Malvern Hills Trust

Finance, Administration and Resources Committee

Thursday 12 December 2024 at 7.00 pm

Lyttelton Well
Church Road
Malvern WR14 2AY

Malvern Hills Trust

Meeting of the Finance, Administration and Resources Committee
Lyttelton Well, Church St, Malvern WR14 2AY
Thursday 12 December 2024 at 7:00 pm

Members: Lucy Hodgson (Chair), Paul Bennett, Robert Berry, David Core, Allan Cottam, David Fellows, Richard Fowler, Charles Penn, John Raine, Mary Turner.

Wolfie Papirnik of RBC Brewin Dolphin will be in attendance for item 7

Agenda

1. Election of Committee Chair — Pages 2-5
2. Election of Committee Vice-Chair
3. Apologies for Absence
4. Chair's Communications
5. Declarations of Interest
6. Public comments
7. Investment Report — Paper A
8. Matters Arising from the FAR meeting held on 29 August 2024
9. Management Accounts for the 7 months ending 31 October 2024 — Paper B
10. Loan Drawdown Tranche #1 — Paper C
11. Report on spend of £30k contingency approved by Board January 2024 — Paper D
12. Audit of reputational vulnerabilities and strategic options — Confidential Paper E
13. Budget 2025-2026 — Paper F
14. Reports for information
    - 14.1 GDPR - Review of data breach log — Paper G
    - 14.2 Risk Management red flag items
15. Urgent business
16. Date of next meetings – Thursday 20 February (special), Thursday 22 May 2025

Malvern Hills Trust

Nomination Form: Chair of Finance Administration and Resources Committee

To be completed by nominator and seconder

We, the undersigned, wish to nominate.................R Berry....................as Chair of Finance Administration and Resources Committee for the year 2024/25. If the nominee is not elected as Chair, we wish/do not wish* to nominate him/her* as Vice-Chair.

	SIGNATURE	PRINT NAME
NOMINATED BY		J Raine
SECONDED BY	David R Fellows	D Fellows

TO BE COMPLETED BY NOMINEE

I agree to be nominated for the role of Chair of Finance Administration and Resources Committee. I have read the role description. I understand the responsibilities of the role and have attached a statement in support of my nomination. If I am not elected as Chair, I agree/do not agree* to stand for election as Vice-Chair.

	SIGNATURE	PRINT NAME
NOMINEE		**R Berry**

Please return completed forms by 12 noon on Monday 2 December 2024

**Please delete as appropriate*

Statement in support of nomination to the role of Chair of Finance Administration and Resources Committee

Name: R Berry

Having managed multimillion pound operational budgets in both the commercial and non commercial sector, I have an understanding of the relevant competing priorities, together with an understanding of both the internal and external pressures such an organisation faces, and the need to ensure all parties seek appropriate value at all times.

Malvern Hills Trust

Nomination Form: Chair of Finance Administration and Resources Committee

To be completed by nominator and seconder

We, the undersigned wish to nominate..........Lucy Hodgson................................as Chair of Finance Administration and Resources Committee for the year 2024/25. If the nominee is not elected as Chair, we wish/ to nominate her* as Vice-Chair.

	SIGNATURE	PRINT NAME
NOMINATED BY		David Core
SECONDED BY		Mary Turner

TO BE COMPLETED BY NOMINEE

I agree to be nominated for the role of Chair of Finance Administration and Resources Committee. I have read the role description. I understand the responsibilities of the role and have attached a statement in support of my nomination. If I am not elected as Chair, I agree/do not agree* to stand for election as Vice-Chair.

	SIGNATURE	PRINT NAME
NOMINEE		LUCY HODGSON

Please return completed forms by 9 am Monday 2 December 2024

**Please delete as appropriate*

Statement in support of nomination to the role of Chair of Finance Administration and Resources Committee

Name:

I was the vice chair of the FAR committee for at least two years, and I have been Chair for the last year and I would like to nomination again as chair. I feel that I am a fair chair, and everyone gets a chance to ask questions, but I can be firm if needed. As the chair I have a good understanding of the FAR agenda and the work that this committee undertakes and the problems and hurdles that it can face. I am good at looking at details and asked questions.

Paper B

For information

Finance, Administration & Resources Committee
Management accounts for the 7 months ended 31st October 2024
12th December 2024

Attached the management accounts for the first 7 months of the financial year are presented for Trustees' information.

