

MALVERN HILLS CONSERVATORS MEETING OF THE BOARD

Council Chambers, Avenue Road, Malvern
Thursday 14th November 2013 7:30 pm

Present: Mr D Baldwin, Mr R Chamings, Mr C Cheeseman, Mr R Cousins (Vice Chairman), Mr S Ginn, Mr R Hall-Jones, Mr D Hawkins, Mr P Hughes, Mr T Musgrove, Mr B Pilcher, Prof J Raine, Mrs G Rees, Mr J Roskams, Mr C Rouse, Mr C Smith, Mrs H Stace (Chairman), Mr D Street, Mr J Tretheway, Mr P Tuthill, Mr P Watson, Mr T Yapp, Mrs S Young.

In Attendance: Director, Deputy Director/Secretary, Financial Consultant, Deputy Conservation Officer, Minute Taker, and 4 representatives from Investment Brokers.

Mr P Tuthill stated that parking enforcement has come into force therefore a parking ticket should be purchased after 7:30pm.

1. APOLOGIES FOR ABSENCE

Mrs S Adeney, Rev'd C Attwood, Mr M Cordey and Ms R Massey.

2. CHAIRMAN'S ANNOUNCEMENTS

2.1 Board Member resignations: Mr J Plant. Mrs H Stace announced that Mr J Plant had resigned from the Board and that a card will be circulated. A letter of thanks will be sent to Mr J Plant for his many years of service to the Board.

2.2 Update RoSPA report. The Director stated that he was still awaiting the final report as RoSPA wanted to incorporate any recommendations made by the Coroner at the inquest. The final draft should be received within a week.

2.3 Evening Stroll held on 26th September 2013. Mrs H Stace stated that the stroll had taken place, looking at some of the positive work we had done over the last year e.g. Mill Pond Dam.

2.4 Christmas Event. On a show of hands 13 Members would be interested in a Christmas get-together.

3. PRESENTATIONS FROM WEALTH MANAGERS

Two presentations were given to provide Board members with information on the range of different types of investments available and their potential risks and returns.

4. ANNUAL REPORT OF CHAIRMAN FOR THE PREVIOUS YEAR

Mrs H Stace stated that the Chairman's Report was from both the Chairman of the Board and Mr R Cousins as Vice Chairman as they had worked as a team throughout the past year. Mrs H Stace presented the following report:

A key issue over the past year was the conclusion of the Inquiry into the handling of St Ann's Well lease. Although the Charity Commission have accepted that the trustees were not in breach of their duties the Inquiry clearly demonstrated that we had not been upholding the standards of governance expected of us. We have worked hard over the last year to address these shortcomings and have updated all aspects of our governance. The fruits of our labours are in the new Governance Handbook folders which includes all the updated documents that have been signed off and a couple of documents that are marked 'draft' that will be signed off today. There are spaces at the end for other documents that have previously been issued to Members.

We started by reviewing the Malvern Hills Acts so that we could understand the extent of, and limits to, our powers and duties; we have defined the purpose of the Board and the Committees and have reviewed Standing Orders to modernise and improve our decision making processes and to be more open and accountable to the public; we have drawn up Terms of Reference for Board Members and those elected to serve as Chairs and Vice Chairs of the Board and of Committees; we have prepared a Code of Conduct to guide Conservators in discharging their responsibilities. All these documents are included in the folder.

It is up to us now to make those governance arrangements work and to demonstrate that we have moved forward. Our actions as Board Members, charity trustees, land managers, landlords, and employers must meet the highest possible standards. Only then can we claim to uphold our proud tradition of looking after the Malvern Hills and Commons.

Mrs H Stace thanked everybody for being involved in the review of the organisation's governance before continuing with the report:

It has been a very busy year. We have completed the National Vegetation Classification survey; we have reviewed the grazing project and instigated a range of changes to our monitoring arrangements so that we can better manage the scheme; we have completed the restoration of the leaking dam at the Mill Pond; we have restored the cider ring at the Mill Pond orchard and have put up a notice explaining the history of the site; we have started the work required to bring our map records up to date and into the modern world of GIS; we have recruited a new Conservation Officer and we have replaced the Deputy Conservation Officer while she is on maternity leave; we held some high profile public events which have been very well received; we have improved our relationship with the public and media over the course of the year; and alongside the governance review we have updated Malvern Hills Conservators' policies including the Land Acquisition Policy and the review of policies will continue over the coming year.

This year will also be remembered for the drowning of the two young men at Gullet Quarry and we extend our deepest sympathies to the family and friends of the drowned men. Our thanks go to the staff who dealt with these tragedies.

It is time to look forward now in a positive state of mind and continue our work. In the coming year we will focus on a review of the Management Plan to improve our management of the Hills and Commons; prepare a Business Plan to put the organisation on a better footing; continue to improve our public profile; get our properties in order as we have neglected some properties and we must ensure that we have a safe, secure and suitable working and living arrangements for staff and tenants; and review our employment policies to ensure MHC is meeting its responsibilities as employers.

Mrs H Stace informed the Board that the annual report is usually produced in December, but it was thought to alter the timing of this so that the annual report will fall in line with the end of Financial year, therefore the annual report will be produced for July.

5. ELECTION OF CHAIRMAN FOR THE COMING YEAR

On the proposal of Mr R Cousins, seconded by Mr R Hall-Jones it was **AGREED** by 13 votes for to 5 votes against and 1 abstention that a paper ballot was not necessary as there was only 1 nomination for the role of Chair and therefore a show of hands would suffice.

The Director asked all Members in favour of electing Mrs H Stace to the role of Chairman for the coming year to raise their hands. Mrs H Stace was duly elected Chairman by 18 votes for, with 1 vote against and 1 abstention.

6. ELECTION OF VICE CHAIRMAN FOR THE COMING YEAR

The Director stated that there had been 2 nominations, Mr R Cousins who was nominated by Mrs S Young and seconded by Mrs G Rees, and Mr P Watson who was nominated by Mr C Rouse, seconded by Mr T Yapp. Both candidates addressed the Board. After a paper ballot Mr P Watson was duly elected Vice Chairman of the Board by 12 votes to 10 votes.

Mr T Musgrove left the meeting.

