Malvern Hills Trust

Ordinary Meeting of the Board

Thursday 12 May 2022 7.00pm

The Council Chamber,
Malvern Hills District Council,
Avenue Road, WR14 3AF

Ordinary Meeting of the Board

Council Chamber, Avenue Road, WR14 3AF
Thursday 12 May 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 9th May 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.**

Agenda

1. Apologies for absence
2. Chair's Announcements
   - Acquisition of Brewin Dolphin by Royal Bank of Canada
   - Election result
3. Declarations of Interest
4. Public Comments
5. To confirm the Minutes of the Board meetings held on 10 March and 26 April 2022 (May be dealt with in confidential part of the meeting if necessary) Pages 1 - 4
   Confidential pages 1 - 4
   *Matters arising from the previous Board meetings not otherwise on the agenda
6. Appointment of newly elected trustee to committee
7. *Audit Plan — Paper A pages 5 - 16
8. Going concern review — Paper B pages 17 - 22
9. *Budget review – impact of inflation — Paper C pages 23, 24
10. Request for signage The Purlieu — Paper D pages 25,26
11. Information

11.1	*Management accounts to 31 March 2022 separate sheets	Paper E pages 27 – 30 +
11.2	*Expenditure approved under delegated authority 2021/22 Page 31	Paper F
11.3	*Update on Risk Management Schedule	Paper G page 32
11.4	*Conservation Manager's Report	Verbal update
11.5	*H & S update	Paper H page 33
11.6	*GDPR breaches	Verbal update
11.7	*Malvern Spa Association	Verbal update
11.8	*AONB Joint Advisory Committee	Paper I pages 34 - 38
11.9	*Wildlife Panel	Paper J pages 39 - 42
11.10	Recreation Advisory Panel	Paper K pages 43 - 45
11.11	4Cs	Paper L pages46 - 49
11.11	*Management Report	Paper M pages 50 - 52

12. Urgent business
13. Date of next meeting
    14 July 2022

14. Confidential

Resolution to exclude the public for discussion of item 15 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

15. CEO appraisal and pay award — Verbal update

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

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

10 March 2022

Malvern Hills Trust
Ordinary Meeting of the Board
Council Chamber, Avenue Road, Malvern
Thursday 10 March 2022 7pm

Present: Mr C Atkins, Dr S Braim, Dr E Chowns, Mr P Clayburn, Mr D Core, Mr M Davies (Chair), Mr R Fowler, Mrs L Hodgson, Mrs H I'Anson, Mr J Michael, Mrs C Palmer, Dr T Parsons, Mr C Penn, Prof J Raine.

In attendance: CEO, Secretary to the Board, Conservation Manager, 2 members of the public.

Please note – reporting items set out on the agenda which were not for decision were dealt with at an online workshop ("the Workshop") on Monday 7 March 2022 which was streamed for members of the public. This action was taken because of the continuing high numbers of Covid-19 cases in order to shorten the face-to-face meeting.

Mr Davies welcomed everyone to the meeting.

1. **Apologies for absence**
   Mr D Baldwin, Mr R Bartholomew, Mr D Fellows, Mr C Rouse, Mrs H Stace, Mr D Watkins, Mr T Yapp.

2. **Chair's announcements**
   - No candidates had come forward for the by-election in Chase Ward. The process would be re started by notice of election to be published on 17 March.
   - Submissions on principle 7 of the Governance Toolkit should be sent in as soon as possible.
   - The public sector pay settlement for 2021/22 had been announced.

3. **Declarations of interest**
   Mr Rouse – he had rights of common over Trust land
   Mr Davies declared an interest as he was District Councillor for one of the areas (Little Malvern) affected by the changes to Ward boundaries proposed by the Boundary Commission. Prof Raine confirmed that he was similarly affected.
   Mrs Hodgson and Dr Chowns declared an interest in the matter of the cleaning and maintenance of the toilets at Wyche Cutting and British Camp as they were members of Herefordshire Council.

4. **Public Comments**
   There were none.

5. **To confirm the Minutes of the Board meeting held on 20 January 2022**
   On the proposal of Prof Raine, seconded by Mrs Palmer it was **RESOLVED** (with four abstentions) to approve the minutes of the meeting held on 20 January 2022.
   The CEO confirmed that he had received a letter from the Ledbury Hunt and that letter and his response had been circulated to Board members. Trust staff had

attended on 3 occasions over the winter in response to reports of trail hunting on or near Trust land. On one occasion the Hunt had crossed Trust land along a right of way, and on another had cut across the open common. Less staff time had been spent on monitoring in the past months but the Trust remained vigilant.

6. **Any issues arising from the Brewin Dolphin Investment report**
Mr Burrows had reported at the Workshop. There were no matters arising.

7. **Appointment of trustee to Recreation Advisory Panel**
Prof Raine offered to join the committee.

8. **Appointment to Governance Committee**
Mr Penn had been nominated to join the Committee and was willing to stand. On the proposal of Mr Michael, seconded by Mr Core it was **RESOLVED** unanimously to appoint Prof Raine to the Recreation Advisory Panel and Mr Penn to the Governance Committee.

9. **To approve the Business Plan 2022 - 2027**
The CEO thanked everyone for their comments and input. He asked the Board to approve the plan in the knowledge that, in the current volatile economic times, the plan would need regular review. Mr Davies thanked the CEO for all his work on the plan. On the proposal of Mr Davies, seconded by Mr Core it was **RESOLVED** (with Mr Parsons voting against approval and one abstention) to approve the Business Plan 2022 – 2027 as presented. The Board noted the additional action points for monitoring and reviewing the financial forecast as the plan progressed.

10. **Countryside Stewardship Agreement for Castlemorton**
The Conservation Manager had summarised the arrangements under the agreement in a paper. Mr Davies thanked him for all the hard work which had gone into securing the agreement and the funding for the future management of the common.

11. **Queen's Jubilee**
The options had been set out in the paper and explored in the workshop. There was a brief discussion about the best material to use for a commemorative plaque. On the proposal of Mrs Palmer, seconder by Mrs Hodgson it was **RESOLVED** unanimously to approve expenditure of up to £3750 from the Gift Fund to undertake the planting of a copse, provision of benches and installation of a new plaque to mark the Queen's Platinum Jubilee.

12. **Boundary commission**
The Boundary Commission were engaging in a public consultation about changes proposed to Malvern Hills District Council Ward boundaries. A summary of how these changes might affect the Trust had been set out in the paper. The CEO proposed to send in a response to the consultation (which he would check with the Trust's solicitors prior to submission). It was not clear whether a Statutory

Instrument would be needed to adapt the Acts if the Commission proceeded with its proposals. The Board **NOTED** the position.

13. Information

These items had been discussed at the workshop.

13.1 Management accounts to 31 January 2022

The CEO confirmed that because of increasing fuel costs, he now anticipated there would be an overrun of around £1,500 on fuel costs as set out in the 2021/22 budget.

Trust staff were paid in accordance with the Local Government Payscale and there had been a retrospective pay award for 2021/22 that would result in an additional cost of £8,600. However, the budget for 2021/22 had included an allowance for an increment, so salaries would remain within budget. The pay increase would impact the budget forecast for 2022/23, which had been drawn up in January on the basis there had been no pay increase for 2021/22.

On the proposal of Mr Core, seconded by Prof Raine it was **RESOLVED** unanimously:

a) To transfer £68,000 from the General Fund to the Ash Dieback designated fund at 31st March 2022, to cover the estimated year 2 costs of Ash Dieback.

b) To transfer £5,000 from the General Fund to the Election Expenses fund at 31st March 2022.

13.2 Update on Risk Management Schedule

13.3 Conservation Manager's Report

13.4 H & S update

There were no updates to the written report.

13.5 GDPR breaches

13.6 Malvern Spa Association

13.7 AONB Joint Advisory Committee

13.8 Wildlife Panel

There had been a meeting the previous evening. All of the experts had given their report on the last 12 months. Two outdoor visits were planned for later in the year.

13.9 Recreation Advisory Panel

13.10 Management Report

14. Urgent business

There was none.

15. Date of next meeting

12 May 2022

16. Confidential

On the proposal of Mr Davies, seconded by Mr Michael it was **RESOLVED** unanimously to exclude the public for discussion of items 17,18 & 19 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 and commercially sensitive matters).

The meeting closed at 08. 35pm

26 April 2022

Malvern Hills Trust

Special Meeting of the Board
Colwall Village Hall, Colwall
Tuesday 26 April 2022 7pm

Present: Mr C Atkins, Mr D Baldwin, Mr R Bartholomew, Mr P Clayburn, Mr D Core, Mr M Davies (Chair), Mr R Fowler, Prof J Raine, Mr C Rouse, Mr D Watkins.

In attendance: CEO, Secretary to the Board.

1. **Apologies for absence**
   Dr Braim, Dr Chowns, Mr Fellows, Mrs Hodgson, Mr Michael, Mrs Palmer, Mr Parsons, Mr Penn, Conservation Manager.

2. **Chair's Announcements**
   - Trustees were reminded to complete their Related Party Transaction forms.
   - There was a Zoom workshop on 28 April to discuss the final section of the Governance Toolkit. Once completed, Mr Atkins would draw together the main points of difference which the exercise had brought out.

3. **Declarations of Interest**
   There were none.

4. **Public comments**
   There were none.

5. **Next meeting**
   12 May 2022, Malvern Hills District Council Chamber

6. **Confidential business**
   On the proposal of Mr Davies, seconded by Mr Core it was **RESOLVED** unanimously to exclude the public for discussion of item 7 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 (commercially sensitive).
   The meeting closed at 7.45pm

Bishop Fleming

Malvern Hills Trust

Audit Plan
Malvern Hills Trust

For the year ended 31 March 2022

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Contents

Welcome

The purpose of this document is to give you an overview of the nature and scope of our audit work and bring to your attention the key aspects of the audit. The document also ensures that there is good communication between us, as auditors, and you.

If you have any queries regarding the plan, including the arrangements noted below, then please do not hesitate to contact us.

This audit plan has been prepared for the sole use of the Trustees and management and of the Charity. It must not be shown to third parties without our prior consent. No responsibilities are accepted by Bishop Fleming towards any party acting or refraining from action as a result of this plan.

