

Special Meeting of the Board

Malvern Cube, Albert Road North, Malvern WR14 2YF

Thursday 19 October 2023 7pm

Meeting at which the Trust's accounts for the year to 31 March 2023 will be approved and the auditors for the year ending 31 March 2024 are to be appointed

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

Eleanor Sunderland and Katherine Parkin from Azets Audit Services will be present at the meeting.

Agenda

1. Apologies for absence
 2. Chair's Announcements
 - Arrangements for public questions
 3. Declarations of Interest
 - Trustees are reminded to keep their Register of Interests up to date
 4. To approve the minutes of the Levy Payers Meeting held on 1 December 2022
 5. Public questions on the accounts
 6. To receive and approve the Trustees' Annual Report and Accounts for the year ended 31 March 2023
 7. Appointment of Auditors for the financial year ending 31 March 2024
 - It is proposed to re-appoint Azets Audit Services
 8. Public Comments (Standing order 13.2)
 9. To approve the minutes of the Board meeting of 5 October 2023 To follow
 10. Arrangements for Trust elections Verbal update
 11. Car park takings for second quarter 2023/24
 12. Management accounts to 30 August 2023 To follow
 13. Update on arrangements for obtaining a new Act Verbal update
 14. To approve relocation expenses policy Paper A
 15. Reports:
 - Recreation Advisory Panel Paper B
 - Project update (including postponements) Paper C
 16. Urgent business
 17. Date of next meeting
 - Annual meeting 16 November 2023
 18. Confidential
 - Resolution to exclude the public for discussion of items 19 & 20 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 matters).
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- CONFIDENTIAL**
19. Appointment of Secretary to the Board Paper D
 20. Report from Working Group for appointment of CEO

Members of the public wishing to attend this meeting please note:

1. Copies of the accounts are available from the Trust's office or on the web site <https://www.malvern hills.org.uk/> from 29 September 2023.
2. If you want to ask a question at the meeting in relation to the Annual Report and Accounts, it would be helpful if you could please forward the question in writing by 12 noon on 18 October 2023 to info@malvern hills.org.uk to ensure we have the information available at the meeting.
3. Any member of the public wishing to nominate a firm of auditors for appointment should notify the Trust of their proposal at least 12 clear working days before the meeting.
4. Levy payers can participate in the vote on agenda item 7. If you want to vote at the meeting, you will need to establish that you are a levy payer. It would be helpful to provide a copy of your Council Tax bill when you contact us (see paragraph 5 below) as this will speed up administration at the start of the meeting. **Alternatively please bring a copy of your Council Tax bill to the meeting.**
5. If you wish to attend it would be helpful if you could E-mail cindy@malvern hills.org.uk (or write to Mrs L Parish at the Trust's office), giving your name, E-mail address and contact number and provide a copy of your council tax bill if you wish to vote on agenda item 7.

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.