7. MEMBERSHIP OF COMMITTEES FOR THE YEAR

Land Management Committee	Finance, Admin & Resources Committee	Governance Committee
Mrs S Adeney	Rev'd C Attwood	Rev'd C Attwood
Mr D Baldwin	Mr M Cordey	Mr R Cousins
Mr R Chamings	Mr S Ginn	Mr S Ginn
Mr C Cheeseman	Mr R Hall-Jones	Mr T Musgrove
Mr R Cousins	Mrs R Massey	Prof J Raine
Mr D Hawkins	Mr T Musgrove	Mrs G Rees
Mr P Hughes	Prof J Raine	Mrs H Stace
Mr T Perry	Mr J Roskams	
Mr B Pilcher	Mr C Smith	
Mrs G Rees	Mr D Street	
Mr C Rouse	Mr P Tuthill	
Mrs H Stace	Mr P Watson	
Mr J Tretheway	Mr P Watts	
Mr T Yapp	VACANT	
Mrs S Young		

8. ELECTION OF MEMBERS TO SERVE ON OUTSIDE BODIES FOR THE COMING YEAR

8.1 AONB Joint Advisory Committee. On the proposal of Mrs H Stace, seconded by Mr P Hughes, Mrs G Rees was duly elected as the Board's representative.

8.2 Malvern Spa Association. On the proposal of Mrs H Stace, seconded by Mr P Watson, Mr D Street was duly elected as the Board's representative.

9. TO APPOINT 2 MEMBERS TO THE 4C'S (CASTLEMORTON COMMONS CO-ORDINATING COMMITTEE) FOR THE COMING YEAR

Mrs H Stace stated that 3 nominations had been received: Mr R Chamings, Mr R Cousins and Mr C Rouse. Mr R Cousins stated that he had been nominated without his knowledge but that he had attended one meeting of the 4C's.

Mr C Smith proposed that the vote be a show of hands, which was seconded by Mr P Hughes but after discussion about the logistical difficulties it was **AGREED** to have a paper ballot.

Mr R Chamings received 13 votes and was duly elected as a representative of the Board.

Mr C Rouse and Mr R Cousins both received 12 votes. Mr R Cousins withdrew his nomination and Mr C Rouse was duly elected as a representative of the Board.

10. TO APPOINT 4 MEMBERS TO THE RECREATION ADVISORY PANEL FOR THE COMING YEAR

Mrs H Stace stated that the four nominated Members were Mr D Hawkins, Mr B Pilcher, Mr R Cousins and Mr D Baldwin. The four Members were duly elected as representatives of the Board.

11. TO APPOINT 4 MEMBERS TO THE WILDLIFE PANEL FOR THE COMING YEAR

Mrs H Stace stated that the four nominated Members were Mr P Watson, Mrs H Stace, Mrs G Rees and Mr C Rouse. The four Members were duly elected as representatives of the Board.

12. PUBLIC QUESTIONS

One question had been received.

Question: *Ladies and gentlemen of the Board, I am writing on behalf of concerned residents to ask if the Board is aware of the proposed purchase of Maize Piece Field by the Motor Caravans Club for use as its main office, motor caravan site and site for rallies, including its national rally for over 400 vehicles. We have been lead to believe that the purchase is contingent on access across Castlemorton Common, through the gate at the corner of Marlbrook Farm and the footpath from Welland. We believe that this access has been agreed in principle by the current landowners. This development would raise a good number of concerns if it were to move ahead. Of course, this would be contingent on an easement being granted to the site from the common and we would be interested to know what the Board's position would be when considering an easement.*

Answer: The Director stated that the contact details had been provided for the potential purchases and this matter has been discussed with them. The Director confirmed that the potential purchasers are interested in the site, but their interest is primarily in the building. The 10 acres of land is a bonus but there is no intention to hold large rallies on it as they feel it is not a suitable site, although there are some caravan pitches there at present which they would like to retain, but nothing more than that. The potential purchasers need to speak to MHC regarding an easement for water supply and they have also stated that they would like access onto the common for emergency vehicles. A request was made that their surveyor and land agent contact MHC to discuss these issues. Currently the access into the site was as single track access from the road from Little Malvern to Welland.

13. DECLARATIONS OF INTEREST

Mr C Rouse declared a personal interest in the Higher Level Stewardship scheme. Mr P Tuthill declared a non-pecuniary interest as a member of the County Council.

14. TO CONFIRM THE MINUTES OF THE BOARD MEETING HELD ON 12th SEPTEMBER 2013

Mrs H Stace presented the report. On the proposal of Mr P Tuthill, seconded by Mr C Smith, it was **CARRIED** by 13 votes for with 5 abstentions that the minutes be signed as a **TRUE** and **CORRECT** record.

15. MATTER ARISING FROM THE BOARD MEETING

None.

16. MINUTES OF THE FOLLOWING COMMITTEES:

16.1 LAND MANAGEMENT COMMITTEE HELD ON 3rd OCTOBER 2013

16.1.1 Mr C Rouse presented the report to confirm the minutes. On the proposal of Mrs G Rees, seconded by Mr C Rouse, the **ACCURACY** was **AGREED** by 12 votes for with 1 abstention.

LAND MANAGEMENT COMMITTEE

Manor House, Grange Road, Malvern

Thursday 3rd October 2013, 4:00 pm

Present: Mrs S Adeney, Mr D Baldwin, Mr R Chamings, Mr R Cousins (ex-officio), Mr D Hawkins, Mr P Hughes (Vice-Chairman), Mr B Pilcher, Mr J Plant, Mrs G Rees, Mr C Rouse (Chairman), Mrs H Stace (ex-officio), Mr J Tretheway, Mr T Yapp, Mrs S Young.

In attendance: Director, Deputy Director, Conservation Officer, Deputy Conservation Officers (x 2), Operations Manager, Mr D Street, Mr P Watson, Mr M Gardiner (Grazier), Mr J Mitchley (NVC surveyor), and 2 members of the public.

1. APOLOGIES FOR ABSENCE

Mr P Hughes, Mr P Watts.

2. DECLARATIONS OF INTEREST

Mr C Rouse declared a personal interest in the Higher Level Stewardship Scheme.

3. CHAIRMAN'S COMMUNICATIONS

3.1 Welcome to new staff Member. Mr C Rouse welcomed Ms Rebecca Baker to the meeting. Ms R Baker will be taking over the post of Deputy Conservation Officer while the current post holder is on maternity leave.

3.2 St Wulstan's Nature Reserve. The Director stated that one Board Member had suggested that the Board should consider acquiring this land. The Committee were asked if there was an appetite to consider purchasing this land. If there was, then the land would be tested against the Land Acquisition Policy, but the Director was reluctant to undertake this work if there was no appetite for the acquisition of this land.