David Butler

David Butler
Audit Partner

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1. General Audit Information

1.1. Engagement objectives and scope

Our engagement letter sets out the full terms of reference as your auditor and scope of the audit. As confirmed in our letter of engagement, we have been engaged to carry out our audit in accordance with International Standards on Auditing (UK) ('ISAs') and to express audit opinions on the financial statements of the charity for the year ended 31 March 2022, in accordance with UK GAAP.

Our work is planned to provide a focused and robust audit. We are required to provide an independent opinion as to whether the financial statements:

- give a true and fair view of the state of affairs of the Charity at the year end and of its net incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with UK GAAP; and
- have been prepared in accordance with the Companies Act/Charities Act.

Throughout we will also ensure that, in line with the latest Auditing Standards, we communicate on a regular basis with those charged with governance.

1.2. Covid-19

We recognise that the current situation surrounding Covid-19 will be a cause of major concern to everyone, including ourselves. However, we want to assure you that we are committed to ensuring the continuity of our services to you and will do our utmost to adhere to the timetable above. This will require both our team and your finance team to work together to enable us to potentially carry out our audit work remotely.

It is anticipated that we will need to perform enhanced procedures around going concern as part of the audit, as well as ensure that the disclosures in the statutory accounts fully reflect the impact of Covid-19 on the charity. We will work through the details of this with you as part of the audit process and ensure you are fully aware and informed of any revised financial reporting and audit requirements.

We are also very conscious that you may require additional assistance through this difficult period and we will be available to work with you through this challenging time. Please let us know how we can help you further

1.3. Audit reports

On completion of our audit work, we will issue our auditors' report for the charity, which will be addressed to the Trustees of that charity.

The appearance of our audit report will be different from that of previous years. This will apply to all accounting periods beginning on or after 15 December 2019. The change has arisen due to a change to the Auditing Standard which dictates what needs to be included in the audit report. ((ISA) 700). This means that for the first time, each audit report will be customised and will explain how the audit process dealt with certain areas, including:

1) Detecting material misstatements in respect of irregularities, including fraud. This may include detailing relevant procedures undertaken during the course of the audit.
2) Understanding any key laws and regulations that may apply, and any instances of material non-compliance.

As before, we will report on the basis under which the financial statements have been prepared and whether they give a true and fair view, the report will also:

- report on whether the information given in the Trustees' Report and if relevant, Strategic Report is consistent with the financial statements;
- report on whether other information presented in the annual report is materially consistent with the financial statements; and

We will also conclude on the appropriateness of management's use of the going concern basis of accounting. However, rather than confirming that we have not identified any matters which could suggest the basis of preparation ***is inappropriate,*** our report will now positively conclude that the basis used ***is appropriate.***

Whilst on the face of it, this is a minor change, coupled with the changes to ISA 570 (see below) it may well mean that we need to undertake additional procedures in respect of going concern.

The form and content of our Audit Report may need to be amended in light of our audit findings.

We are also required to report to you by exception the following matters, if:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the charity's financial statements are not in agreement with the accounting records and returns;
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Where no matters are identified this will also be confirmed.

1.4. Audit materiality

In planning and performing our audit work we will consider whether the financial statements are free from 'material misstatement'.

Materiality is an expression of the relative significance of a particular matter in the context of the financial statements as a whole. In general, misstatements, including omissions, are considered to be material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

The assessment of whether a misstatement is material in the context of the financial statements is a matter of professional judgement and will have regard to both the size and the nature of the misstatement, or a combination of both. It is also affected by our perception of the financial information needs of users of the financial statements. Thus, different materiality levels may be appropriate when considering different aspects of the financial statements.

If there are any areas of specific concern in which you would like us to pay particular attention to then we will be pleased to discuss this with you, and whether our audit approach can be readily adapted to accommodate such a level in that area, or whether it will be more appropriate for a special exercise to be carried out on the area.

Our basis of materiality has been set as follows:

Charity	Basis of materiality
Malvern Hills Trust	5% of fixed assets for fixed asset testing 2% of income for all other testing areas

Whilst the level of materiality is applied to the financial statements as a whole, we must also address the risk that any identified unadjusted audit differences are material when considered in aggregate. To reduce the risk of this being the case, we apply a lower level of materiality which we utilise within our work, known as performance materiality. This is set at a lower level than overall materiality and is determined by our assessment of the element of audit risk that pertains to the internal control environment of the charity.

1.5. Risk assessment and significant risks

When planning our audit work, we will seek to minimise the risk of material misstatements occurring in the financial statements. To do this, we consider both the risk inherent in the financial statements themselves and the control environment in which your charity operates. We then use this assessment to develop an effective approach to the audit.
This risk assessment directs our testing towards the balances and transactions at the greatest risk of material misstatement so as to minimise the risk of undetected material misstatements. However, we do not test every group of transactions or balances but carry out sample testing of balances and transactions.

Therefore, there is an inherent and unavoidable risk that some material misstatements may not be detected and therefore audit procedures should not be relied upon to detect all material misstatements, fraud, irregularities or instances of non-compliance.

Based on our knowledge of the charity, we have identified the following as significant risk areas to be addressed during the audit:

Risk	Audit Approach
Management override of controls (required under the ISAs)	We are required by auditing standards (ISA 240) to consider fraud and management override of controls to be a significant risk for all audits as no matter how strong a control environment, there is the potential for controls to be overridden or bypassed. To address this risk, we will: • Review the reasonableness of accounting estimates such as useful economic lives of assets; • Test journals with a material impact on the results for the year; • Consider a sample of other journals with key risk attributes. In testing journals, we will use data analytics tools to interrogate the whole population of journals posted in the year and focus on those with key risk factors.
Fraud in income recognition (required under the ISAs)	There is also a presumption under auditing standards that the risk of fraud in income recognition is considered to be a significant risk area. To address this risk, we will: • Document and validate the control environment for income and debtors and carry out walkthrough testing. • Perform substantive analytical procedures over income to consider reasonableness and perform transactional testing of income through agreement to supporting documentation. • Consider income journals as part of our work on fraud risks documented above.

We will report back to you as part of our completion audit work, on the outcome of our work addressing these areas.

1.6. Going concern procedures (ISA 570)

As noted above, ISA 570 has been updated. This standard covers work undertaken by auditors in respect of going concern is now applicable.

Whilst we have always reviewed the assumptions underpinning management's forecasts to inform our opinion on the going concern status of the business, ISA 570 now prescribes a number of additional steps that must be undertaken as part of each and every audit process. This means that going concern now forms a more significant element of our work and, therefore, you can expect us to undertake procedures over and above those carried out in previous years.

Primarily, ISA 570 now requires directors to **formally** assess the ability of the charity to continue as a going concern which we, as auditors **must** then evaluate and assess. As part of this assessment, directors must prepare forecasts covering a period of at least 12 months from the date the audit report is signed off.

We will request a copy of your formal assessment of going concern and the supporting forecasts during our audit fieldwork, as well as access to certain information which was used to create them.

1.7. Auditing estimates (ISA 540)

The auditing standard covering estimates, ISA 540, has also been revised, and with it increases the amount of audit work which is required. This will require, amongst other things,

- Understanding any controls which exist around how the estimates are made
- Considering how estimates made in previous periods actually worked out (the "look back" test)
- Evidence to support how the estimate was calculated

1.8. Control environment

Through our audit planning procedures, we will continue to develop our understanding of the control environment in which the charity operates.

We have concluded that the control environment in which the charity operates is effective and we will tailor our audit approach accordingly.

Although we consider that the charity operates effective and formalised controls, we will not incorporate controls-based testing into our audit approach. Therefore, our work will focus on substantive procedures.

1.9. Adjusted and unadjusted items

Of the potential audit adjustments that we identify during our audit work, some may require adjustment. The decision to make an adjustment to the financial statements is one that you will need to make.

At the conclusion of the audit, we shall provide you with a schedule of potential adjustments that we identified during our audit work.

We will require you to confirm that you have considered the items and whether you have decided to adjust them in the financial statements; this will be included in the letter of representation.

We shall also provide you with a schedule, detailing those items that we identified during our audit work, which have not been adjusted for in the financial statements. This summary will not include errors that are 'clearly trivial', defined by us as those errors which individually account for no more than 5% of our materiality level.

We will require you to confirm that you have duly considered these unadjusted errors and that you have decided not to adjust for them in the financial statements; this will also be included in the letter of representation.

1.10. Limitation of work in relation to PAYE/NIC/VAT and Petty Cash

As already described in section 1.1, our audit work is designed to provide us with sufficient audit evidence to conclude whether the financial statements are free from material misstatement. Our audit work does not necessarily examine payroll, VAT or petty cash in detail and our audit procedures are not designed to detect immaterial fraud or error. If you require detailed investigation to be undertaken in any of these areas, please let us know and we can arrange to do this as a separate exercise.

2. The Audit Team

Responsible individual: Email:	David Butler DButler@bishopfleming.co.uk
Manager: Email:	Andy Thomason AThomason@bishopfleming.co.uk
Executive: Email:	Joe Taylor JTaylor@bishopfleming.co.uk
Associate: Email:	Akhilesh Madasamy AMadasamy@bishopfleming.co.uk

We have maintained continuity at responsible individual level; manager and audit staff level to the best of our ability.

3. Timetable

A full audit timetable has been included below:

Malvern Hills Trust
YEAR END: 31 March 2022

Date	Requirement
09/03/2022	Initial planning meeting between Bishop Fleming and management.
30/03/2022	Bishop Fleming complete additional planning procedures.
w/c 23/05/2022	Audit fieldwork to be undertaken, completing work on key judgmental balance sheet areas and the key audit risks.
22/06/2022	Clearance meeting to take place.
14/07/2022	Board meeting with draft Audit Completion Document.
08/09/2022	Accounts to be approved and signed by the Board at the annual general meeting.

4. Fee Proposal

We have budgeted our fees for this assignment on the basis of our understanding of your business, and on the basis that:

- we will be preparing the financial statements;
- all supporting schedules and draft figures will be sent to us no later than the date shown in the timetable;
- we will not experience any unforeseen problems in carrying out the audit; and
- you will be responsible for the necessary regulatory filing of all financial statements and returns.

