

Ordinary Meeting of the Board
Council Chamber, Avenue Road, WR14 3AF
Thursday 14 July 2022 7pm

Due to the high numbers of Covid-19 cases, a pre-meeting workshop will be streamed live on YouTube: <https://bit.ly/3dbH2AW> on Monday 11 July 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.

David Butler from Bishop Fleming in attendance for item 5

Agenda

1. Apologies for absence
2. Chair's Announcements
 - *Update on land acquisition
 - *Portfolio update letter from Brewin Dolphin
3. Declarations of Interest
4. Public Comments
5. Audit Completion Report CONFIDENTIAL Paper A, Pages 1 - 10
6. To confirm the Minutes of the Board meeting held on 12 May 2022 (May be dealt with in confidential part of the meeting if necessary) Pages 1 - 3
Confidential page 11

*Matters arising from the previous Board meetings not otherwise on the agenda
7. **Staffing Committee**
 - 7.1 To confirm the accuracy of the minutes of the meeting held 31.05.22 (May be dealt with in confidential part of the meeting if necessary) Pages 4 -6
Confidential pages 12 - 14
 - 7.2 Chair of Committee - updates and questions
 - 7.3 Board to adopt the minutes and the resolution set out below (Adoption of resolutions set out in confidential minutes will be taken in the confidential part of the meeting)
 - 7. Bicycle mileage allowance**
that a 20p tax free bicycle mileage allowance for business journeys be introduced with immediate effect.
 - 8. Untaken leave**
 - a) the carry forward provisions for staff annual leave in the Employee Handbook have the following added – ‘to allow all untaken annual leave (including bank holidays) as at 31st March 2022 to be carried forward and used before 31st March 2024’,
 - b) the carry forward provisions for TOIL in the Employee Handbook has the following added – ‘that overtime balances outstanding at 31st March 2022 can be carried forward, to be used before 31st March 2024’
 - c) the matter be reviewed at 31 December 2022

Also see resolutions in confidential minutes

8. Finance Administration and Resources Committee

8.1 To confirm the accuracy of the minutes of the meeting held 9.06.22

Pages 7 - 10

8.2 Chair of Committee - updates and questions

8.3 Board to adopt the minutes and the resolution set out below:

9. Reserves Policy

1. That the revised policy be adopted

Page 11

2. Record that the assessment of the reserves position at 31st March 2022 is satisfactory

9. *Governance Committee

Working Group 2

Verbal update

Governance Toolkit – next steps

Verbal update

10. Final Management Accounts to 31.3.2022

Paper B, page 12

11. To approve the narrative on the Trustees' Annual Report

Paper C page 13

12. Authority for bank mandate

Paper D page 14

13. Proposed amendment to Standing Orders

Paper E pages 15, 16

14. Approval Risk Management Schedule

Paper F page 17 - 33

15. Boundary Commission revised proposals

Verbal update

16. Arrangements for Levy Payers' Meeting

Verbal update

17. H & S update

Paper G pages 34, 35

Including review of Covid precautions and meeting arrangements.

18. Information

18.1 Management accounts - interim accounts to 31.5.22 Paper H, page 36

18.2 *Expenditure approved under delegated authority 2022 Page 37

18.4 *Conservation Manager's Report Verbal update

18.5 *GDPR breaches Verbal update

18.7 *Malvern Spa Association Verbal update

18.8 *AONB Joint Advisory Committee Verbal update

18.9 *Wildlife Panel No meeting

18.10 Recreation Advisory Panel No meeting

18.11 4Cs No meeting

18.11 *Management Report Pages 38 - 40

19. Urgent business

20. Date of next meeting

8.09.22 (Following Levy payers' meeting)

21. Confidential

Resolution to exclude the public for discussion of item 22 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 (HR matter).

Confidential

22. To approve resolutions from confidential section of Staffing Committee

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
- Once the meeting is over, please leave the building - if you want to chat it is safer to do it in the open air

We risk assess the meeting venue. Once the capacity for the venue has been reached, in order to keep attendees safe, no further people will be admitted. 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.