A discussion ensued and the following points were raised:

- The land is a nature reserve that is close to the Hills and is currently accessible to the public.
- Some of the land is contaminated and is fenced off which would create a risk of liability. There were differing views as to the nature of the contamination, whether hospital waste or builders waste.
- Worcestershire County Council has not been approached over the sale of this land, and Worcestershire County Council has not raised the issue of selling the piece of land.
- The land is already in a conservation management programme therefore MHC would add little to the management of the site.
- The land could be used for recreation for people who were unable or unwilling to climb the Hills.
- Malvern Hills District Council used to manage the site and would still maintain an interest in the land.
- Malvern Wells Parish Council would also have an interest in the site.
- Officers should check the minutes from 1992 to see what was originally agreed.
- If MHC did take on the land, there should be a lump sum payment to set against any liability due to contamination of the site.
- MHC does not have the workforce to maintain this land.
- By obtaining the land this could be a method of getting funds from Worcestershire County Council.
- The current conservation of the site is generally good, but more could be done to conserve the veteran trees.

The Committee **AGREED** by consensus of opinion that the acquisition of this land would not be pursued.

3.3 Underground Easement at Rose Cottage, Colwall. The Director gave a brief background to the property and the planned construction of a new build to be connected to Rose Cottage via an underground tunnel. The Committee were reminded that they had previously AGREED in principle without prejudice and without providing a firm guarantee to consider selling a strip of land for this purpose or granting a right to construct a tunnel subject to legal considerations. The owners of Rose Cottage now

have plans and a model of the two properties and the adjoining tunnel and they are about to submit a planning application. The Director stated that new information had come to light that the owners also intend to convert another building at Old Forge Cottage into a residence. Therefore three buildings now form the project but the owners of Rose Cottage claim that the new building and Rose Cottage are considered a single dwelling therefore the project is for 2 properties. If Rose Cottage and the new build are considered one dwelling then the Committee can not grant an easement for the tunnel as this would not be an access but a right to occupy. The Director stated that this issue had been discussed with the Board's solicitor and land agent and there were doubts as to the legality of granting a tunnel as by definition an easement must be accessible to all. This matter is further complicated by the reinstatement of the common and removal of the tunnel in the event that the owner of Rose Cottage should sell the properties or die. Any agreement must clearly state that should this occur that the tunnel is filled in to MHC's specifications.

It was **NOTED** that this item will come back to the Committee or to the Board once the solicitor has provided legal advice and that a Special Meeting may need to be called.

4. MATTERS ARISING FROM THE MEETING OF THE 1st AUGUST 2013

4.1 3.4 The Hacketts. The Director stated that The Hacketts will be brought back to the next Committee meeting.

4.2 5. Future of Grazing Report. Mr M Gardiner was asked to comment on the report. Mr M Gardiner stated that he was not sure about the use of electric fences but that the use of cattle grids would be beneficial.

4.3 7. Vision for Community Woodland. Mr T Yapp raised the potential new development at Newland which may result in a similar situation to that at Townsend Way where a strip of land was provided by the developers to create the Community Woodland. Mr T Yapp stated that the Parish Council may require the developers to provide land, plus a dowry for its upkeep, to form a buffer zone around the proposed new development. The Director stated that if this was the case it would be of interest to MHC as further strips of woodland would be valuable to woodland connectivity and would also provide local space for dog walkers.

5. ANY OTHER MATTERS ARISING

None.

The following item was moved up the agenda.

9. BUS SHELTER AT POUND BANK ROAD

The Director presented the paper and introduced two members of the public who were the family of one of the residents of the Merrivale Court Retirement Home, and who had instigated the request for a bus stop. There were two suggested options for the bus shelter but it was suggested that Option 2 was preferable as the shelter would be situated on the pavement and therefore MHC would not be liable for the maintenance of the shelter should Worcestershire County Council no longer undertake this duty and it would be easier for the Field Staff to mow around. Option 2 would require a small area of common to be surfaced to comply with bus stop and pavement regulations. Malvern Town Council will fund the construction and Worcestershire County Council will maintain it.

On the proposal of Mrs G Rees, seconded by Mr J Tretheway, it was **CARRIED** by 9 votes for to 2 votes against that Option 2 be adopted with the proviso that the existing bus stop post and sign be removed and that any new surfacing of the common to provide the statutory requirements for the pavement be kept to a minimum to prevent encroachment onto the common.

6. NVC SURVEY

The Conservation Officer introduced senior ecologist, Mr Jonathan Mitchley. During the summer Mr J Mitchley and his team had conducted a vegetation survey of all land under MHC jurisdiction. A slide show detailing the survey's findings was presented to the Committee.

Mrs H Stace congratulated Mr J Mitchley and his team for such a fantastic piece of work and it was **NOTED** that further in-house work using this data and GIS would be beneficial. A future survey should be conducted in 2020.

Mr D Baldwin, Mrs G Rees, Mr J Tretheway and Mr P Watson left the meeting.

7. GRAZING REVIEW AND INSURANCE

The Conservation Officer presented the paper and stated that as part of the grazing agreements the graziers must be fully insured with public liability insurance as per paragraph 2.19. Copies of their insurance documents must be provided to MHC. Despite letters, telephone calls and requests in person dating back to February 2013 to one grazier MHC still had not sighted that individual's insurance documentation. The deadline to supply MHC with insurance documents was 30th September therefore this grazier was now in breach of his grazing agreement. It was

stated that the individual will still be able to graze sheep on the common as Commoner's Rights are held. However as the grazier is in breach of the Management Agreement, he can no longer receive grant monies for grazing.

On the proposal of Mrs H Stace, seconded by Mrs S Adeney, it was **CARRIED** by 8 votes for with one abstention to enforce the condition of the Management Agreement and not allow any graziers to benefit from the Scheme without appropriate insurance. It is therefore necessary to re-distribute the grant monies to 5 recipients rather than 6 in this case.

It was **NOTED** that if this individual wishes to rejoin the scheme that they must provide valid insurance documentation.