As the individual responsible for the project management of the audit, Andy Thomason will monitor the position in relation to any issues that could potentially give rise to an increase in our costs and discuss them with you before the audit is finalised.

Our proposed fees are as follows:

Total	**£7,200**

5. Ethical Issues

In order to comply with professional and ethical standards we are required to communicate to you all significant facts and matters that in our professional judgement, may affect the firm's independence. This is for reference only, and unless you wish to make any comments, there is no need to respond.

5.1. Threats & safeguards

The standards require us to consider the perceived potential threats to our objectivity and independence in carrying out the audit, along with the safeguards we intend to implement to minimise any such threats together with our reasons as to why we consider these sufficient.

5.2. Overall assessment

We are satisfied that the safeguards implemented per Appendix 1 are sufficient to mitigate any threat to our objectivity and independence and can confirm that we comply with the Financial Reporting Council's (FRC) Ethical Standard and are able to issue an objective opinion on the financial statements.

5.3. Maintaining objectivity & independence

As a firm we have policies and procedures in place to monitor auditor objectivity and independence on a regular basis. If any additional threats are identified, we will of course advise you immediately.

We also perform an annual review of completed audit engagements for quality control purposes which includes a selection where non-audit services are provided.

If you would like to discuss any of the above, please contact us.

Appendices

1. Ethical Threats and Safeguards

Principal Threats	Safeguards Implemented
Accountancy work: *Threat of being perceived as too closely involved with your management decisions. Also, a member of the audit team could be reviewing their own work.* • Identifying year-end adjustments for e.g. prepayments, depreciation, accruals etc.	Any adjustments or year-end journals to be discussed with you and your agreement gained to process in the statutory accounts.

Paper B
For decision

Ordinary Meeting of the Board
Going concern review
12th May 2022

Part of charity trustees' responsibilities when preparing annual accounts is to prepare them on the going concern basis.

Under auditing standards, the auditors carry out a rigorous going concern review. As part of that, they need to see financial forecasts for a period of at least 12 months from the date of signing the accounts and to have evidence that the trustees have actively considered whether the charity is a going concern.

Definition of going concern

To be a going concern, there is an assumption that the charity will continue to operate, i.e. that there is an intention to continue in operation and there is no need or requirement to liquidate the organisation. This means that the trustees expect the organisation to continue operating and paying liabilities as they fall due for at least twelve months from when the accounts are signed.

Assessment of going concern

In order to allow trustees formally to assess whether MHT is a going concern, the following is considered in this paper:

- Assessment of financial uncertainties in the next 12 months and how they will be covered,
- Draft position at 31st March 2022,
- Approved budget for the next 12 months,
- 5-year forecasts in the Business Plan.

Financial uncertainties in the next 12 months

There are a number of financial uncertainties facing the charity in the next 12 months:

1. Ash Dieback
   a. An initial £136,000 has been set aside in the 2021/22 financial year to cover the first 2 years' costs of Ash Dieback.
   b. A further £204,000 over the next 3-5 years may be needed.
   c. It would be prudent for the Board to ring-fence this sum from the other reserves when considering going-concern.
2. High inflation
   a. The current high inflation rate is already impacting on costs, for example fuel, electricity and other utilities. It will undoubtedly increase other costs such as contract labour over the coming months.
3. Modernisation of MHT's constitution
   a. There is currently no agreed plan for moving ahead with modernising the constitution. If agreement is reached, how the cost of this project is to be covered will also need to be agreed. The most likely way will to be to use the same route as for the 1995 Act, by taking a loan from the Land Purchase Fund.
   b. The draft balance on the Land Purchase fund stood at £933,000 at 31st March 2022, all of which is held on the investment portfolio. Should a loan be needed, funds would

need be taken off the investment portfolio. The cash forecasts will need to be adjusted to allow for the repayment of the loan plus lost investment income to the Land Purchase fund.

Position at 31st March 2022

The draft accounts for the year ended 31st March 2022 are provided in paper D.

General Fund reserves continue to be boosted by high car park takings, which were £87,000 over budget. General Fund cash balances were £330,000 at the end of the financial year.

Total free funds at 31st March 2022 stood at £780,000. Deducting the additional £204,000 for Ash Dieback leaves £576,000 free funds.

Forecasts for the next 5 years months

The approved budget for the 2022/23 financial year and the forecasts for the following 5 years are summarised below.

Malvern Hills Trust
General fund 5-year forecast 2022/23 to 2026/27 - summary

	2022/23 Budget £	2023/24 Forecast £	2024/25 Forecast £	2025/26 Forecast £	2026/27 Forecast £
Income					
Levy	595,300	613,159	631,554	650,500	670,015
Grants	16,655	17,155	17,669	18,199	18,745
Car parks	374,000	356,830	367,475	378,439	389,732
Donations	3,000	15,090	45,543	61,909	63,766
Rentals	20,100	20,931	21,528	22,144	22,779
Easement and wayleaves	5,000	5,000	5,000	5,000	5,000
AONB contribution	6,700	6,901	7,108	7,321	7,541
Other income	5,530	5,684	5,853	6,027	6,207
Investment income	200	200	200	200	200
Profit on disposal of fixed assets	20,000	16,050	27,200	4,500	6,000
Total income	**1,046,485**	**1,056,999**	**1,129,130**	**1,154,241**	**1,189,985**
Expenditure					
Land management expenses	113,400	119,422	115,885	118,331	123,881
Visitor services expenses	49,066	48,538	51,994	51,554	55,101
Communications and public engagement expenses	25,800	22,274	23,912	22,540	25,126
Administration and governance expenses	200,983	217,864	211,010	219,841	223,936
Staff costs	662,400	675,418	724,570	738,673	753,039
Total expenditure	**1,051,649**	**1,083,516**	**1,127,371**	**1,150,939**	**1,181,083**
Surplus/(deficit) for the year before transfers	(5,164)	(26,517)	1,759	3,302	8,903
Transfer to other funds *	(17,890)	(12,890)	(17,890)	(17,890)	(17,890)
Transfers from other funds	17,762	16,283	12,739	12,383	12,047
Surplus/(deficit) for the year after transfers	**(5,292)**	**(23,124)**	**(3,392)**	**(2,204)**	**3,060**
General fund brought forward	369,030	363,738	340,614	337,222	335,017
General fund carried forward	363,738	340,614	337,222	335,017	338,077

Malvern Hills Trust

Designated funds 5-year summary forecast 2022/23 to 2026/27

	2022/23 Budget £	2023/24 Forecast £	2024/25 Forecast £	2025/26 Forecast £	2026/27 Forecast £
Income					
Grants	185,624	161,563	143,831	143,831	139,373
Donations	0	0	0	0	0
Rents and licences	8,829	8,829	8,829	8,829	8,829
Total income	194,453	170,392	152,660	152,660	148,202
Expenditure					
Land management expenses	229,851	258,700	243,000	241,900	173,900
Visitor services expenses	0	0	0	0	0
Communications and public engagement expenses	34,001	27,500	15,000	0	0
Administration and governance expenses	2,000	20,000	0	0	0
Total expenditure	265,852	306,200	258,000	241,900	173,900
Surplus/(deficit) for the year before transfers	(71,399)	(135,808)	(105,340)	(89,240)	(25,698)
Transfer to other funds	(73,372)	(68,000)	(68,000)	(68,000)	0
Transfers from other funds	85,890	80,890	85,890	85,890	17,890
Surplus/(deficit) for the year after transfers	(58,881)	(122,918)	(87,450)	(71,350)	(7,808)
Designated funds brought forward	713,854	654,973	532,055	444,605	373,255
Designated funds carried forward	654,973	532,055	444,605	373,255	365,447

Summary of balances					
Unrestricted gifts	331,803	235,803	151,703	83,703	83,703
Modernisation of Acts	34,899	34,899	34,899	34,899	34,899
Fundraising	5,000	5,000	5,000	5,000	5,000
Election expenses	12,207	(7,793)	(2,793)	2,207	7,207
Tree disease	14,865	15,755	16,645	17,535	18,425
CS North & Central	121,894	110,273	99,652	89,031	78,410
CS Southern	10,159	16,172	18,753	21,334	19,457
CS Castlemorton	10,300	10,300	10,600	10,900	11,200
HLS Chase End	2,060	2,060	2,060	2,060	2,060
HLS Old Hills	30,464	30,464	30,464	30,464	30,464
Grazing reserve	62,122	59,922	58,422	56,922	55,422
BPS	19,200	19,200	19,200	19,200	19,200
	654,973	532,055	444,605	373,255	365,447

Paper B
For decision

Malvern Hills Trust
Restricted funds 5-year forecast

	2022/23 Budget £	2023/24 Forecast £	2024/25 Forecast £	2025/26 Forecast £	2026/27 Forecast £
Income					
Grants	52,230	25,000	12,000	30,000	0
Investment income	45,373	44,937	42,081	42,430	42,814
Total income	**97,603**	**69,937**	**54,081**	**72,430**	**42,814**
Expenditure					
Land management expenses	59,630	42,365	12,000	30,000	0
Administration and governance expenses	109,275	38,876	37,711	37,223	36,776
Total expenditure	**168,905**	**81,241**	**49,711**	**67,223**	**36,776**
Surplus/(deficit) for the year before transfers	**(71,302)**	**(11,304)**	**4,369**	**5,206**	**6,038**
Transfer to other funds	(97,790)	(121,283)	(12,739)	(12,383)	(12,047)
Transfers from other funds	85,400	105,000	0	0	0
Surplus/(deficit) for the year after transfers	**(83,692)**	**(27,587)**	**(8,369)**	**(7,177)**	**(6,009)**
Restricted funds brought forward	3,097,180	3,013,488	2,985,901	2,977,532	2,970,355
Restricted funds carried forward	3,013,488	2,985,901	2,977,532	2,970,355	2,964,346