Reserves review

Free reserves stood at £780,470 at the end of September 2024. Be mindful that the gift fund whilst unrestricted is generally held for spend on specific identifiable assets/projects. This may need to change as free reserves levels continue to fall.

Policy	> 350000		
	30/09/2024		
General Fund Total	512,851		
Remove NBV of assets (vehicles and equipment + office equipment) rounding	179,895		
General Fund excluding NBV of assets	332,956	309679	
All designated Funds:	**Free**	**Not free**	**Total**
Gift fund	401,494		401,494
HLS		84,509	84,509
Countryside Stewardshep		322,367	322,367
Tree disease fund		35,865	35,865
Ash dieback		91,246	91,246
Fundraising	10,000		10,000
Modernisation of Acts - other costs		46,496	46,496
Modernisation of Acts - Prep/promotion of bill		-93,980	-93,980
Election expenses		0	0
Dog Campaign	3,501		3,501
Car park repairs	4,369		4,369
Boundary commission advice		12,276	12,276
FAM/CEO re[placement		0	0
Sink hole fund	28,150		28,150
Track & Tree bad weather		7,000	7,000
Designated fixed assets		11,469	11,469
	780,470		
	222.99%		

Actual reserves will be reviewed quarterly.

Nicky Gutteridge FCA
28th November 2024

Malvern Hills Trust
Balance Sheet as at 31st October 2024

	£	£	NOTES
Fixed Assets			
Heritage assets	1,346,835		
Other land and buildings	209,359		
Improvements to capital assets	60,302		
LM vehicles & eq't	170,536		
Office equipment	6,594		
Investments	1,327,922		**B1**
		3,121,548	
Current Assets			
Livestock	31,452		
Investments	424,788		**B2**
Debtors & accrued income	284,783		**B3**
Deposits and Cash	807,374		
VAT Asset	12,299		
		1,560,695	
Current Liabilities			
Creditors : Short Term	145,423		
Payroll Taxation	12,415		
Wages	4,724		
VAT Liability	0		
		(162,562)	
Current Assets less Current Liabilities:		1,398,133	
Total Assets less Current Liabilities:		4,519,681	
Long Term Liabilities			
FRS 102 pension liability		(612,000)	
Total Assets less Total Liabilities:		**3,907,681**	
Capital & Reserves			
General fund	454,255		
Designated funds	941,322		
Restricted funds	3,124,104		
FRS 102 pension	(612,000)		
		3,907,681	

Malvern Hills Trust

General fund income and expenditure versus budget for the 7 months ended 31st October 2024