8. GULLET QUARRY

The Director stated that a second DRAFT report had been received from RoSPA with a number of recommendations but that some items needed more detail. Some of the recommendations need to be justified and examples where similar measures have worked in other areas of the UK. RoSPA were also to provide the specific wording to be used on the signage at the quarry. The report recommends that the stone wall at either end of the quarry is increased in height and is extended around the lake. This will not stop people climbing over the wall but will act as a physical boundary so that people are aware that they should not go beyond that point. A gate will be installed in the wall for the emergency services should someone slip, and for authorised users such as ecology specialists or divers. Another recommendation was to plant prickly plants by the beach area. However evidence that these measures will work is needed. The Director confirmed that he has been requested by the Coroner to attend the inquest, but that no date had been determined for this as yet. Any advice or recommendations offered by the Coroner will be considered.

A discussion ensued and the following points were raised:

- The cold temperature of the water sends swimmers into shock and can affect strong swimmers just as easily.
- The public need to be informed about the dangers of swimming in the cold water.
- Following a death at the quarry in 2002, the recommendations of the Health and Safety Executive were followed which included blasting the rock face to destroy a platform where people were jumping off into the lake.

- National Parks are much larger than MHC and therefore they do not need to manage their waterbodies in the same way.
- Life buoys are present in case someone slips into the lake.

The Committee will await the final RoSPA report. Mrs S Adeney and Mr R Chamings left the meeting.

10. GIFT FUND PROJECTS – GIS

The Deputy Conservation Officer presented the paper and reminded the Committee that 6 key maps had been digitised, the cost of which had been approved from the Gift Fund. The 44 pages of the 1924 Map Book had also been digitised by Mr D Lovelace. Mr D Lovelace had conducted extensive research in Worcester Library and with Natural England and had sourced many more aerial photographs of the Hills and Commons. The photographs need to be 'stitched' together so that the images can lie on top of each other. As the maps need to be lined up with each other, static landmarks are used to adjust the maps so that they sit in layers over an OS map. This is specialist work and has been costed at £3300. Copyright of the maps and images still needs to be clarified, but then the images can be used in future publications. This will allow easier access to the maps and images and they can be geo-referenced. Aerial photography helps to identify encroachment etc.

On the proposal of Mr R Cousins, seconded by Mr B Pilcher, it was **AGREED UNANIMOUSLY** that the Finance, Administration and Resources Committee be asked for not more than £3300 be taken from the Gift Fund for the rectification and geo-referencing of 6 key map layers for use on Map Info.

CONFIDENTIAL – NOT FOR PUBLICATION

RELEASED

11. UPPER DINGLE UPDATE

Mr C Rouse declared a personal interest.

The Director stated that the track provides access to 4 properties. In 1978 the track was surfaced and MHC paid half the costs. The track has deteriorated and the residents have asked for contribution towards the cost of repair. MHC had previously agreed to pay a fifth of the costs and would also project manage the repairs but Worcestershire County Council have now agreed to pay a sixth as the track is also a bridleway. This is acceptable to the residents. Contractors have been asked to provide a specification for the works and quotes have now been received.

The lowest quote received was £15,120 +VAT, therefore MHC's contribution would be £2520. MHC will pay the entire costs and will be reimbursed from the other parties. The contractor is due to meet with the residents next week. Highways have also requested to see the work specifications. Speed bumps will be installed at an angle to direct water to the sides of the track.

On the proposal of Mr B Pilcher, seconded by Mr D Hawkins, it was **CARRIED** by 6 votes for with one abstention to go ahead with the work at a cost of one sixth of the quote.

Mr C Rouse requested that information on the winter programme for scrub clearance and next year's budgets be brought to the next Committee meeting. Mr C Rouse also requested that details of the costs and number of attendees of the Events Programme be brought to the next Committee meeting.

The Director thanked the Deputy Conservation Officer for her work and wished her well on her maternity leave.

The meeting closed at 6:30 pm.

16.1.2 Mr C Rouse presented the minutes and matters arising to the Board.

16.1.2.1 3.3 Rose Cottage. The Director stated that legal advice has been sought from MHC's solicitors. The solicitors will draft a letter in response setting out their legal opinion.

16.1.2.2 6. NVC Survey. The Director stated that the report had been received that day.

16.1.2.3 7. Grazing Review and Insurance. The Director stated that one of the graziers had been suspended from the HLS scheme as MHC did not receive the appropriate public liability insurance documentation.

16.1.2.4 9. Bus Shelter at Pound Bank Road. The Director stated that the County Council and the Town Council have been informed of the Board's decision and the work is now being developed.

16.1.2.5 11. Upper Dingle Track. The Director stated that the work will commence in December. A legally binding agreement has been drawn up with the residents but as yet it is not signed but work will not commence until it is signed. It was **NOTED** that MHC will have to charge the residents VAT.

16.1.3 Mr C Rouse proposed the **ADOPTION** of the report. This was seconded by Mrs H Stace and was **CARRIED**.

**16.2 FINANCE, ADMINISTRATION AND RESOURCES COMMITTEE
HELD ON 17th OCTOBER 2013**

16.2.1 Mr P Tuthill presented the report to confirm the minutes. On the proposal of Mr P Tuthill the **ACCURACY** was **AGREED**.

**FINANCE, ADMINISTRATION & RESOURCES
COMMITTEE**

Manor House, Grange Road, Malvern

Thursday 17th October 2013, 7:00pm

Present: Mr M Cordey, Mr T Musgrove, Mr J Raine, Mr C Smith, Ms H Stace (ex-officio), Mr D Street (Vice-Chairman), Mr P Tuthill (Chairman), Mr P Watson.

In Attendance: Director, Deputy Director/Secretary to the Board, Financial Consultant, Finance Assistant, Deputy Conservation Officer, Minute Taker, Mr C Rouse, Mr T Yapp.

1. APOLOGIES FOR ABSENCE

Mr R Cousins, Mr S Ginn, Mr J Roskams.

2. DECLARATIONS OF INTEREST

Mr M Cordey declared a non-pecuniary interest as an employee of Lloyds Bank.

Mr J Raine declared a personal interest as he knew residents of Upper Dingle.

3. CHAIRMAN'S COMMUNICATIONS

3.1 Pension Fund. Mr P Tuthill stated that he had attended a briefing held by the County Council but the paper he had previously distributed contained more information. It was noted that there had been a reduction of staff contributing to the pension fund whereas there is an increasing number of pensioners.

3.2 Bench(es) on Link Common. Mr P Tuthill stated that there was Section 106 money available which is money provided by a developer for the benefit of the community. There is a sum of money that could be used to purchase circular benches such as the ones already on Link Common that were installed to commemorate a jubilee. The Director stated that MHDC had confirmed that this would be an appropriate use of the funding. Costs will be sought and the figures will be circulated and various

sites for a circular bench to commemorate this year's jubilee will be explored. Mr D Street suggested an additional site higher up the common.