Summary of balances					
Parliamentary	359,652	252,494	250,979	249,473	247,976
COD	1,487,624	1,572,624	1,552,624	1,532,624	1,512,624
Land purchase	955,138	978,061	1,001,535	1,025,572	1,050,185
Lands maintenance	183,119	172,132	161,804	152,096	142,970
Restricted gifts	9,707	9,707	9,707	9,707	9,707
Picnic benches	183	183	183	183	183
NIM book	2,733	-	-	-	-
Tree donation	700	700	700	700	700
Boost for biodiversity	2,979	-	-	-	-
FIPL	11,200	-	-	-	-
SDF	453	-	-	-	-
	3,013,488	2,985,901	2,977,532	2,970,355	2,964,346

Cash flow summaries

Malvern Hills Trust

Summary cash flow 5-year forecast 2022/23 to 2026/27

	2022/23 Budget £	2023/24 Forecast £	2024/25 Forecast £	2025/26 Forecast £	2026/27 Forecast £
General fund					
Opening balance	289,450	254,558	172,954	132,601	118,038
Net inflow/(outflow)	(34,892)	(81,604)	(40,353)	(14,563)	11,337
Closing balance	254,558	172,954	132,601	118,038	129,375
Designated funds					
Opening balance	567,084	518,203	395,285	307,835	236,485
Net inflow/(outflow)	(48,881)	(122,918)	(87,450)	(71,350)	(7,808)
Closing balance	518,203	395,285	307,835	236,485	228,677
Restricted funds					
Opening balance	49,823	38,348	2,107	(0)	(0)
Net inflow/(outflow)	(11,475)	(36,241)	(2,107)	(0)	(0)
Closing balance	38,348	2,107	(0)	(0)	(0)
Total funds					
Opening balance	906,357	811,109	570,346	440,436	354,523
Net inflow/(outflow)	(95,248)	(240,763)	(129,910)	(85,913)	3,529
Closing balance	811,109	570,346	440,436	354,523	358,052

Paper B
For decision

Summary

Whilst facing a number of financial challenges, the position at the Trust continues to be strong, as demonstrated by the 5-year forecasts and high level of free reserves. The sensitivity analysis carried out for the Business Plan showed that even with rising inflation rates, the charity can continue as a going concern.

Recommendation

That the Board confirm to the auditors that following this review, in their opinion the charity is a going concern.

Cheryl Gentry
Finance & Administration Manager
27th April 2022

Paper C
For information

Ordinary Meeting of the Board
Impact of inflation on 2022/23 budgets

12th May 2022

The budgets for 2022/23 assumed than inflation rates would be 5 %. With the most recent inflation figure coming in at 7 %, combined with forecasts of even higher rates to come, the impact of inflation on the 2022/23 budget will need to be closely monitored.

The areas of current concern, where increases are or are likely to be significantly higher then 5 % are:

- Salaries
- Vehicle fuel costs
- Heat and light
- Material costs

We have already been advised of cost increases where contracts are based on RPI or CPI, the estimated impact of which is summarised below:

Salaries

The budget had allowed for a 2.5 % increase at 1st April 2022, but as previously advised, the back-dated 1.75 % increase from 1st April 2021 had not been allowed for as a pay freeze had been announced. The financial impact of this is estimated at £6,700.

Negotiations on the April 2022 pay increment are on-going. Unions are consulting on RPI (currently 9.9 %) plus 2 % or a £2,000 increment to every pay point. The estimated additional cost of this for MHT would be £56,000 or £32,000 (if applied to all staff).

The impact of a CPI increase (7 %) would be £27,000.

Vehicle fuel costs

The latest top up of tractor diesel was £1,700, compared to £1,000 a year ago. We did allow for a 20 % increase in fuel costs in the budget, but the current rate of increase (70 %) means even the increased budget will be insufficient. Based on 8 top-ups a year, an additional £4,000 will be needed just for tractor diesel.

If fuel inflation remains at 70 % an estimated £3,000 will be needed for Wardens' and other vehicles.

Heat and light

The gas supply is on a fixed-price contract until January 2023. We have just been advised of a 70 % increase to the pay & display meters unmetered electricity supply (£300 above budget).

We have not been advised of any increases to the other electricity rates as yet (Ecotricity, the green energy supplier we switched to last year are required to give 28 days' notice of any tariff rate changes), but it seems very likely increases will be on their way.

Material costs

Significant price increases have already been seen in some key material types that the Trust uses:

- Timber prices have seen some single digit percentage falls in the last 3-4 months, but as at end of March remained 30.5 % higher than January 2021(sawn treated softwood).

- Steel has seen only marginal reductions and is currently 50.5 % higher than Jan 2021.
- Bulk stone and aggregate (for track and path maintenance) is vulnerable to fuel cost increases due to transportation costs.

A 5 % allowance for material cost inflation was included in the 2022 budget plus additional costs for planned projects.

Other areas of concern

- High increases are expected in most other areas, notably contractors' costs, machinery service and parts costs, and professional fees.
- Capital machinery replacement costs may also be higher than budget, with inflation forecasts currently around 10 %.
- Car park takings may reduce as a result of higher fuel costs.

Recommendation

It is proposed that the Board note the concerns for now and the matter will be discussed in detail at the meeting of the FAR Committee in June 2022.

Cheryl Gentry
Finance & Administration Manager
20th April 2022

Ordinary meeting of the Board
Application for Signage
12th May 2022

Introduction

One of the Trust's obligation under its governing Acts is to "preserve the natural aspect". The placing of signage on Trust land is restricted under the byelaws.

"No unauthorised person shall post, place, paint or display any bill, placard, advertisement or notice on the Hills."

Signage is normally a matter dealt with by the Officers of the Trust and it was indicated to the residents that siting the sign on Trust land was not acceptable. A group of residents have formally requested that the issue of putting this sign on Trust land be referred to the trustees.

Background

A permanent sign has been requested by the residents of the Purlieu to denote the location of nine residences, to be placed at the point where the track forks. (See below)

This sign has been proposed after an unlawful sign (erected by an unknown party) was removed from land under Malvern Hills Trust jurisdiction from further down the western arm of the track. A second sign (indicating the four right hand properties) previously existed on the neighbouring landowner's boundary, but disappeared shortly after the first was removed

The residents have expressed safety concerns about emergency vehicles being able to find their residences in the event of an emergency. Several residents have also expressed concerns with delivery drivers having the same issue, which then results in them having to turn around in the track.

Fig1 shows the proposed location of the sign at SO 76585 44023, What3Words///hopefully/occupiers/adhesive.

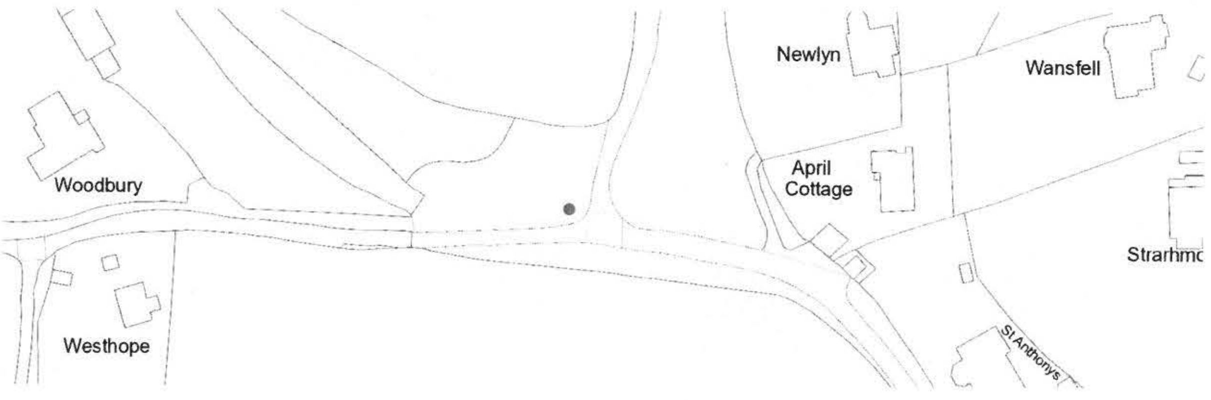

Fig1

Signage design and costs

Two designs for the sign have been submitted, both measure 60cm long by 25cm deep. The lettering on the sign would be in white on a green background to match other MHT signage across the estate. The sign will be on wooden legs. Fig 2 and Fig 3 show the separate designs for the sign. Production and installation would be at residents' cost.

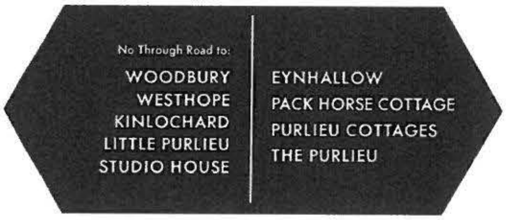

Fig 2

Fig 3

Discussion points.

Whilst there are some instances where property signs have been licenced on Trust land – eg for public houses - there are very few instances where signage indicating property names and locations has been permitted. (One example being Old Wyche Road where only house numbers are shown, combined with the road signage rather than displayed separately). There are many properties with access over Trust land and permitting signage such as that proposed in every instance would result in signage 'clutter' around the hills, contrary to the object to preserve the natural aspect.

If residents provided emergency services and delivery drivers with accurate location details such as their What3Words address this would reduce the chances of lost drivers and the risks cited.

There is a highways style road name sign at the top of the Purlieu.

Prior to its removal (see "Background"), half of the information on the sign proposed was previously affixed on the boundary fence / tree on the neighbour's property, just off Trust land, without issue. A full sign as requested could be erected in similar place, as has been done in other places adjacent to Trust land.

Officers Recommendation

That the application be declined with the recommendation that the sign be located on the boundary fence or within the curtilage of one or more of the neighbouring properties.

Duncan Bridges
CEO
26/04/2022

Paper E
For information

Ordinary meeting of the Board
Draft management accounts for the year ended 31st March 2022

12th May 2022

The draft management accounts for the year ended 31st March 2022 are attached for trustees' information.

Status of this draft

This draft of the accounts includes all transactions notified up to 25th April 2022. Final investment reports and the FRS 102 figures for the pension scheme have been received and included in this draft.

The books will be kept open until the audit starts on 23rd May 2022, so there may be some late accruals and adjustments to these figures. A final version will be brought to the July Board meeting, following sign-off by the auditors.

