

Meeting of the Board

Thursday 9 September 2021 7.10pm (or following Levy Payers' Meeting)
The Council Chamber, Civic Centre, Pershore WR 10 1PT
or live stream on YouTube: <https://wychavon.public-i.tv/core/portal/home>.

In attendance David Butler, Bishop Fleming

Please see overleaf for arrangements if you wish to attend the meeting in person

Agenda

1. Apologies for absence
2. Chair's Announcements
3. Declarations of Interest
4. Public comments
5. To review Key Issues for Discussion Document Confidential Paper J FAR 12.08.21
6. To review the Letter of Representation addressed to Bishop Fleming and authorise
the Chair of the Board to sign it Paper D FAR 12.08.21
7. To confirm to the Auditors that the charity is a going concern
Paper C FAR 12.08.21
8. To authorise the Chair to sign the letter of engagement from the Auditors
Pages 1 -16 Paper A
9. To confirm the Minutes of the Board meeting held on 26 August 2021
To Follow
10. Matters arising
From the previous Board meetings not otherwise on the agenda
11. **Staffing Committee**
 - 11.1 To confirm the accuracy of the minutes of the meetings held 1 July 2021
Pages 17 - 26
 - 11.2 Chair of Committee to present the minutes and matters arising since the meeting
 - 11.3 Board to adopt the minutes & recommendations set out below
 - 7.3.1 **Review of Health and Safety Policy**
To adopt the revised Health and Safety Policy
 - 7.3.2 **Review of Safeguarding Policy**
To adopt the revised Safeguarding Policy
12. **Governance Committee**
 - 12.1 To confirm the accuracy of the minutes of the meetings held 29 July 2021
Pages 27 - 34
Confidential page 1,2

12.2 Chair of Committee to present the minutes and matters arising since the meeting

12.3 Board to adopt the minutes & recommendations set out below

8.3.1. Meetings

(See below)

8.3.2. Social Media Policy

To adopt the revised Social Media Policy

13. Meetings

To adopt the revised schedule of meetings for a trial period of 6 months

Page 35 Paper B

14. Update on progress of working group looking at the costs and benefits of a private bill .

Verbal update

15. Review of progress on governance toolkit

16. Finance Administration and Resources Committee

16.1 To confirm the accuracy of the minutes of the meetings held 12 August 2021

Pages 36 - 41

Confidential page 3

16.2 Chair of Committee to present the minutes and matters arising since the meeting

16.3 Board to adopt the minutes & recommendations set out below

6. Countryside Stewardship Grant North & Central Hills

b) No further income accruals be made in relation to the Northern & Central Hills CS until the dispute is resolved

c) The balances on the grazing reserve, BPS and HLS Castlemorton Common funds be used to cover the shortfall at 30th June 2021 arising from the dispute,

d) £32,200 be made available from general fund reserves to fund grazing on the North & Central Hills from 1st July 2021 to 31st December 2021.

13. Designated and restricted fund budgets 2021/22

a) The designated and restricted funds budgets for 2021/22 be approved and

b) The budget for the North & Central Hills Countryside Stewardship scheme be updated once the dispute with the RPA has been resolved.

15.6 Wardens' vehicle purchase

To approve an additional £6,000 towards the capital cost of the 4th warden vehicle

20 IT security

(See paper) To install the recommended security system at a cost of £1,620 pa

17. To adopt the Risk Management Schedule

Paper C

18. Trail hunting update

Pages 42, 43 Paper D

19. Update on dispute with RPA

Verbal Update

20. Invitation to participate in a test and trial of Defra's new ELM scheme.

Verbal report

21. Urgent Business

22. Information

- | | | |
|------|-------------------------------|--|
| 22.1 | Malvern Spa Association | Verbal update DB |
| 22.2 | AONB Joint Advisory Committee | Pages 44 - 49 Minutes of meeting 23.4.21 |
| 22.3 | Wildlife Panel | Verbal update |
| 22.4 | Recreation Advisory Panel | No meeting |
| 22.5 | 4Cs | No meeting |
| 22.6 | Management report | Pages 50 - |

23. Next meeting: 11 November 2021

24. Confidential business

Resolution to exclude the public for discussion of items 25, 26, 27 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 (Legal advice/person information).

CONFIDENTIAL

- | | |
|--|-----------------------------------|
| 25. VAT reclaim | Confidential pages 4 - 10 Paper E |
| 26. Staffing | Confidential pages 11, 12 Paper F |
| 27. To discuss legal advice in relation to easements | Confidential pages 13 - Paper G |

Please do not attend the meeting in person if you have symptoms of Covid-19 or if you have been in contact with anyone showing symptoms.

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 (other than trustees) 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.