3.3 Welcome to Deputy Conservation Officer (Maternity Cover). The Director introduced Miss Rebecca Baker, the new Deputy Conservation Officer whilst the post holder is on maternity leave. Mr P Tuthill welcomed the Deputy Conservation Officer to the meeting.

4. MATTERS ARISING FROM THE MEETING HELD ON THE 15th AUGUST 2013

None.

5. ANY OTHER MATTERS ARISING

None.

6. INVESTMENT POLICY – REPORT ON INVESTMENT PRESENTATIONS

Mr P Tuthill thanked the Financial Consultant for the paper and stated that there were two decisions that were needed:

- For the Board to decide whether to invest in areas other than money in the bank;
- And that if the Board chose to invest elsewhere that an Investment Manager be appointed.

Mr P Tuthill suggested that the wealth managers who had previously given a presentation to Board Members be invited back to present to the full Board. This would allow the Board to understand what options were available. The decision could then be taken as to whether to invest in other areas and for the Board to subsequently appoint an Investment Manager.

A discussion ensued and the following points were raised:

- Concerns were raised that inviting the wealth managers back for a second time would delay the decisions.
- Due to ICT problems the meeting scheduled for 31st October to discuss this issue was not able to take place.
- Currently the money is in the bank. The decision required now is whether the Board wants to investigate investment alternatives that may have greater associated risks. If so, a more detailed paper will be brought to Committee at a later date.
- Should the Board indicate if it is willing to consider alternative investments before the Committee spends time on this issue?
- The Board needs to understand the background to this issue and the investment options other than banks.

- It was stated that the Board is not fully competent to make investment decisions so an Investment Manager should be appointed to advise the Board who will then provide overall direction.
- Charity Commission guidance contained in document CCI4 states that the Board has overall responsibility but that it should seek investment advice.
- The paper before the Committee is to make a recommendation to the Board as to whether the Board wants to spend time in developing an investment policy as more work is done and advice taken.
- The Board is not obliged to only consider ethical investments but it should be kept in mind.

Mr P Tuthill suggested an amendment to the first recommendation to reads as follows:

1. That this paper should go to the Board with the opportunity for the full Board to receive presentations from two wealth managers. The Board will then review its investment decisions.

The Director stated that the initial date for presentations was 7:00 pm on 31st October immediately after the Governance Committee meeting.

Mr C Smith proposed the above amendment, seconded by Mr J Raine and was **AGREED UNANIMOUSLY**.

Mr P Tuthill proposed the second recommendation as follows:

2. That the Committee approves the addition of Tym Musgrove to the Investment Working Party.

This was seconded by Mrs H Stace and was **AGREED UNANIMOUSLY**.

7. GIFT FUND PROJECTS

Mr P Tuthill stated that the recommendation should have a timeframe included for the work to be completed.

Mr C Smith proposed the above amendment which was seconded by Mr P Watson and was **AGREED UNANIMOUSLY**.

Mr T Musgrove queried the copyright status of the scanned images and it was confirmed that the images could not be used for commercial return but that the images could be used in published material that did not generate a profit.

8. FURTHER IT HARDWARE UPGRADE

The Director stated that extensive problems with IT had occurred recently. A new server and cabling had been installed in the office but some of the PCs are old and need to be replaced as they are often not compatible with the software. The Deputy Conservation Officer's computer is relatively new but it cannot meet the demands of the GIS software therefore the processing speed is slow. The Financial Consultant provides a personal laptop to use in the office which has data protection issues as it is possible for other staff to access data on that laptop. There was also a risk of an external laptop bringing viruses into the office and infecting the server.

Quotes received did not include charity rates so the quote will be reduced to approximately £65 per machine's software. Two machines will require a higher spec to enable the GIS software to work therefore the total cost for 6 computers would be slightly more than quoted in the paper. Mr M Cordey suggested that the option of laptops with docking stations be explored to allow for greater working flexibility.

On the proposal of Mr P Tuthill, seconded by Mr C Smith it was **AGREED UNANIMOUSLY** to approve expenditure of not more than £5,000 to be spent at the discretion of the Director to update PC's and laptops.

9. 34 WYCHE ROAD

The Director presented the paper and stated that a future paper will address the issue of the long term use of the property as there is a constraint that it cannot be let on the commercial market or sold. It can only be let to a member of staff. In the meantime, the property needed to be maintained to an appropriate standard for the tenant. In 2003-04 there was a list of work identified but it was never completed. There is damp on the ground floor and upper floor. There is a serious problem with condensation and there is also penetrating damp. There is a duty of care for the health of the tenant. A quote has been received from Rudders and Paynes.

On the proposal of Mr C Smith, seconded by Mr M Cordy it was **AGREED UNANIMOUSLY** to undertake this project to be paid out of the Parliamentary Fund.

10. UPPER DINGLE EASEMENT

The Director stated that in 1978 the Board agreed to tarmac the easement. As the work was instigated by the Board MHC paid 50% of

costs at that time, 35 years ago. The condition of track has slowly deteriorated. The residents have asked if MHC would contribute 50% again for resurfacing the track. The track is only used by MHC approximately 10 times a year but the residents are using it daily. MHC has offered one fifth of the costs as a contribution. The residents have now agreed to accept one fifth in principle. Worcestershire County Council have been approached for a contribution as the track is also a bridleway and WCC have agreed to contribute an equal cost of resurfacing: one sixth. WCC have provided slightly more than a sixth to the sum of £2700. Contractors were approached to specify the work and quotes have been received. Mr T Yapp, who has experience of this type of work, has examined the quotes and work specifications and the most appropriate quote has been decided.

The Director stated that drainage works will also be undertaken by MHC as a pipe has become blocked. The contractors will be putting in speed bumps at an angle to divert rainwater run-off.

It was stated that it was unusual for MHC to contribute to the maintenance of easements as this responsibility generally lies with those who have access over the easement. It was **NOTED** that the Land Management Committee had clearly stated that undertaking this work was not setting any precedent for future contributions towards the maintenance of this or any other track.