General fund

The year end position on the General Fund is strong. Car park takings were over budget and costs have been well controlled. The combination of the additional income and cost savings has funded the transfer of 2 years' estimated Ash Dieback costs to the designated funds. The draft position is a deficit of £12,000, against a budget deficit of £60,000.

Points for the Trustees to note:

Income

- Unrestricted grant income £11,000 was below budget. There is very little availability of this type of funding and currently no staff capacity to make applications,
- Car park takings totalled £418,059, which was made up of:

	Actual	Budget
Meter takings	352,813	275,000
Residents' passes	30,928	25,000
Non-residents' passes	32,523	29,000
Charges for use (fines)	1,795	2,000
	418,059	331,000

- Meter takings were only slightly lower than in 2020/21 (£353,865), being 76,700 tickets sold (2020/21 78,600).
- Sundry income comprised:

General fund summary:	
Filming	3,692
Postal charges passes	2,443
Employment Allowance	4,000
Other	1,164
	11,298

Expenditure

- Land management expenditure totalled £96,006 (budget £95,250).

    - An allowance of up to £5,000 was made in the 'additional expenditure authorised' for bridge repairs at Hancocks Lane, but the actual expenditure came in at just under £1,200.
    - Treework costs have slightly exceeded the budget plus additional authorised expenditure, but this essential expenditure is covered by savings elsewhere.
- Visitor services expenses were £38,735 (budget £44,095).
    - Car park meter repairs were £2,000 below budget.
- Communications and public engagement costs were well below budget, in part due to events not being held during the pandemic. Reprints of leaflets have not been necessary.
- Administration and governance expenses were generally well-controlled, with the total spend being £27,218 below budget.
    - The exception is legal and professional fees, which were £11,737 over budget, although this is lower that the additional £27,780 which had been approved. Costs during the year included advice in connection with the VAT reclaim £7,740, advice in connection with possible land purchase £5,000 and advice on boundaries £1,581,
    - The overspend on postage is more than offset by recharges made for postage which are included in sundry income.
- Staff costs totalled £632,558 net of a reduction in the accrual for holiday pay of £6,510.
    - The holiday pay balance outstanding at 31st march 2022 was £19,951,
    - Salaries and NI were below budget due vacancies for the Operations Manager and one Warden post following staff departures not being filled immediately. Staff changes have also resulted in pension cost savings, due to the period the posts were vacant, then 3-month waiting period to join the pension scheme and one post-holder no longer being in the LGPS.

Designated funds

The detailed income and expenditure account for each of the designated funds is shown on page 2 of the figures.

- As agreed, an additional £5,000 has been transferred to the Election expenses fund,
- Two transfers of £68,000 were made to the Ash Dieback fund, which should cover the first two years' costs,
- The annual grants figure for the North & Central Hills Countryside Stewardship fund included the amounts settled following the dispute over payments due:

Date	2019	2020	Total
	£	£	£
16.2.20	11,481.57		11,481.57
14.10.21		13,723.04	13,723.04
19.10.21	532.96		532.96
29.11.21	64,833.72		64,833.72
30.11.21		61,415.73	61,415.73
	76,848.25	75,138.77	151,987.02
Adjusted grant	76,848.25	75,138.77	151,987.02
Original grant	79,488.64	79,488.64	158,977.28
Deductions	(2,640.39)	(4,349.87)	(6,990.26)

- As the grants were written off in full in the 2020/21 accounts, the full amount has now received has been recognised in this year's figures.

- Stewardship grants due at the year-end totalled £56,275. Payments do seem to be coming in slightly more promptly. At the date of writing this report all balances due to December 2021 had been received.

Restricted funds

The restricted funds figures are shown on page 3.

- Transfers to other funds from the Parliamentary fund capital expenditure comprise £40,200 for the water treatment plant at British Camp (transferred to the 'Capital outlay discharged' fund) and £13,393 investment income transferred to the General fund.
- The transfer from the Land Purchase fund to the Capital outlay discharged fund is the cost of the land purchased at the Purlieu in May 2021,
- The transfer from the Lands Maintenance fund is investment income transferred to the General fund.

Bank balance

Bank balances at the year-end stood at £1,168,000. Of this £330,000 was general fund cash, £827,000 designated funds cash (including Stewardship £191,600) and £11,000 restricted funds.

Investment portfolio

The Parliamentary, Lands Maintenance and Land Purchase funds are held on the investment portfolio with Brewin Dolphin. A summary of the movement on the portfolios during the year is shown below:

	Land Purchase	Parliamentary & Lands Maintenance	Total
	£	£	£
Opening market value	1,019,972	674,788	1,694,759
Additions (cost)	35,900	16,500	52,400
Disposal proceeds	(150,044)	(16,797)	(166,841)
Equalisation payments	(20)	(70)	(90)
Unrealised & realised gain	14,953	36,772	51,725
Closing Market Value	920,761	711,193	1,631,953
Add movement in cash balances	10,572	(3,626)	6,946
Closing market value 31/3/22	931,333	707,566	1,638,899

The high figure for disposals from the Land Purchase fund is largely due to the disinvestment to pay for the land at The Purlieu.

Assessment of year-end financial position against reserves policy

The 'free' funds as shown in the draft accounts total £780,798:

General fund exc NBV of fixed assets		311,648
'Free' designated funds:		
Gifts	452,449	
Fundraising	10,000	
Car park repair	3,200	
Dog campaign	3,501	
		469,150
		780,798

This continues to be well above the target level of £300,000 but can be justified given the uncertainties over the significant future costs of managing Ash Dieback.

Cheryl Gentry
Finance & Administration Manager
27th April 2022

Malvern Hills Trust
Expenditure 2021/22 - authorised in addition to budget

Date	Item	Board £	CEO £	FAR £	Total £	
06 May 2021	British Camp track to loos			6,200	6,200	Parliamentary
Jul-21	New laptop		895		895	JB/Boardroom
Aug-21	RPA advice		2,000		2,000	
12/08/2021	Warden's pick up - addition to original budget			6,000	6,000	
12/08/2021	Carbon Black (1620 less 595 saved on Kaspersky)			1,025	1,025	
12/08/2021	RPA Additional advice			4,000	4,000	
26/08/2021	Increase to GF tree costs budget	5,000			5,000	
26/08/2021	Ash Dieback designated fund	68,000			68,000	
09/09/2021	VAT reclaim - legal fees	7,740			7,740	£10k max authorised
11/11/2021	Legal fees - S74 preparatory work	10,000			10,000	
30/11/2021	FIPL matched funding		3,000		3,000	
01/12/2021	Extras new Wardens van		424		424	
20/01/2022	Bridge repair Hancocks Lane (maximum)	5,000			5,000	
16/02/2022	Protective clothing (chainsaw protection)		1,000		1,000	
28/02/2022	Red diesel		1,400		1,400	
10/03/2022	Queen's Jubilee trees, benches and plaque (Gift Fund)	3,750			3,750	Gift fund
10/03/2022	Ash Dieback designated fund	68,000			68,000	
10/03/2022	Election expenses fund	5,000			5,000	
10/03/2022	Pitney Bowes Supplies		389		389	
31/03/2022	Professional advice boundaries		1,581		1,581	
31/03/2022	Additional audit charges		200		200	
					-	
	Total at 31st March 2022	**172,490**	**10,889**	**17,225**	**200,604**	
Annual limits			20,000 (£10,000 single item limit)	20,000		

To be reviewed 31/3/23
Anything over the £10k total in consultation with Chair of FAM
Approved Board 20th June 2022

Paper G
For information

Ordinary meeting of the Board
Risk Management Strategy Updates
12th May 2020

Changed status in Risk elements.

Since the last meeting of the Board there have been a number of changes in external factors that have affected the risk register, with one item moving into the (highest) red category and one moving out. The key changes are summarised as below.

4.7.2 Risk of Covid infection of staff in the course of their employment.

According to the ONS national levels of infection have fallen from 1 in 13 in late March to currently being 1 in 17. Government statistics show reported positive Covid infections in the Malvern District are now falling. However the actual figures need to be treated with extreme caution because of the withdrawal of free Lateral Flow Tests and the closure of the facility to report tests. The Zoe Covid study currently estimates around 3,000 Covid cases in the Malvern Hills area. While numbers are reduced, and the proportion of risk to individuals is diminished, the risk of infection among staff and unavailability of whole teams due to sickness remains.

Risk reduced from 20 to 16

5.1. Expenditure budgets exceeded.

As reported separately, the cost of fuel, materials, contractors and other costs continue to increase. The inflation rate for 2022/23 financial year is now almost certain to be 7 % or more and will exceed the Trust's budgeted level of inflation for the 2022/23. A budget overrun in the range of £30-50k is therefore highly likely. Whilst such an overrun is very unwelcome, current financial reserves are robust and this level of overrun would not have any major impacts for the organisation

Risk increased from 15 to 20

5.2. Car park takings falling below budget

The current high fuel costs of £1.63 /l for unleaded petrol is up 29 % on the price seen at same time last year (*source: Forecourt Trader:West Midlands area* and AA online). High petrol prices coupled with higher level of inflation impacting on household budgets increased the risk of reduced car park takings as the public limit their spending on travel and longer distance day trips. Takings for Easter 2022 were 4.3 % down on same period in 2021

Risk increased from 9 to 15

Annual Review of Risk Management Schedule (RMS)

The CEO will be updating the full RMS in June prior to circulating it to all Trustees for discussion in an on-line workshop in early July, in the same manner as in 2020 and 2021.
Duncan Bridges
CEO
25/04/2022

Paper H
For information

Ordinary meeting of the Board
Health and Safety Report
12th May 2022

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1 Health and Safety Incidents

Reported Accidents in the period 10/03/22 to 26/04/22	0
Notifiable Accidents in last 12 months:	None
Reported Accidents in last 12 months:	3

2 Training

We are liaising with providers of training in Chapter 8 Road Safety Signage and Underground Services (CAT detection) to arrange a course for wardens and field staff in the late spring.

Ladder access training is also being programmed for some staff.