	Actual 7 mnths £	Budget 7 mnths £	Variance £	*Budget Annual £*	NOTES
Income					
Levy	381,670	381,670	0	*697,070*	G1
Grants	13,500	19,331	(5,831)	*23,500*	G2
Car park takings	286,456	282,573	3,883	*429,600*	G3
Donations	5,053	3,500	1,553	*6,000*	
Rents and licences	11,383	11,284	99	*19,350*	
Fairs & circuses	0	750	(750)	*750*	
Ice cream concessions	1,768	1,631	137	*2,800*	
Easements & wayleaves	18,865	3,794	15,071	*4,000*	G4
AONB contribtions	4,518	4,522	(4)	*7,750*	
Admin charges and compensation	0	875	(875)	*1,500*	
Sundry income	8,442	3,556	4,886	*6,100*	G5
Investment income	12,009	5,250	6,759	*9,000*	G6
Profit on disposal of fixed assets	8,413	6,272	2,141	*10,750*	G7
Total income	**752,077**	**725,008**	**27,069**	***1,218,170***	
Land management expenses					
Contract labour	7,532	9,506	1,974	*16,300*	
Drainage	858	1,456	598	*2,500*	
Vehicle and equipment expenses	12,533	18,025	5,492	*30,900*	
Hire of plant and equipment	4,195	6,594	2,399	*11,300*	
Tree work	940	5,677	4,737	*29,750*	
Grass cutting	2,348	3,101	753	*5,320*	
Purchase of materials and tools	5,385	7,343	1,958	*12,590*	
Protective clothing	1,206	1,897	691	*3,250*	
Field consultancies	0	5,371	5,371	*6,130*	
Conservation volunteers	58	672	614	*1,150*	
Water testing	209	336	127	*580*	
Gardening	2,274	2,219	(55)	*3,800*	
Tracks and paths	0	3,759	3,759	*6,440*	
LM miscellaneous	0	301	301	*520*	
Total land management expenses	**37,536**	**66,257**	**28,721**	***130,530***	
Visitor services expenses					
Car park meter expenses	13,882	18,514	4,632	*30,010*	
Car park passes	1,542	3,465	1,923	*3,465*	
Car park repairs	0	2,919	2,919	*5,000*	
Wardens' vehicle expenses	5,348	6,559	1,211	*11,240*	
Wardens' uniform and tools	1,504	1,925	421	*3,300*	
Wardens' phones	433	420	(13)	*720*	
Total visitor services expenses	**22,708**	**33,802**	**11,094**	***53,735***	
Communications and public engagement expenses					
Leaflets	435	1,619	1,184	*2,450*	
Annual report	0	0	0	*850*	
Newsletters	0	119	119	*200*	
Campaigns	0	581	581	*1,000*	
Signs, display and information boards	368	1,169	801	*2,000*	
Events programme	0	875	875	*1,500*	
Exhibitions	5	875	870	*1,500*	
Other PR expenses	13	875	862	*1,500*	
Fundraising expenses	126	147	21	*250*	
Communications support and engagement	5,395	5,831	436	*10,000*	G8
Total communications and public engagement expenses	**6,341**	**12,091**	**5,750**	***21,250***	G9
Administration and governance expenses					
Rates	5,925	6,722	797	*8,450*	
Buildings maintenance	4,673	5,831	1,158	*10,000*	
Electricity and gas	4,369	6,888	2,519	*11,800*	
Telephones	2,884	2,254	(630)	*3,864*	
Depreciation	26,081	23,625	(2,456)	*40,500*	
Insurance	19,986	21,000	1,014	*36,000*	
Office equipment	2,212	3,528	1,316	*6,050*	
IT	9,106	10,311	1,205	*17,665*	
Website	259	581	322	*1,000*	

Malvern Hills Trust

General fund income and expenditure versus budget for the 7 months ended 31st October 2024

	Actual 7 mnths £	Budget 7 mnths £	Variance £	*Budget Annual £*	NOTES
Legal and professional fees	31,713	21,945	(9,768)	*50,625*	**G10**
Governance costs	2,655	2,338	(317)	*4,000*	
Subscriptions	1,499	1,050	(449)	*1,800*	
Bank and investment charges	2,020	2,919	899	*5,000*	
Postage	1,767	1,750	(17)	*3,000*	
Stationery, printing and recycling	2,512	2,562	50	*4,400*	
Cleaning	2,803	3,500	697	*6,000*	
Travelling expenses	125	1,169	1,044	*2,000*	
Miscellaneous exps	324	781	457	*1,200*	
Newpaper ads	335	581	246	*1,000*	
Total administration and governance expenses	**121,248**	**119,335**	**(1,913)**	***214,354***	
Staff costs					
Basic salaries	331,091	354,025	22,934	*606,900*	
Employer's NI	30,901	39,319	8,418	*67,400*	
Pension contributions	123,051	125,692	2,641	*160,030*	
Group life assurance	1,799	4,000	2,201	*4,000*	**G11**
Training - staff	6,645	4,375	(2,270)	*7,500*	**G12**
Recruitment	4,689	1,750	(2,939)	*3,000*	**G13**
Total staff costs	**498,177**	**529,161**	**30,984**	***848,830***	
Surplus for the period before transfers	**66,066**	**(35,638)**	**101,704**	***(50,529)***	**G14**
Transfers from other funds	1,059	2,067	(1,008)		
Transfers to other funds	(92,000)	(78,669)	(13,331)		
Surplus for the period after transfers	**(24,875)**	**(112,240)**	**87,365**		
General fund brought forward	479,130	409,634	69,496		
General fund carried forward	**454,255**	**297,394**	**156,861**		

Malvern Hills Trust - Designated Funds Income and Expenditure for the 7 months ended 31st October 2024