The method of collecting the various contributions was discussed. MHC will initially pay the total costs of the work then the residents and WCC will reimburse MHC for their sixth of the cost. A legally binding agreement will be drawn up to ensure MHC is reimbursed by the other parties; this may be through a Solicitor's undertaking to hold the various contributions. The Financial Consultant confirmed that the issue of VAT regarding this arrangement would be investigated. It was confirmed that the cost would come from the Parliamentary Fund and reimbursements would be paid back into the Parliamentary Fund.

Mr P Tuthill congratulated the Director on a successful and sensitively handled negotiation. This was echoed by the Committee.

On the proposal of Mr C Smith, seconded by Mr D Street it was **AGREED UNANIMOUSLY** to approve expenditure from the Parliamentary Fund for the resurfacing of the track and that MHC's contribution would amount to one sixth of the total cost.

11. MANORIAL RIGHTS

The Deputy Director stated that the Manorial Rights also contain the mineral rights therefore these rights were automatically protected. The advice from the solicitor was that *'...I do not believe that any further action is required to protect any manorial rights...'*

On further investigation the mineral rights are also protected under various deeds as follows:

- 1925 Land in the parishes of Mathon, Colwall, Cradley and Malvern Wells
- 1925 Land in Little Malvern
- 1925 Foley Manor (including the Manor of Malvern)
- 1925 Land at the Wyche
- 1928 Land at Malvern Wells
- 1960 Land at Scar Rock Quarry
- 1964 Land at Chase End and Ragged Stone Hill

It should be noted however that the mineral rights to some areas of land under MHC ownership and/or jurisdiction still lie with the Ecclesiastical Commissioners for England, and 2 other interested parties as listed in the Land Registry's Charges Register. Details of this can be provided if requested.

Mr P Tuthill thanked the Deputy Director for her work on this matter.

12. RoSPA REPORT

The Director stated that the second draft of the report had just been received as the first draft did not contain any recommendations. However the second draft does not contain examples of where the recommendations have previously been implemented and evidence has been requested. A third draft was expected. It was **NOTED** that the Director will be attending an inquest regarding the fatalities at Gullet Quarry on the 13th November 2013.

The subject for the next Chairman's Workshop was discussed and it was suggested that the procedure for granting easements could be the main topic. The Workshop will take place on 6th November

It was **NOTED** that the budget needed to be finalised as MHDC will need the figures for the precept before Christmas. There were alterations to the way housing stock received benefits which may affect the number of households over which the total precept is allocated. It was suggested that a meeting to discuss the budget be held either on 6th or 12th November 2013.

It was further **NOTED** that a bill going through Parliament would require a referendum if the precept went above a certain percentage. The Director will contact Mr A Baldwin to discuss this issue.

The meeting closed at 8:10pm.

16.2.2 Mr P Tuthill presented the minutes and matters arising to the Board.

16.2.2.1 6. Investment Policy – Report on Investment Presentations. Mr P Tuthill stated that the presentations were to inform the Board of its investment options and whether the Board wishes to move away from its cash investment policy.

Mrs H Stace stated that the Committee had two recommendations for the Board to consider:

- That if the Board wishes to look at other investment options, the Investment Working Party will examine the other options available and will invite 3 Wealth Managers to present an investment portfolio to the Board;
- That the Board appoints Mr T Musgrove to the Investment Working Party as he has knowledge of this area.

A discussion ensued and the following points were raised:

- Leaving investments in cash loses money in real terms as inflation is eroding the reserves due to low interest rates.
- The Board is not competent in investment matters and should seek advice on how to invest its reserves and how to invest in other areas other than cash.

Mr P Tuthill proposed the recommendation that the Board agrees as an organisation to look towards moving away from investing solely in cash and to facilitate this the Working Party selects three potential advisers to come back to the Board within a reasonable time and to add Mr T Musgrove to the membership of the Investment Working Party. This was seconded by Mr C Smith and was **AGREED UNANIMOUSLY**.

The Director stated that the Investment Policy will need to be developed prior to inviting presentations from three Wealth Managers to provide them with the Board's requirements.

16.2.2.2 9. 34 Wyche Road. Mr P Tuthill stated that a discussion about the condition of the property resulted in a proposed package of works to make the property fit for the tenant. Further work may be required but as a

responsible landlord MHC have a duty to provide a suitable property for the tenant. The status of this property and the conditions placed upon it will be brought back to the Committee in a separate paper.

16.2.3 Mr P Tuthill proposed the **ADOPTION** of the report. This was seconded by Mr P Watson and was **CARRIED** by 16 votes for with 1 abstention.

16.3 GOVERNANCE COMMITTEE MEETING HELD ON 31st OCTOBER 2013

16.3.1 Mr R Cousins presented the report to confirm the minutes. On the proposal of Mr R Cousins, seconded by Mr R Hall-Jones the **ACCURACY** was **AGREED UNANIMOUSLY**.

GOVERNANCE COMMITTEE

Manor House, Grange Road, Malvern

Thursday 31st October 2013 6:00 pm

Present: Mrs S Adeney, Rev'd C Attwood (Chairman), Mr R Cousins (Vice-Chairman), Mr R Hall-Jones, Mr T Musgrove, Mr B Pilcher, Prof J Raine, Mrs. H Stace (ex-officio).

In attendance: Director, Deputy Director/Secretary, Deputy Conservation Officer, Mr C Rouse, Mr P Watson, Mr T Yapp and 4 members of the public

1. APOLOGIES FOR ABSENCE

Mrs G Rees. [Secretary's note: Mr S Ginn had also offered his apologies].

2. CHAIRMAN'S ANNOUNCEMENTS

2.1 Board Member resignation. Rev'd C Attwood stated that Mr J Plant had resigned from the Board from today, but he would like to continue to be a volunteer warden. Rev'd C Attwood thanked Mr J Plant for his years of service.

2.2 Rev'd C Attwood welcomed Professor J Raine who had recently joined the Board.

3. DECLARATIONS OF INTEREST

None.

4. MATTERS ARISING

Rev'd C Attwood asked the Committee if the minutes were a true and accurate record. This was **AGREED**. There were no matters arising.

5. AMENDMENT TO GOVERNANCE HANDBOOK INTRODUCTION

The Deputy Director stated that the Introduction was one of the last sections of the Governance Handbook that needed revision.