3 Covid precautions.

Government advice remains that people with Covid 19 should stay away from work. As an employer, the Trust has a duty of care for the welfare of its employees and needs to have appropriate measures in place to mitigate potential spread of infections amongst staff. Internal covid precautions have been amended to reflect recent changes Government advice and issued to all staff. These will be reviewed again at the end of June.

4 Building Certification

Annual PAT testing of electrical equipment has been completed.
General electrical testing and certification for St Ann's Well (5 yearly) due in November has been booked with electricians,

Duncan Bridges

CEO
26/04/2022

worcestershire
county council

Minutes of the Malvern Hills AONB Joint Advisory Committee

Malvern Hills District Council Offices

Friday, 8 April 2022, 10.00 am

Present:

John Raine (Chairman), Chris Atkins, Bronwen Behan, Sven Bosley, James Hervey-Bathurst, Frank Hill and Helen I'Anson

Also attended:

James Bisset, Duncan Bridges Paul Esrich and Kate Griffiths

724 Apologies and Substitutes

Apologies had been received from Wayne Barnes, Prof. Dick Bryant, Sarah Faulkner, Rachel Datlen, Jerry Fryman, Hazel McDowall and Neil Rimmington.

725 Declaration of Interests

James Hervey-Bathurst declared an interest in that he lives works and owns land within the AONB.

Chris Atkins declared an interest in that he is a Commoner on Castlemorton Common with grazing rights; he rents buildings and manages cattle on Bromesberrow Estate on Chase Hill; he manages orchards in Colwall (Ballards), the Three Counties Showground, the Bromesberrow Estate and at Castlemorton and surroundings.

726 Confirmation of the minutes of the meeting held on 5 November 2021

The minutes of the last meeting held on 5 November 2022 were agreed to be a correct record of the meeting and would be signed by the Chairman.

727 Government response to the National Landscapes Review

The Malvern Hills AONB Joint Advisory Committee were asked for their comments on the draft JAC response to the Government's proposals following the Landscape Review, published in September 2019.

Various comments and suggestions were made by Members including:

- It was thought that the suggestion that all AONB's be re-named as National Landscapes was a bit odd as the whole Country was a National Landscape, but it was decided that the possible re-name was not a serious issue, especially as 'Area of Outstanding Natural Beauty' could be used as a strap line;
- With regard to the Strategic Direction and the Unified Mission it was important that Natural England had sufficient funding for a new role and that AONBs had 'greater' (rather than equitable) powers and resources;
- It was felt that it was justified for AONBs to work with landowners just outside their boundary as nature does not recognise a boundary line;
- The State of the AONB report is compiled by the AONB Team every 5 years but extra funding would be needed if Government expects more monitoring to be delivered;
- It was unclear how the new environmental land management schemes (ELM) would work and whether they would be linked to increased access. It was pointed out that the more access that was granted to the countryside might mean that it would be harder for nature to flourish. The concerns noted by the Audit Office in relation to ELM schemes, for example, that they lacked strong objectives; had short timeframes; and should be delivered in a cost-effective way, should be added to the response,
- It was felt that visitors to the Malvern Hills AONB were more diverse than those to some other protected landscapes but actions to address any inequalities would continue. However, one Member suggested the AONB should not feel coerced into further opening up the AONB and that more emphasis should be placed on maintaining and protecting geological interests. It was suggested that the term 'lack of diversity' should be used rather than 'inequality',
- Planning and affordable housing were discussed and it was agreed that the AONB design guide should be promoted to local planning departments and planning applicants;
- Sustainable financing was necessary as, although the current year's funding settlement had been increased, funding levels would actually be flat when inflation was taken into account over the next 3 years.

The Chairman thanked the AONB Partnership Manager for a great piece of work.
The minor amendments suggested by Members would be made to the document before submission to Defra in line with the deadline.

728 A Nature Recovery Plan for the Malvern Hills AONB

The Committee was updated on progress with the Nature Recovery Plan. Following the formal consultation in January and February 2022 some revisions had been made and the final version is now available and can be distributed. When the Management Plan is revised in 2023 there will be an attempt to assimilate the Nature Recovery Plan within it.

Publicity for the plan was discussed and it was suggested that the Communications Teams at each of the County Councils should be asked to help.

729 The Malvern Hills Facilitation Fund

The Countryside Stewardship Facilitation Fund Group had initially been a three- year project until March 2021. The project had been extended for a further year, and Charlotte Vincent was contracted to assist with the management of the Group during that period.

Originally the group had 6 members but had expanded to 22, with the aim of 'advising and assisting farmers and landowners to enhance their land for the benefit of nature and the special landscape features notable in the area'. The funding which had been received from the Rural Payments Agency had now ended.

Despite the success of the group, it had been decided not to apply for a further round of facilitation group funding as the administration of the fund by the facilitator and requirements on members can be onerous. Instead, it was hoped that core AONB funds could be used to maintain landowner liaison and support work.

The Chairman commented that he would like to write a letter of thanks to Charlotte for her facilitation work and hoped she would continue to be involved.

730 Farming in Protected Landscapes

The Farming in Protected Landscapes programme was launched in July 2021, with £90,000 being spent in the first year. An update was given on eight completed or partially completed projects:

- Malvern Hills Foothill connections – new hedgerows, the restoration of a pond and replacing trees,
- Colwall Orchard Group, Traditional Orchards for the Future – 6 orchards 'gapped up',
- Colwall Orchard Group, for improving equipment and facilities,
- Re-generative grazing – Moving cattle on a daily basis, re-purposing a stable block for over wintering and new hedges,
- Restoring an old orchard,
- Hope End Management Plan to bring the six owners of the park together,
- Orchard Maintenance, and
- A brush seed harvester purchased for use by partners in the Malvern Hills AONB.

731 Statement of Commitment from AONB Chairs on Climate Action

The Chairman explained that some of the AONB Chairs had met and drawn up a statement on climate action. Feedback on the draft statement of commitment was requested.

When asked what additional data could be collected for the aim of 'developing a greater, data-based understanding of climate change', it was explained that, rather than collecting additional data, the aim was to gain a better understanding of what the existing data was saying and what it meant for the Malvern Hills AONB and other key landscape areas.

There was praise that the statement was concise enough to get the message across to members of the public, and it was suggested that the statement should be highlighted to Councils so the message could be shared.

732 Information Items

The Committee noted the items for information and acknowledged that there had been additional pressure on landowners and the AONB over the last 2 years, with more people accessing the countryside.

733 Verbal Reports from Partners

The Malvern Hills Trust

- Tree and hedge planting was on-going;
- Work dealing with Ash Dieback would continue for possibly the next 5 years. The National Trust were carrying out Ash Dieback work at Midsummer Hill, which would affect the look of the area;
- Visitor numbers had jumped in the last 2 years leading to more erosion caused by foot, cycle and car, which needed repair work. It was encouraging that there had been a greater diversity of visitors.

Herefordshire Council

- A Tree Action Plan Guidance Toolkit for England would soon be available. The importance of traditional orchards and hedgerows was emphasised;
- The Ash Dieback Toolkit had been updated and will be launched shortly;
- Natural England had made a new dataset available on-line about 18 priority habitats. A Living England map showing the extent and distribution of habitats in England has also just been launched. There was also information regarding land use and designated habitats in the River Severn.

Eastnor Estate

- The Woodshed Café and availability of free parking were bringing in new visitors,

- A gas beacon on Herefordshire Beacon will be lit on 2 June for the Queen's platinum Jubilee.

734 Dates of Future Meetings

It was hoped that a study tour could be arranged for September. Date to be confirmed by the AONB Team.

The next meeting of the Joint Advisory Committee would take place on 4 November in the Council Chamber at Malvern Hills District Council.

The meeting ended at 11.55 am

Chairman ....

Malvern Hills Trust

Paper J

Notes from the Wildlife Panel meeting on 9.3.2022

Present: Peter Holmes, Pater Garner, Charlie Long, Mel Mason, Richard Comont, Nigel Hand, Helen Woodman, Margaret Vernon, David Taft, Duncan Westbury.

Helen Stace, Chris Atkins, Simon Roberts, Andy Pearce, Jonathan Bills.

1. **Appointment of Chair** (annual).

Peter Garner took the chair.

2. **Apologies for absence.**

Received from Johnny Birks.

3. **Matters arising from the previous meeting.**

No matters arising that would not be covered on the agenda tonight.

4. **Verbal report from the outdoor meetings.**

No report as no outdoor meetings were held last year.

5. **Reports from the Panel members.**

All panel members were invited to report on their wildlife sightings and thoughts on management from the last 12 months.

Peter Garner discussed the botanical survey work undertaken on MHT's newly acquired land off the Purlieu. Of note was a non-native daisy like flower of unknown origin that may be spreading. As caution MHT should keep an eye on this.

ACTION: PG to pursue an identification, MHT to keep an eye on spread.

Johnny Birks had sent in notes on mammal observations:

- Field vole populations remain quite low but probably building up again this spring as part of their 3-4 year cycle, so that is good news for predators like kestrels, barn owls, stoats and weasels.
- Lesser horseshoe bats were in good numbers (3 emergence counts done in June 2021) at the maternity colony near British Camp, though counts were slightly down on last year; and a small number of greater horseshoes were present early on.
- Muntjac remain extremely common and other deer species such as roe remain scarce locally.
- I have started a systematic monthly monitoring project to count rabbits at night on the northern hills using thermography.

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Nigel Hand reported on amphibians and reptiles. Highlighting that adder populations are worryingly low with Malverns as the only viable population in Worcestershire now. numbers of adder seemed low on some southern hills sites but improving on others. Emergence dates are getting earlier and hibernation dates later as a result of climate change.
The legal protection afforded to reptiles is currently being reviewed by the JNCC.

Richard Comont gave details of several interesting insect records and an alarming record of the invasive New Zealand flatworm. Research by the Bumblebee Conservation Trust into bumblebee habitat mapping using remote sensing continues on Old Hills, Castlemorton Common and Link Common.

Peter Holmes let the group know that the 2021 birds and butterflies of the Malverns booklet is being finalised now before general sale. 2021 had been fairly poor in terms of bird ringing as spring was late and there was little insect life prey. However, whitethroat and lesser whitethroat has good years. it has not been cold in Europe and so we haven't received extra influx of species, such as Goldcrest.