NOTES			D1A	D1B								D2	D2					D3	D4		
Category	**N/C**	**Unrestricted Gifts**	**Modernisation of Acts other costs**	**Private Bill - prepare and modernise**	**Dog campaign des fund**	**Fundraising**	**Election exps des fund**	**Tree disease des fund**	**Ash Dieback fund**	**Boundary Comm advice fund**	**Car park repair fund**	**CS North & Central**	**CS Southern**	**HLS Chase End**	**HLS Old Hills**	**Grazing reserve**	**Designated Fixed Assets**	**Sink Hole**	**Track & Tree bad weather 23/24**	**Basic Payment Scheme**	**Total**
		£	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
01 - Income	4020 - Stewardship annual grants	0	0	0	0	0	0	0	0	0	0	122,041	28,858	2,063	2,498	0	0	0	0	0	155,460
	4200 - Donations	30	0	0	0	0	0	0	377	0	0	0	0	0	0	0	0	0	0	2,772	3,179
	4250 - Legacies	12,079	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12,079
	4310 - Land rentals	0	0	0	0	0	0	0	0	0	0	3,359	438	0	0	0	0	0	0	0	3,796
01 - Income Total		**12,109**	**0**	**0**	**0**	**0**	**0**	**0**	**377**	**0**	**0**	**125,400**	**29,296**	**2,063**	**2,498**	**0**	**0**	**0**	**0**	**2,772**	**174,514**
02 - Land management expenses	5000 - Contract labour	0	0	0	0	0	0	0	0	0	0	0	(536)	0	(550)	0	0	(1,850)	(3,000)	0	(5,936)
	5035 - Treework	0	0	0	0	0	0	(2,295)	0	0	0	0	0	0	0	0	0	0	0	0	(2,295)
5040 - Grass cutting	5040 - Grass cutting	0	0	0	0	0	0	0	0	0	0	(3,200)	0	0	(700)	0	0	0	0	0	(3,900)
	5100 - Graziers	0	0	0	0	0	0	0	0	0	0	(36,399)	(8,458)	(1,475)	(1,257)	0	0	0	0	0	(47,590)
02 - Land management expenses total		0	**0**	**0**	**0**	**0**	**0**	**(2,295)**	**0**	**0**	**0**	**(39,599)**	**(8,994)**	**(1,475)**	**(2,507)**	**0**	**0**	**(1,850)**	**(3,000)**	**0**	**(59,720)**
03 - Car parks, wardens and PR	5400 - Leaflets	0	(833)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(833)
	5455 - Other PR expenses	0	(838)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(838)
03 - Car parks, wardens and PR total		0	(1,671)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**(1,671)**
04 - Administration costs	6075 - Legal fees	0	(16,260)	(109,655)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(125,915)
	6100 - Other professional fees	0	(6,400)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(6,400)
	6210 - Room hire	0	(384)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(384)
	6145 - Miscellaneous expenses	0	(67)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(67)
	6120 - Newspaper ads	0	(2,019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(2,019)
04 - Adminstration costs Total		**0**	**(25,130)**	**(109,655)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(134,785)**
10 - Salaries	7010 - Basic salaries - office based staff	0	(19,556)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(19,556)
	7030 - Employer's NI - office based staff	0	(1,781)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(1,781)
	7050 - Pension contributions - office based staff	0	(3,775)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(3,775)
10 - Salaries Total		0	(25,110.90)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**(25,111)**
Surplus/(deficit) for the period before transfers		**12,109**	**(51,911)**	**(109,655)**	**0**	**0**	**0**	**(2,295)**	**377**	**0**	**0**	**85,800**	**20,302**	**588**	**(9)**	**0**	**0**	**(1,850)**	**(3,000)**	**2,772**	**(46,772)**
	4600 - Transfers from other funds	0	52,000	0	0	0	0	0	0	0	0	0	0	0	0	0	(1,059)	30,000	10,000	0	90,941
	8100 - Transfers to other funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Surplus/(deficit) for the period after transfers		**12,109**	**89**	**(109,655)**	**0**	**0**	**0**	**(2,295)**	**377**	**0**	**0**	**85,800**	**20,302**	**588**	**(9)**	**0**	**(1,059)**	**28,150**	**7,000**	**2,772**	**44,169**
Designated funds brought forward		389,385	40,186	(14,342)	3,501	10,000	0	35,865	90,869	12,276	4,369	170,990	29,446	1,563	22,245	60,060	12,528	0	0	28,211	897,153
Designated funds carried forward		**401,494**	**40,275**	**(123,998)**	**3,501**	**10,000**	**0**	**33,570**	**91,246**	**12,276**	**4,369**	**256,791**	**49,748**	**2,151**	**22,236**	**60,060**	**11,469**	**28,150**	**7,000**	**30,983**	**941,322**

