, in order to keep attendees safe, no further people will be admitted. If you attend the meeting you will still be asked to wear a face mask as a courtesy to other attendees.

Anyone who is NOT a member of the Committee who wishes to attend **must** apply in writing to cindy@malvern hills.org.uk (or write to Mrs L Parish at the Trust's office), giving their name, E-mail address and contact number, which are required for track and trace. Places will be allocated on a first come first served basis. Cindy will confirm whether there is a place available.

If you turn up at the meeting without pre-booking you risk not being admitted.