Simon Roberts brought positive news on Pied Flycatchers having three successful nests in 2021 in contrast to 1 in 2020 and 0 in 2019.

Duncan Westbury invited ideas from the panel for research projects soon to be undertaken by University of Worcester students.
ACTION: all to let Duncan have research project ideas asap.

Charlie Long reported that many dormouse boxes had been replaced in 2020 with no checks undertaken in 2021. Recent checks have found no dormice in nest boxes. This could reflect a decline or it could mean dormice are using natural habitat features instead.
ACTION: MHT to offer help with replacing dormouse boxes either supplying and/or erecting.

Chris Atkins reported that on Castlemorton, Goldcrest and Kestrel had been recorded in good numbers. He also highlighted that he is currently mapping perry pears within Worcestershire to aid their conservation. The database records location and variety discovering unknown ones too.

Margaret Vernon confirmed that Worcestershire Wildlife Trust Local Group's indoor meetings had restarted. The group very much enjoyed Duncan Bridges' talk. The group are looking to book up more events and would welcome help from panel members.

Mel Mason reported on butterflies in 2021. Purple Emperor was recorded from several Worcestershire sites including Fruitlands. These are thought to be unofficial releases rather than natural range expansion. 2021 butterfly abundance

was low across the board. This included Grayling that, despite significant efforts by BC West Midlands and MHT, continues to waiver on the brink of local extinction. Some support the idea of 'topping up' the population before it's too late but BC do not think this the way forward.
The Lost Fritillaries project continues with release of the first Pearl-Bordered Fritillaries coming soon. More can be read here:
https://www.spacehive.com/malvern-hills-lost-fritillaries-project

David Taft described some of his sightings around the western Hills concluding that insect abundance seems low including overwintering species such as Herald and Small Tortoiseshell.

Helen Woodman confirmed that Purple Emperor had been released on Worcestershire Wildlife Trust reserves without WWT consent. WWT have recently acquired 5 acres adjacent to their Hollybed Farm reserve which is grazed by ponies. WWT were looking into funding for larger-scale projects including Severn Treescapes and Landscape Recovery fund. Target areas are Feckenham and adjacent to the Malverns.

6. **MHT reports.**

Trust staff went through the slideshow talk for the Group giving information and photos of works undertaken. Having had a focus on tree and hedge planting over the last year, the Trust would now be focusing on adapting to higher visitor numbers.

7. **This year's outdoor meetings.**

The group would like to visit Hollybed Common and Purlieu area, taking in the newly acquired MHT land and the recent hedge-planting. Dates tba.

8. **Panel membership.**

ACTION: everyone to try and find a fungi expert to join the panel. J Bills to invite Natural England to the panel again.

9. **Any other business.**

J Bills stated that:

- Castlemorton Common had successfully been entered into another Stewardship scheme, securing management here for 10 years.
- National Trust were about to start ash tree felling on Midsummer Hill.
- To aid conservation MHT were looking to find a nursery that would grown on certain species for planting out onto the Hills, including Petty Whin. The group came forward with many useful suggestions.
- The Malvern Hills and the New Forest are the subject of Defra's Lowland Common Landscape Recovery test and trial. This project has just begun and

will ultimately help Defra develop their new grant scheme to be rolled out across the country.

- The Nature of Malverns book has sold well and so far, generated just under £3000 into a pot set aside by the authors for conservation works. Panel members were invited to send ideas to MHT on how best to spend these monies.

10. Date of next indoor meeting: 7pm Wednesday 8 March 2023.

Malvern Hills Trust

Paper K

Report of the Recreation Advisory Panel

Wednesday 30th March 2022 (outdoor meeting – Beacon Road)

Present: Beck Baker (Community and Conservation Officer), Jonathan Bills (Conservation Manager), Steve Braim (trustee), John Cuthbertson, Mick Davies (trustee), Richard Davies, Stuart Mason, Linda Medcalf, Maggie Radway, John Raine (trustee), Simon Smith.

1. Welcome, introductions and appointment of Chair (annual)

The CCO welcomed everyone to the meeting and the new members to the panel:

- Stuart Mason – Malvern Hang Gliding Club
- Linda Medcalf – Malvern Hills Riding Club
- Maggie Radway – Friends of the Malvern Hills
- John Raine – MHT trustee

2. Apologies for absence

David Baldwin, Nick Collins, Warwick Taylor, Dorothy Weet, Rich Vale (warden)

3. Matters arising from the report of the meeting held on the 15th December 2021

The CCO welcomed the members of the Panel to the meeting and provided the following updates from the previous meetings and reports:

- Tree planting season had come to an end and the Trust had planted 49 new trees in Sherrards Green, along Poolbrook Road, and in a plum orchard near St Andrews Road as part of the Forestry Commission's Urban Tree Challenge Fund. A further 9 trees had been planted and 470m of hedgerow thanks to Farming in Protected Landscapes funding from Defra/Malvern Hills Area of Outstanding Natural Beauty
- Parking passes – As with last year, parking passes will expire on the 31st May (not March) and will be available to renew from the 3rd May (more information at www.malvernhills.org.uk/visiting/parking)
- The thoughts and information shared by the group relating to Gullet Quarry would be fed back to staff in preparation for the spring/summer season.

4. Warden updates

Wardens had sent apologies but had provided information read out by the CCO. The warmer weather had brought more people out but this had not led to any issues. There were now 4 wardens employed by the Trust to provide information to visitors, patrol the landscape and speak to local residents. This would be very

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helpful in helping to manage the large numbers of visitors to the Hills and Commons since Covid19.

5. **Visitor impacts**

CCO introduced the topic for discussion. The Trust had seen a large increase in the numbers of visitors to the Hills and Commons following the Covid lockdowns in 2020. Visitor numbers had remained high. To assess the impact, a detailed visitor survey and study had been commissioned jointly by the Trust and local Councils (due to be published in the summer). The study would also include possible suggestions on how to reduce the impacts of additional visitors to the Hills and reduce damage to the archaeology, geology, habitats and wildlife.
In particular erosion of the ridgeline was discussed by the panel:

- Erosion of ridgeline and widening of paths was damaging rare grassland habitats and creating difficult gravelly walking conditions which were further exacerbated by rain.
- Deep rain gullies were making access difficult in some places
- Fencing - current method of fencing was possible in some locations but not in all. Fencing had not been vandalised and had been up for 2 months. It was similar to the grazing compartment fencing. Fencing could be in place for years depending on how well the vegetation recovers.
- Rocks or obstacles to discourage walking in particular areas. How to secure them? What type of obstacles? Could rocks be sourced from the quarries / hills?
- Surfacing along route – what types of materials e.g. resin, concrete, plastic matting? How to install? Evidence of different types of surfacing e.g. Beacon Road and British Camp.
- Large amount of work to undertake along the ridgeline and would need different solutions in different places
- Recruiting volunteers to help for example Fix the Fells / working holidays
- Provide signage to explain the situation and ask people to consider their impact.
- Would the evidence from the study help the Trust access more funding?
- Research other similar projects including Fix the Fells, National Trust projects.

The Panel also discussed how more visitors were impacting their activities. It was noted that:

- Although there were more visitors, the issues were the same rather than new issues arising from more visitors
- Some horseriders had chosen not to ride at weekends because it was too busy and to ride on the southern hills where it was quieter

- New trails had been created by mountain bikers particularly in the area around the Gullet.
- An increase in professional dog walkers and some with more than 6 dogs with issues around livestock worrying.

6. Path improvement works

Conservation Manager updated the group that the path up Happy Valley would be repaired with some drainage to reduce water erosion.
J Cuthbertson had sent an email with suggestions for work which would improve access for the Disabled Ramblers group. R Davies suggested path repairs at the cairn on the saddle of Worcestershire Beacon and Sugarloaf Hill. Members were invited to report any path issues which could be added to the work plan by emailing beck@malvernhills.org.uk

7. Conservation Manager update

The winter scrub and tree works had finished and staff were now beginning work on path repair, mowing and interpretation. CM thanked the hang gliders for their help in clearing vegetation which benefited both wildlife and their activity.

8. Round the table updates

A question was asked about the opening of the well at St Ann's Well for visitors. This had been closed due to repair work and an electrical fault.

9. Any other business

None to report.

10. Date of next meeting

6pm Wednesday 14th September 2022

Castlemorton
Common
Co-ordinating
Committee

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Meeting of the Castlemorton Commons Co-ordinating Committee

Castlemorton Parish Hall

Wednesday 16 March 2022 8.00pm

Present: Phil Birley, Ann Brennan, Mick Davies (Chair), Matthew Gardner, Peter Hancock, Julie Moore, Andy Sayers, Keith Stevens, Barbara Wilkes, Mike Wilkinson.

In attendance:
From Malvern Hills Trust (MHT): Secretary to the Board, Conservation Manager

4 members of the public

1. **Appointment of Chair**
   Mick Davies was appointed as Chair.

2. **Apologies for Absence**
   Duncan Bridges, David Fellows, Sue Windle.

3. **Report of meeting 24 November 2021**
   The report of the meeting was agreed and signed as such by the Chair.

4. **Public Questions**
   There were none.

5. **Matters Arising**
   Mr Hancock thanked the Trust for dealing with the potholes on Hancock's Lane and reported that the stepping stones at the north eastern corner of the Common seemed to be achieving their purpose.

6. **Update on Countryside Stewardship Agreement for Castlemorton Common**
   The Conservation Manager reported that the agreement was now in place. Funding had been secured for 10 years from 1 January 2022. The grant amounted to around £51,000pa, predominantly for management of the grassland. There was funding for other elements including clearance of geological sites, targeted habitat management for reptiles and for scrub and tree control. It was now a requirement that all active parties had to sign up to the scheme. That Delivery Group would be affiliated to 4 Cs and would report

to the meetings. The new scheme required a slight reduction in livestock numbers. Mr Gardner commented that the focus was on delivery of the requirements, rather than prescribing how they were achieved. Details of the objectives had been set out on an E-mail circulated to members. The Chair congratulated the Delivery Group on their hard work and persistence in securing the scheme.

