

Meeting of the Finance, Administration and Resources Committee

United Reformed Church, Malvern Link WR14 1SS

Thursday 9th December 2021 at 7:00 pm

[Please see overleaf for arrangements if you wish to attend the meeting \(this includes trustees not on the FAR Committee\)](#)

Members: Mr R Bartholomew, Mr D Core, Mr M Davies, Mr M Dyde, Mr D Fellows, Mrs L Hodgson, Mr J Michael, Mr C Penn, Prof J Raine, Mr D Watkins.

Agenda

1. Appointment of Chair
2. Appointment of Vice-Chair
3. Apologies for Absence
4. Chair's Communications
 - Attendance by Ian Burrows (Brewin Dolphin) at next Board meeting
 - Pension workshop
5. Declarations of Interest
6. Public comments
7. Matters arising from previous meeting 12th August 2021 not otherwise on agenda
 - Update on Stewardship schemes
8. Management accounts to 31st October 2021 Paper A
9. To approve General Fund budget and propose the Levy for the year ended 31st March 2023 Paper B
10. GDPR - Review of data breach log
11. Reports for information
 - 11.1 Car park takings Paper C
 - 11.2 Review of major projects (Including Land Management) Paper D
 - 11.3 Fund-raising, legacies and grants group Verbal Update
 - 11.4 Red flag items off risk schedule Verbal update
 - 11.5 Exercise of CEO's delegated expenditure powers Verbal update
 - 11.6 Property – Manor House refurbishment Verbal update
12. Urgent business
13. Date and time of next meeting May/June 2022

If you or anyone in your household/bubble has experienced any Covid symptoms in the last 7 days, please do NOT attend this meeting. Delta variant symptoms for those who have been vaccinated are commonly runny nose, sore throat and headache, and not necessarily a cough, fever or loss of sense of taste or smell.

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 minimum 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 be asked to wear a face mask as a courtesy to other attendees.

Out of consideration for others, we ask all attendees to undertake a lateral flow test and not to attend if this shows positive result.

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. 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.