A discussion ensued and the following amendments were requested:

- The phrase *'on the Thursday prior to the meeting'* be altered to *'7 day's preceding...'*
- Two commas added to the phrase *'...the preservation, for the benefit of the public, all the natural aspects...'*
- The first sentence to be amended to read *'The Malvern Hills Acts were set up to protect the rights of Commoners and the public and to prevent encroachment on the Malvern Hills, lands and commons. Under these and other relevant Acts, the MHC shall manage the hills to:...'*
- The phrase *'provision of recreational facilities...'* to include the following: *[shelters, benches, car parks, football field, etc']*. *'The Conservators may only provide those facilities that are within their powers granted by the Malvern Hills Acts. These include car parks, paths, benches and shelters.'*
- The phrase *'The public can ask questions...'* to be amended to read *'The public are welcome to ask questions...'*

6. SCHEME OF DELEGATION (DRAFT)

Rev'd C Attwood thanked the Director for this piece of work. It was **NOTED** that whilst the Board has overall responsibility for the organisation, tasks can be delegated to staff. Staff may provide recommendations to the Board but decisions are the responsibility of the Board.

Mr B Pilcher proposed that the term *'Board Member'* be used instead of *'Trustee'* but this proposal failed to find a seconder.

Mrs H Stace proposed that the document uses the following: *'Board Member/Trustee'*. This was seconded by Mr R Cousins and was **CARRIED** with 1 abstention.

A discussion ensued and the following amendments were requested:

- The final bullet point under the title *'Appointments/remuneration/discipline'* that related to remunerating trustees should be removed.
- The title *'Matters reserved to the Board/Trustees'* to have the addition of *'Include'* at the end to highlight that the list is not exhaustive.
- The following statement to be included at the beginning of the document: *'Trustees have and must accept responsibility for directing the affairs of a charity and ensuring that it is solvent, well-run and delivering the*

charitable outcomes for the benefit of the public for which it has been set up (i.e. the Malvern Hills Acts)'.

- To remove the bullet point 'Approving any transfer of charity funds to another charity with substantially similar objects.'
- Under the title 'Monitoring', the following bullet point to be added: 'Ongoing monitoring of the governance of the organisation'.
- The phrase 'In accordance with the Easement Policy' to be added to the bullet points relating to easements.
- The bullet point referring to the Gift Fund to include at the end of the sentence the phrase 'in accordance with the Gift Fund Policy'.

It was further **AGREED** that a policy will be produced for expenditure from the Gift Fund with guidelines on how the fund can be used.

On the proposal of Mr B Pilcher, seconded by Mr R Cousins, it was **AGREED UNANIMOUSLY** to approve the Scheme of Delegation subject to the above amendments, and that it will be included in the Governance Handbook.

7. EXEMPT INFORMATION AND PUBLIC ACCESS TO INFORMATION

Rev'd C Attwood thanked Mr T Musgrove for producing the paper.

Mr T Musgrove stated that specific exempt information that must remain confidential should be identified. Some information should rightfully be withheld, but various Acts give rights to most information. The Environmental Information Regulations (EIR) coincides with Data Protection Act requirements. There was information contained in past papers that should have been made public. Where items need to remain confidential a summary should be made available to the public. If exempt information is related to the tender process or prices then this should remain confidential but the other information relating to tenders should be in the public domain.

A discussion ensued and the following points were raised:

- MHC has a legitimate desire to protect the public interest.
- It is reasonable to restrict access to some information.
- MHC should be open.
- The public have the right to inspect payments.
- Officers and the Chairs of Committees need to be aware of these guidelines.
- A summary of the paper with reference to the public interest test will be included in the Governance Handbook and the current table of

exempt items will be updated. This document will sit behind a more user friendly public version.

- MHC should publish its commitment to being open and that the organisation will oblige as much as possible to make information available to the public subject to restrictions that are exempt and within the limited resources of a small organisation.
- The above bullet point should be on the website with hyperlinks to the referenced appendices.

Rev'd C Attwood asked members of public present at the meeting what information they would like to see on the website. The public responded that all documents should be published online by default.

The discussion continued and the following points were raised:

- Information could be put on the website but the workload of staff also needed consideration.
- A culture of openness will improve how the public perceives MHC.
- There are legal requirements to keep some information confidential and this information will remain confidential. Other information is confidential in the public interest but that once the public interest is spent the information could be made available and when this is the case the minutes should be placed in the public domain.
- The table of exempt information will be checked against a list of exempt information.
- In the last FAR Committee Meeting papers only the financial aspect of the paper was presented in a confidential appendix; the remainder of the paper was in the public domain.
- There have been incidents where the public were excluded from meetings when there was no clear exempt information under discussion.
- Officers could support Chairs during meetings but officers also need support.
- The current website software takes a long time to get documents online. The website and staffing levels will be examined as part of the Business Plan.

8. REVISED POLICY GUIDELINES

Rev'd C Attwood presented the paper and the amended policy guidelines were **AGREED**.

9. ATTENDANCE RECORDS AND TEAM BUILDING

Rev'd C Attwood presented the paper and explained that this was a suggestion only and that it was up to the Committee whether the

attendance figures should be published and if so, whether events should also be included.

A discussion ensued and the following points were raised:

- Councils and other public bodies publish the attendance figures.
- At the next Board Meeting, Members will choose what Committee they will sit on and attendance figures would assist the Chairman in that process.
- Attendance figures would enable nominating bodies and the electorate to see who attends meetings. This would assist nominating bodies to choose their representatives and the electorate to see how often an elected members attends meetings.
- Training, induction is important and to date attendance has been poor.
- Skills need to be kept up to date so training and induction could be included.
- Informal events such as evening strolls would be taking it too far.
- High importance meetings such as Board and Committee meetings could be recorded in one column, and informal events could be recorded separately.
- Some Board Members have other commitments so that to record attendance at informal events would be erroneous and could be misleading.
- Attendance for relevant training could have been through a separate organisation but still hold relevance for MHC.
- Board Members who have not completed training should be followed up and training offered again. However, this information should not be in the public domain.
- Attendance for those not sitting on the Committee should also be recorded as should any apologies given.
- Records of attending training should be internally recorded.
- MHC should have a policy on training so that Board Members know what is expected of them.
- Trustee training should be mandatory. This would be difficult to enforce.
- Board Members who do not attend meetings can throw a spanner into a discussion or require a lot of explanations as they do not know the background to issues.
- The Director should conduct a presentation to potential nominated Board Members so that people understand the commitments required.
- Councils have a minimum attendance requirement under the Local Government Act but this does not apply to MHC.

- In the past a Board Member was removed by the nominating Local Authority for non-attendance.