7. **Report from Malvern Hills Trust**

There was little to report on Governance Changes. It had been agreed that the Trust would proceed with an application to the Charity Commission for s 74 consent to spend money on a private Bill but because of other commitments little progress had been made.

The Conservation Manager reported on behalf of the CEO:

- Patching of the road surface had been carried out on Hancock's Lane and further quotes were being sought.
- Work had been undertaken to Strawbyn Bridge to reset the side railing. Ms Brennan asked if there was a formal width restriction on the bridge - there was not, but some new reflective bollards had been installed either side.
- Chandler's Cross. Reseeding and corner posts were planned for the grass triangle.

  Comments included:
  - The junction was a single track junction and was white lined so that the junction could be exited from either side of the triangle. This was a common configuration in the area.
  - Mr Flanagan observed that one of the issues was the increase in the number of delivery drivers who were not driving with regard to the road markings. Drivers were persistently driving across the triangle.
  - There was a debate about whether the triangle had changed in size and shape and whether the junction was fit for purpose. Checking back through Google Earth records/ any old photos was suggested. If concerns were now being expressed about the design of the junction it was a matter for Highways. The Parish Council could make an approach.
  - There had been a series of water leaks along New Road which had added to the problem. This needed to be fixed first.

- The Trust planned to rebuild the bund on the corner by Swinyard Car park to try to prevent parking on the outside of the bend. The work would be carried out in late spring/summer.

Nothing further had been heard about the decommissioning of the reservoir at British Camp.

8. Report from MHT Conservation Manager

Scrub clearance was finished for the year. This had mainly comprised maintenance of areas previously cleared.

Warning signs that lambs were on the common would be put up shortly. The plastic sheeting had been removed from the ponds and the results were being monitored. The bunds which retained the water in the ponds would be replaced. The Trust was involved in a DEFRA trial for the Environmental Land Management Scheme, the follow-on environmental grant scheme. The trial involved land across a wider area extending from Bromsberrow to some of the commons in the direction of Upton on Severn/Pershore. The trial was being run through the Foundation for Common Land who had appointed a new Officer. That person would contact all the stakeholders and research how successfully schemes had worked in the past. DEFRA had set the parameters of the research. One of the factors which put people off joining the previous schemes was increasing levels of "red tape" with associated cost. Mr Davies said any new scheme needed to be practical and achievable.

9. Stock visibility/casualties

Matthew Gardner said he was aware of 3 road traffic incidents involving stock.

10. Reports from CCA

CCA had held their AGM, and some new people were getting involved. It was planned to run the Shindig on 16 July.

11. Reports from other represented bodies

Mr Hancock had some maintenance requests - brambles on the North West side of the other bridge on Hancocks Lane needed cutting back. The parking area close to Welland needed some holes filling. He had found that it was possible to report issues close to the road in that parking area on the Highways reporting web site. He also thought it might be worth trying to improve drainage in and around the car park. The Trust's byelaws were displayed on a stone at the edge of the car park and part of the structure had fallen away some time ago and had never been removed or repaired.

Mr Birley said the track from the end of New Road to his property/ Ambleside and Midsummer Farm had been regraded but water run off was creating further potholes, and he asked if drainage issues in that area could be considered before further regrading was carried out – particularly the end of the track closest to the tarmac.

Castlemorton Parish Council had formed an environmental sub group to look at climate change related issues. Events were being run and comments on relevant issues were very welcome.

12. Other Information

Mrs Wilkes had put up the toad warning signs.

4. Date of next meeting

An outdoor meeting would be held on Wednesday 20 July 2022 – details to be fixed at a later date.

The meeting closed at 9.05pm

MANAGEMENT REPORTS March 2022 – May 2022

CEO

1. Ongoing work with contractors on final stages of BC sewage plant installation.
2. Liaison with stonemasons re works at St Ann's Well, Guarlford Trough
3. Submitting comments on planning applications.
4. Liaison with neighbours on boundary issues Lamb Bank, Old Hills, Gardners and others
5. Ongoing work on infrastructure projects by utility companies
6. Ongoing Liaison with Highways over highways related works affecting MHT land.
7. Liaison meeting with HWFRS staff.
8. Organising contractor and pre-start conditions for works to Donkey Shed
9. Monitoring and amending Covid precautions.
10. Preparing for and organising by-election.
11. Ongoing work for new IT and telephony system
12. Working with IT contractors on security system upgrade and installation of new machines.
13. Dealing with ongoing easement matters at Stowe Lane, Old Hills, West of England, Westminster Bank

Secretary to the Board (SttB)

1. Preparing committee/Board/4C agendas and papers, attending meetings and preparing minutes
2. Working with other staff on arrangements for meetings
3. Reviewing planning applications
4. Work on Governance Toolkit
5. Easements and wayleaves
6. Considering the issue of ownership of the toilets
7. Candidate briefing
8. Preparation for acting as Returning Officer for Trust election and carrying out Returning Officer duties
9. Covering for CEO's absence
10. Assisting with acquisition of gift of land from the late Mrs Sealy.
11. Dealing with Board member queries
12. Responding to public queries

Conservation Manager (CM)

1. Interim appraisal of CCO.
2. Attended 4Cs.
3. Completed requirements of grant-funded projects (FIPL and UTCF) and submitted claims.
4. Consideration of land plots for sale and drawing up two land acquisition papers for Board.
5. Attended Recreation Advisory Panel.
6. Work towards FCL/Defra's ELM Test & Trial – interview, initial meeting and tour.
7. Organising tree safety works including protected species surveys.
8. Ran LMC outdoor meeting.
9. Planning vegetation works to benefit Swinyard Quarry with Earth Heritage Trust.
10. Writing and submitting annual claims for BPS and CS/HLS agreements.
11. Online meeting on South Worcs Development Plan.
12. Ongoing liaison with Rural Payments Agency over outstanding monies on two Agreements.

Community and Conservation Officer

1. Oversaw the completion of tree safety work programme
2. Published the levy payer leaflet
3. Carried out a route check of the signposted mountain bike routes
4. Hosted an outdoor Recreation Advisory Panel meeting
5. Facilitated and publicised the Sheep Safe dog training courses (with grazier and dog behaviourist)
6. Assisted with the promotion of levy payer car park passes and online sales.
7. Presentation given to Cradley, Mathon and Storridge Church group.

8. Dealt with a number of public enquiries relating to trees, events, and filming applications.
9. Published a number of press releases relating to trustee election, sheep grazing, car park closure, erosion repairs.

Conservation Officer (part time)

1. Continue monitoring grazing and assisting the grazier when needed.
2. Site visits to Chase End Hill and Old Hills.
3. Cleared ponds at Old Hills as part of ongoing maintenance.
4. Cleared sections of overgrown orchard at Polly's Orchard, Malvern common.
5. Continue to monitor MHT land for non-native invasive species and working out methods of appropriate control.
6. Continue to liaise with Malvern Water regarding Japanese Knotweed Control and removing emergent Japanese Knotweed stems at Holywell.
7. Attended Control of Substances Hazardous to health training.
8. Attended a course on orchard and fruit tree management.
9. Led conservation days at the Community Woodland, mulching the new hedges at Colwall Lands, and clearing the Ephemeral plant area on Summerhill.
10. Assisted with tree planting with MHT volunteers and pupils from the Chase school.
11. Attended the Wildlife Panel.
12. Attended the outdoor Land Management Committee meeting to the new Purlieu field and Colwall Lands.
13. Implementing recommendations in the condition assessment report of the Shire Ditch.

Operations Manager and Field Staff

March 2022

1. Fence maintenance and replacement of stock water trough at Lodge fields.
2. Preparation of materials, planting, maintenance and watering as required of 40 standard trees with suitable guarding as part of works funded by the Forestry Commission Urban Trees Challenge Fund.
3. Maintenance of drainage infrastructure at St. Annes Well and other sites.
4. Temporary stock fencing for grazier at Castlemorton Common.
5. Replacement of 5 culverts with larger diameter pipes and re-building silt trap headwalls on Beacon Road that were blocked/end of life to reduce the impact of surface water run-off for properties at the lower end of the road.
6. Delivery of compost made from material gathered as part of commons management in the autumn to local allotment groups.
7. Pot hole repairs to principal car parks.
8. Vegetation management - removal of collapsed pollard at Clevelode and felling hazardous trees at Lower Dingle.
9. Staff training update (City and Guilds) on chainsaw felling and maintenance (2)
10. Litter collecting and bins emptying. Removal of fly-tipped material at Hollybush Roughs and Guarlford.

April 2022

1. Undertake repairs to common land at Brewers Arms with imported top soil caused by vehicles that had become stuck.
2. Vegetation management – removal of willow at Upper Wyche whose roots were interfering with a neighbour's garden retaining wall.
3. Vegetation management – clearance and removal of a fallen tree on a neighbour's land at Eaton Road that is inaccessible for machinery.
4. Vegetation management – strimming grass in car parks and around features such as signs, and benches.
5. Vegetation management – remove fallen tree from Old Hills and fell hazardous tree near St. Ann's Well.
6. Vegetation management – Root-cut developing giant hogweed plants along the watercourse at Wood Street to prevent their development.
7. Fence maintenance at Joyners Meadow to replace rotten gate post.
8. Undertake quarry fence inspections and maintenance works arising from the inspections.

9. Grade footpaths and trackways with a tractor-mounted grading blade to maintain access for machinery for management purposes and maintain easy public access – various sites.
10. Collect and dispose of redundant treated fencing material in accordance with waste management regulations.
11. Remove temporary stock fencing at Castlemorton.
12. Install wooden log barriers to prevent unauthorised car-parking at Hayslad, Chase Road and Foley Terrace.
13. Install boundary demarcation posts at Castlemorton to define the boundary with Combegreen Common.
14. Install new bench at St. Andrew's Church, Poolbrook Road.
15. Install new parking bollards around the P&D machine at British Camp car park.
16. Dismantle 6m of unstable wall on the access road to St. Annes Well and re-build.
17. Litter collecting and bins emptying.

Contractors

March 2022
Richard Horne – Digging planting holes and mixing mulch with excavated soil for back-filling for 40 trees funded by Urban Tree Challenge Fund

April 2022
Various tree surgeons – implementation of tree safety contract works