Malvern Hills Trust - Restricted Funds Income and Expenditure for the 7 months ended 31st October 2024

NOTES		R1												R2		
Category	**N/C**	**Capital Outlay d'chgd £**	**Parliamentary fund £**	**Lands Maintenance fund £**	**Land Purchase (1992) fund £**	**Land Purchase 2 fund £**	**Restricted Gift fund £**	**Picnic bench donations £**	**NIM book £**	**Tree donation scheme £**	**Boost4biodiversity £**	**Urban Tree Challenge fund £**	**Access for All £**	**Handgate (DEFRA) £**	**SDF fund £**	**Total £**
01 - Income	4015 - Other grants	0	0	0	0	0	1,500	0	0	0	0	4,631	0	0	0	6,131
	4501 - Income from investment portfolio	0	10,056	3,939	4,774	2,893	0	0	0	0	0	0	0	0	0	21,661
	4510 - Bank interest receivable	0	0	0	3,305	0	0	0	0	0	0	0	0	0	0	3,305
01 - Income Total		**0**	**10,056**	**3,939**	**8,078**	**2,893**	**1,500**	**0**	**0**	**0**	**0**	**4,631**	**0**	**0**	**0**	**31,097**
02 - Land management expenses	5045 - Purchase of materials	0	0	0	0	0	0	0	0	0	0	0	0	(453)	0	(453)
2 - Land management total		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(453)**	**0**	**(453)**
04 - Administration costs	6115 - Investment manager's charges	0	(1,451)	(564)	(1,194)	(644)	0	0	0	0	0	0	0	0	0	(3,854)
	6116 - Flagstone Charges	0	0	0	(108)	0	0	0	0	0	0	0	0	0	0	(108)
	8000 - Depreciation - other land and buildings	(1,619)	0	0	0	0	0	0	0	0	0	0	0	0	0	(1,619)
	8005 - Depreciation - impt's to land and buildings	(13,423)	0	0	0	0	0	0	0	0	0	0	0	0	0	(13,423)
04 - Adminstration costs Total		**(15,042)**	**(1,451)**	**(564)**	**(1,303)**	**(644)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**(19,004)**
Surplus/(deficit) for the period before transfers and investment gains		**(15,042)**	**8,605**	**3,375**	**6,776**	**2,249**	**1,500**	**0**	**0**	**0**	**0**	**4,631**	**0**	**(453)**	**0**	**11,640**
	8110 - Investment gains or losses	0	6,618	2,573	6,773	5,466	0	0	0	0	0	0	0	0	0	21,430
	4600 - Transfers from other funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	8100 - Transfers to other funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Surplus/(deficit) for the period after transfers		**(15,042)**	**15,222**	**5,949**	**13,549**	**7,715**	**1,500**	**0**	**0**	**0**	**0**	**4,631**	**0**	**(453)**	**0**	**33,070**
Restricted funds brought forward		1,631,538	513,363	193,962	512,991	215,458	5,130	7,408	2,901	904	1,389	2,673	2,864	0	453	3,091,034
Restricted funds carried forward		**1,616,496**	**528,586**	**199,910**	**526,540**	**223,173**	**6,630**	**7,408**	**2,901**	**904**	**1,389**	**7,303**	**2,864**	**(453)**	**453**	**3,124,104**

Malvern Hills Trust - Notes to the Management Accounts 7 months APR24-OCT24

General Funds

G	1	As a result of recent questions on levy amounts in the management accounts and statutory accounts where public statements have not been factual, I will begin adding a note in the management accounts to clear up this confusion	
		The levy figure in the management accounts is NOT prorata so should not be used to calculate the proportion of total income that is made up by levy	
		OCT24 year to date levy amount per management accounts is 54.8 % of the total for 2024/25	
		To summarise:	£
		General Fund Income year to date	752,077
		Designated Fund Income year to date	174,514
		Restricted Fund Income year to date	31,097
		Total Income year to date	957,688
		7/12 Annual levy (prorata actual total)	406,624
		Levy % as a proportion of total income year to date (management information only)	**42%**
		Statutory accounts information:	

	23/24	22/23	21/22	20/21	19/20	18/19	17/18
Total Levy	663,800	595,300	566,950	534,850	519,250	499,250	482,325
Total all income	1,441,202	1,273,061	1,395,317	991,187	1,415,335	1,226,396	1,042,809
Levy % as total of GF, DF, and RF (all funds)	**46.06%**	**46.76%**	**40.63%**	**53.96%**	**36.69%**	**40.71%**	**46.25%**
			Average over 7 years 17/18-23/24				**44.44%**

