

**Meeting of the Finance, Administration and Resources Committee**  
**United Reformed Church, Malvern Link WR14 1SS**  
**Thursday 9<sup>th</sup> June 2022 at 7:00 pm**

Due to the high numbers of Covid-19 cases, a pre-meeting workshop will be streamed live on YouTube: <https://bit.ly/3dbH2AW> on Wednesday 8 June 2022 at 18.30. This is to enable trustees to receive reports not requiring any decision, to conduct any preliminary discussions and to raise any questions they may have on items on the agenda. Items marked \* are for information only and will be discussed at the workshop and not at the meeting.

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

**Ian Burrows Brewin Dolphin will be in attendance for item 5**

## **Agenda**

1. Apologies for Absence
2. Chair's Communications
3. Declarations of Interest
4. Public comments
5. \*Investment review (Ian Burrows) Paper A (confidential)
6. \*Matters arising from previous meeting 9<sup>th</sup> December 2021 not otherwise on agenda
  - RPA payments
  - Donkey Shed
7. \*Initial audit feedback Verbal report
8. Impact of inflation on 2022/23 budgets Paper B
9. Reserves policy review Paper C
10. Exercise of Committee's delegated authority: Paper D
  - Hancock's Lane surfacing
  - Westminster Bank surfacing
11. \*GDPR - Review of data breach log
12. \*Reports for information
  - 12.1 Review of major projects (Including Land Management) Paper E
  - 12.2 Fund-raising, legacies and grants group Verbal Update
  - 12.3 Red flag items off risk schedule Verbal update
  - 12.4 Exercise of CEO's delegated expenditure powers Verbal update
  - 12.5 Property – Manor House refurbishment Verbal update
13. Urgent business
14. Date and time of next meeting  
8 December 2022

## 15. Confidential

Resolution to exclude the public for discussion of item 16 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 (personnel matter).

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## 16. \*Salary benchmarking – feedback from Staffing Committee      Verbal report

Following the Government announcement 'Living with COVID-19', it remains the responsibility of employers and organisations to put arrangements in place to try to reduce the spread of infection at meetings and events. Malvern Hills Trust, having assessed the risks of face-to-face meetings, will continue to take measures to keep everyone as safe as possible.

**If you or anyone in your household has experienced any Covid symptoms in the last 7 days, please do not attend this meeting unless you have a negative lateral flow test result on the day of the meeting. The Government has updated the list of symptoms and the most common are now runny nose, sore throat, headache, fatigue and sneezing and not necessarily a cough, fever or loss of sense of taste or smell.**

As cases remain high, when attending meetings please:

- Continue to wear a face covering once inside unless you are exempt from doing so (or when speaking).
- Use the hand sanitiser provided when you enter and leave the building
- Seats will be placed socially distanced within the venue - please don't move the chairs closer to others unless you have checked that they are happy for you to do so
- Avoid congregating in car parking areas, or whilst waiting to enter the building
- Once the meeting is over, please leave the building - if you want to chat it is safer to do it in the open air

If you are not a member of the Finance Administration and Resources Committee and wish to attend the meeting, please notify the office in writing ([cindy@malvernhill.org.uk](mailto:cindy@malvernhill.org.uk) or write to Mrs L Parish at the Trust's office), giving your 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. Once the capacity for the venue has been reached, in order to keep attendees safe, no further people will be admitted.