Rev'd C Attwood requested that Mr T Musgrove and Mr R Hall-Jones look into the last bullet point to see how the nominating authority removed a Board Member. The findings could feed into any disciplinary proceedings for non-attendance.

On the proposal of Mrs H Stace, seconded by Mr J Raine, it was **AGREED UNANIMOUSLY** that the Committee recommends to the Board that the attendance figures for formal Board and Committee meetings are published, including any apologies and unauthorised absences, and that a policy be created to look at training for Board Members.

10. CONCLUSION OF GOVERNANCE REVIEW

The Director stated that the spreadsheet of tasks to be completed by the Governance Review had been updated. Some tasks that were due to have been completed had not due to changes that occurred in the processes of the review and were now deemed inappropriate for MHC. Some tasks still needed to be completed such as a Finance Manual to sit alongside the Governance Handbook. Other policies are under review. The issue of Trustee Expenses needs further investigation in the future. The Director stated that the Governance Committee had done a fantastic job.

Rev'd C Attwood thanked the Director, Deputy Director and Mrs H Stace who had undertaken a tremendous amount of work in her role as Chairman of the Board.

Mr R Cousins echoed that and also thanked Rev'd C Attwood not only for his work with the Governance Committee but also for chairing the Inquiry Committee.

Rev'd C Attwood stated the governance review had examined the structure of the organisation; MHC should now look at how the organisation relates to and communicates with the public. This is also a governance issue.

The Director stated that the draft of the new governance handbook will be given to all Board Members at the next Board Meeting. The Director confirmed that an update would be sent to the Charity Commission as they are eager to learn what the Board has achieved.

Mrs H Stace thanked everyone for their engagement with the governance review process.

The meeting closed at 8:03pm.

16.3.2 Mr R Cousins presented the minutes and matters arising to the Board.

16.3.2.1 7. Exempt Information and Public Access to Information. Mr R Cousins thanked Mr T Musgrove for all his work in producing the paper.

16.3.2.2 9. Attendance Records and Team Building. Mrs H Stace stated that the Committee discussed whether the Board should publish attendance figures in the same manner as other public bodies. It was noted that the attendance figures would be only of official meetings of the Board and its Committees.

The recommendation of the Committee to publish the attendance figures was **AGREED** by the Board by 19 votes for to 1 vote against.

16.3.3 Mr R Cousins proposed the **ADOPTION** of the report. This was seconded by Mr B Pilcher and was **AGREED UNANIMOUSLY**.

17. SCHEME OF DELEGATION

Mrs H Stace stated that this topic was discussed in detail at the Governance Committee meeting as well as the Chairman's workshop. The Director stated that all the major tasks had been included but not every task and function could be foreseen and included.

On the proposal of Mrs H Stace, seconded by Mr B Pilcher, the Scheme of Delegation was **AGREED** by 19 votes for with 1 abstention.

18. URGENT BUSINESS

None.

19. INFORMATION

19.1 MALVERN HILLS AONB JOINT ADVISORY COMMITTEE

Mrs G Rees presented the following report:

I attended, as your representative, the Joint Advisory Committee of the Malvern Hills Area of Outstanding Natural Beauty Field Study Day on 20th September at Eastnor Castle Estate. We were joined by the Wye Valley AONB Group.

We were guided around the castle by James Hervey Bathurst who explained the complex running of the estate and the need in this day and age for diversification. We had a briefing at the Land Rover Experience and a visit to Clenchers Mill with the opportunity to see the Mill in action. We also had a demonstration from Andrew Findley at the Eastnor Forge. Katey Stephens who is the LED Advisor for Land

Management and Conservation for Natural England explained the important work of bracken control and complimented the Malvern Hills Conservators on their bracken control programme. We had hoped to see the flock of Badger Faced Sheep that have been introduced to the estate but they were nowhere to be seen. Nigel Hand who is the adder expert with Herefordshire Reptile Team explained about the adder tracking project, which has proved very useful in explaining the high incidence of predation of adders in this area. MHC now have the tracking devices for further research. After lunch an excellent presentation by Dr. Chris Baddiley, President of the Dark Sky Society, with slides of the night sky within the AONB area.

19.2 MALVERN SPA ASSOCIATION

Mr D Street stated that there was nothing to report.

19.3 4 C'S REPORT

This item was deferred to the next Board meeting.

19.4 MANAGEMENT REPORT

The Director stated that yesterday he attended the inquest into the two deaths at Gullet Quarry supported by Mr S Ginn and accompanied by Mr T Yapp. The verdict was accidental death in both cases. The Coroner stated that MHC had taken and followed advice in response to these tragedies, and in previous incidents. The families have been invited to discuss their concerns and to go through the RoSPA report once it has been received, and before it is released to the public. RoSPA is aware of the urgency for the final report.

Mr P Watson thanked the Director for attending the inquest on behalf of the Board and this was echoed by other Board Members.

The Director stated that Herefordshire County Council had informed MHC that the toilets at British Camp and the Wyche Cutting were closing. The Director informed HCC that they have a contract to maintain the toilets until 2019. The toilets should be included in the forward plan to ensure that the toilets do not close in 2019.

The Director stated that there had been a one year lease for Midsummer Hill's scrub clearance work and MHC had received HLS funding for doing that work but that the grant did not cover the cost of the work or staff time. A meeting with the National Trust took place and it is unlikely that the lease will be extended. This issue will be placed before the next appropriate Land Management Committee.

The Director stated that the Deputy Conservation Officer had undergone induction and will be a real asset over the coming year. The Conservation Officer is currently on a management course in Snowdonia National Park.

The Director thanked the Deputy Director/Secretary for all her hard work in producing the new Governance Handbook.

The Director stated that the Field Staff have started the programme of scrub clearance which is an ambitious programme of work this winter. This will be presented to the Land Management Committee. Mrs G Rees thanked the Conservation Officer and Field Staff for their excellent work.

The Director stated in response to a question that 2 Spa Cottages has planning permission to knock down the existing cottage and to rebuild it, but that there was no vehicular access to the site.

19.5 TIMETABLE FOR 2014

Mrs H Stace presented the meeting timetable for the coming year. It was **NOTED** that there was only one meeting scheduled per month but that special meetings could be called if necessary.

Mr R Hall-Jones stated that the Council has imposed parking charges for the current venue, and that perhaps other venues that have better parking facilities should be considered. This will be investigated.

The meeting closed at 9:55pm.

Signed 13th March 2014
Chairman