** GF = general funds DF = designated funds RF = restricted funds*

G	2	Grant Income comprises:	£
		24/24 WCC Countryside Conbtribution	13,500
G	3	Car park takings has been consistently good and now above budget. November numbers are looking to be under budget so the gain is possibly shortlived	
G	4	Adelaide House easement received in JUL24 forms a large part of the YTD total	
G	5	Includes £5k employment allowance that will be moved at the y/e to NI'er costs	
G	6	This is all Flagstone interest and Brewin Dolphin investment income earned on Funds invested whereby the earnings are general fund. Historically this was not reconciled until the year end but is now all being dealt with on a monthly basis for Flagstone and quarterly for Brewin	
G	7	Disposal of JUN24 Toyota HiLux VE60 XHL resulted in pure book profit of £2,500 as the asset had been fully written off when it was traded in and 2 small pieces of equipment in JUL24 again pure profit. AUG24 was the disposal of a hedgecutter for £5650 book profit	
G	8	Vulnerabilities audit by Alder Media Ltd.	
G	9	Most PR related costs to date have been specific to the bill so are designated	
G	10	Legal and professional fees comprises:	£
		GDPR	525
		DSAR assistance	544
		HR	1,575
		Land based legal advice	4,194
		Governance based legal advice	21,185
		Pension disclosure actuary	545
		Fire risk assessments (H&S)	3,145
			31,713
G	11	The budget for the group life assurance (outside of the LGPS Scheme) was all charged at renewal but in reality the cost is spread over the year, hence under budget but this will roll out over the course of the year	
G	12	Various training to date including first aid, conservation related and ladder training to AUG24. SEP24 saw significant additional training: winch, woodchipper, pruner, more first aid. OCT24 IOSH training	
G	13	Various advertising in relation to the proposed new Property Manager role. First round was unsuccessful but it is being re-advertised in SEP24. SEP24/OCT24 also sees the start of the recruitment for the new CCO	

Malvern Hills Trust - Notes to the Management Accounts 7 months APR24-OCT24

G	14	It was suggested to me that a useful addition to the general fund summary would be the YEAR budget so that it is easier to see where we are against that as time goes on, and I agree, so have added this column in *blue italics*

Designated Funds

D	1	These are the desiganted pots set aside regarding the work towards the new bill. From 1st April 2024; 2 separate designated funds will run; one will be for the very specific legal costs as prescribed in the S74 order granted which must not exceed £306k - renamed "Preparation & Promotion of the Private Bill" (D1A). A formal process is required to draw down the loan to cover these costs and the proposal is to do this quarterly in arrears or as cash requires. This is why the fund is currently a negative balance capturing only costs to date. The second fund named "Modernisation of Acts other costs" captures all other costs associated with the bill preparation (D1B). During Q1 and Q2, 2x a quarter of the budgeted £104k has been transferred in from general fund to cover these other costs.

D	1A	OTHER COSTS	£
		Sharpe Pritchard (not prep/promotion of bill)	10,560
		VWV (not prep/promotion of bill)	865
		Misc. consultation costs	2,758
		Consultation legal advice	5,083
		Online consultation (50 % so far)	6,400
		Bill advertising	1,134
		Staff costs	22,372
		Admin support	2,739
			51,911
D	1B	PROMOTION & PREPARATION OF BILL	£
		Sharpe Pritchard	108,551
		VWV	1,104
			109,655

D	2	We have finally received most of the Northern & Central 2023 payment (83 %) on 14.10.24. The balance is due to some things in query that I am quite hopeful will be resolved soon The Southern grant payment came in 25.09.24
D	3	No final verdict is out on the sink hole yet but it is looking extremely likely that the cost burden will fall on STWA and not on MHT. The designated pot may be released when this is confirmed
D	4	Per various 2023/24 notes regarding land management costs that did not happen due to the terrible wather at the end of the last FY, £5k tracks and paths and £5k tree work has been designated since the budgeted amounts in 2023/24 were not spent in time. These will happen partially in SEP24 (£3,000, done) and the rest safety treework should be DEC24

