

**Meeting of the Finance, Administration and Resources Committee**  
**Lyttelton Rooms, Church Street, Malvern**  
**Thursday 21 September 2023 at 7:00 pm**

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

**Eleanor Sunderland and Katherine Parkin from Azets will be in attendance for item 6**

## **Agenda**

1. Apologies for Absence
2. Chair's Communications
3. Declarations of Interest
4. Public comments
5. Final Management Accounts for year ending 31 March 2023 Paper A
6. Auditors' Key Issues discussion document (Confidential report) Paper B
7. To review Trustees' Annual Report and Accounts for year ending 31 March 2023 & recommend approval of those and the Letter of Representation to the Board Paper C
8. Reports for information
  - 8.1 Review of major projects (Including Land Management) Paper D
  - 8.2 GDPR - Review of data breach log
  - 8.3 Management accounts to 31 July 2023 Paper E
  - 8.4 Fund-raising, legacies and grants group Verbal Update
  - 8.5 Red flag items off risk schedule Verbal update
  - 8.6 Exercise of CEO's delegated expenditure powers Verbal update
  - 8.7 Property – Manor House refurbishment Verbal update
  - 8.8 Recruitment update Verbal update
9. Urgent business
10. Date and time of next meeting  
14 December 2023
11. Confidential  
Resolution to exclude the public for discussion of item 12 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 (information relating to an individual).

---

### **CONFIDENTIAL**

12. Building Colwall lands Paper F

**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. Symptoms are commonly runny nose, sore throat, headache, fatigue and sneezing and not necessarily a cough, fever or loss of sense of taste or smell.**

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.

Members of the public who wish to attend are asked to notify [cindy@malvern hills.org.uk](mailto:cindy@malvern hills.org.uk) (or write to Mrs L Parish at the Trust's office), in advance of the meeting, giving their name, E-mail address and contact number.