Restricted Funds

R	1	This represents the book value of all land and land/building improvement where the cost was funded from the Land Purchse or Parliamentary funds. These assets are inalienable (they can only be sold in very limited circumstances) and any proceeds must be used for the purchase of land. This includes heritage assets, other land, Manor House and Improvements to L&B
R	2	New designated fund - Handgate (Defra) project. This will see a variety of spends through the year with a grant reimbursing 100 % of costs before year end

Balance Sheet

B	1	Quarterly investment portfolio revaluation has been carried out to 30.9.24, historically this was only done annually but I am intending to do this quarterly when the reports are available. At quarter ends JUN/SEP/DEC/MAR the value will cover all movements (including market value revaluation) and in between it will just include cash transactions eg management fees or banked investment income

Malvern Hills Trust - Notes to the Management Accounts 7 months APR24-OCT24

B	2	At the year end only the investments are allocated as either short or long term depending on the maturity at that date. I am not doing that throughout the year it is not particularly useful or worth the effort so will be just done at y/e. This is the split at 31.3.24 and the balance is under deposits and cash
B	3	Included here is the income we are due to be paid from N&C and Southern which is slow to be paid over and mentioned also in D2. The accrued income covers all of calandar year 2024 to date and any shortfall from 2023 that we are still waiting to receive

Paper C
For Decision

Finance, Administration & Resources Committee
Loan Drawdown Tranche #1
12th December 2024

Background:
The Charity Commission approved an unsecured loan from the Land Purchase Fund, not exceeding £306k to fund the legal costs of the Private Bill. I am not including the full detail of the loan agreement here but the key factors are as follows:

- 6 % simple interest to accrue
- 25 years repayment term of capital and interest, commencing 1 year after drawdown
- Each loan tranche to be dealt with standalone

The Budget was set in MAY23 as follows:

Private Bill Costs		
Parliamentary costs		
Parliamentary agent fees	£	171,500.00
Counsel's fees	£	81,000.00
Additional legal fees	£	20,000.00
House fees	£	4,000.00
Advertising Fees	£	5,000.00
Printing Fees	£	4,500.00
Contingency	£	20,000.00
Total Parliamentary costs	£	306,000.00

The costs are closely monitored month on month and a drawdown on the loan is proposed in line with arrears actual spend up to 30th September 2024 (£100,000 rounded - Tranche #1), with a drawdown date of 31st December 2024.

The 24/25 Budget Outlook and 25/26 Budget has been prepared on this basis.

Interest in 24/25 budget is accrued at £1,500 and in 25/26 budget is accrued at £6,000.
The first capital and interest repayments will be made on 31st December 2025 if the loan is approved for drawdown on 31st December 2024.

Further drawdowns are budgeted as follows:

- Tranche #2 £90k on 31/03/25
- Tranche #3 £50k on 30/09/25
- Tranche #4 £60k on 31/03/26

Interest and capital repayments have been calculated and budgeted according to loan terms for all tranches.
Any changes to actual spend will be addressed in time and further tranches will be at values reflecting actual spend at that time, not exceeding £306k.

Recommendation:
The Board authorise £100k loan drawdown on 31st December 2024.

Nicky Gutteridge FCA
28th November 2024

Paper D
For Decision

Finance, Administration & Resources Committee

Report on spend of £30k contingency approved by Board January 2024

12th December 2024

Background information
See Special Meeting of Staffing Committee on 22 August 2024: Staff Review Recommendations – progress to date (Paper C) and Open and Confidential minutes

Budget allocation

The board has allocated a maximum of £30,000 contingency to address matters raised in the staffing review in autumn 2023. This will contribute to mitigating staffing-related risks eg retention as part of the corporate risk strategy and improve staff welfare.

The CEO and FAM, in consultation with the senior management team, have provisionally prioritised costed in-year spend that reflects the findings of the staffing review along with current needs.

This paper captures the narrative around costings provided in Confidential Appendix 1: Proposed breakdown of up to £30k in response to staffing recommendations.

Addressing staffing recommendations and current needs

Recommendations from Staffing Committee in August 2024 have been implemented or are underway with associated costs:

- To recruit a new Community and Conservation Officer and increase the use of external communications resource to decrease reliance on the CCO as soon as achievable.
- For the CEO to continue reviewing current staffing provision and undertake a bespoke, internal job-evaluation and pay-banding exercise to be completed by March 2025.
- In consultation with the Wardens, the CEO to complete a review of on-call capacity.

The introduction of a new senior role to release capacity of several staff dealing with land and property matters was anticipated to account for a substantive portion of the £30,000 budget. This includes the pro-rated salary for the new Land & Property Manager from early February 2025 and market supplement (pro-rated) the second round of advertising costs and funding of a set of professional qualifications.

Reflecting on the latter, it feels appropriate at this time to enhance the retention of all the senior management by introducing payment for a professional membership/ qualification where appropriate. Examples are the Association of Chief Executives of

Voluntary Organisations (for the CEO) and Chartered Governance Institute UK & Ireland (for the Sttb). The features of membership will bring benefits to the Trust. The new annual cost is reflected in an increase to budget line 6105 in 2025/26 for subscriptions. It would not be part of the employment contract and could be reviewed in future annual budgets.

The costs reflect an ongoing staffing capacity issue to meet demands. This includes an uplift of hours for the FAM and GCO, due to capacity pressures, if it exceeds existing staffing budget. To meet a gap in responsibilities, there is also an uplift in salary (two pay points pro rata) for the Administration Assistant for taking on health and safety duties backdated to April 2024 (pending a role review).

Additional HR Dept support has been needed to work through the staffing recommendations eg training in tackling bullying and harassment for all staff, which is due in the New Year and there will be the cost of a benchmarking review of all categories in early spring 2025. Other training is also being organised e.g. customer relations training for wardens.

A re-branding of wardens to rangers would reflect better what they do. The idea has been developing for some time and is supported by the team. To effect it would require re-marking several car parking spaces, new stickers for vehicle(s), addressing changes on noticeboards and in literature as needed and be included in any interpretation updates as well as some modest costs for new branded clothing. It does not preclude any re-naming of other MHT teams at a future date.

To ensure fairness across all outdoor staff, additional branded MHT clothing would be offered to conservation and field staff. Also, a one-off additional personal allowance for outdoor clothing to enable staff to purchase anything not covered by their current allowance.

Progress is being made to improve storage, staff welfare and fire risk compliance conditions at Top Shed, Lower Shed and Manor House. The CEO has had conversations with potential external providers for these projects, however, costings are not yet available. The intention would be to capitalise the delivery element.

Recommendations
Trustees are asked to
1. Advise on prioritisation of costs against the £30,000 contingency.
2. Accept the introduction of an annual professional membership/qualification and its associated fee for each of the senior management where appropriate.

Deborah Fox, CEO

Nicky Gutteridge, FAM

Identified spends against the £30k additional budget:	£ from £30k			Memo
1. Pro-rated salary for Land & Property Manager	£4,500	N		*Due to start late FEB25 so approximate 1.5 months from 24/25 contingency*
2. Advertising costs for Land & Property Manager	£1,200	Y		*As at 30.9.24 recruitment sits at £4190 with a £3000 budget for the whole year. No more recruitment planned, no recruitment fees payable* *Costs will sit in recruitment but the overspend covered off via this £30k*
3. Pro-rated uplift for Administrative Assistant for health and safety duties backdated to April 2024 (5% of current salary)	£500	N		*Percentage uplift is industry recommendation and equates to two pay points. This is pending a review of the role to undertake H&S duties on an ongoing basis*
4. Additional HR Dept support and a benchmarking review in Jan 2025	£2,000	N		*Across all scales, we last did this in 2022 at a total cost of c. £1300 net so uplifted*
5. Improved welfare facilities: new Manor House meeting room furniture	£3,500	N		*May be capital spend, depends what we buy and how much things are and if they are repairs. Aim to clear this project before 31.3.25* *Kitchen: Have discussed plans with contractor and alerted them to the work* *Board room conversion to Land & Property space*
6. Wardens rebranding to Rangers early in 2025: new clothing, vehicle stickers etc.	£2,000	N		*Wardens have expressed their approval of this* *Cost will ultimately sit in protective clothing and some against PR (vehicle stickers) line on P&L but that line will go over budget and so £2,000 used of the £30k for this*
7. Pro-rated additional warden in the system if approved by the Board	£0			*Delay to 25/26 as DF will consult exisiting staff on this. Likely there will be one additional warden in the 25/26 budget*
8. Firming up of what on-call means plus on-call opened up to other qualified staff	£0			*This will need to be enacted in contracts before anything happens so delay until 25/26*
9. Backdated relocation expenses for new staff intake from autumn 2023 onwards, if agreed by the Board to proposed changes in policy	£0			*No charge here as the underspend on general staff cost budget would cover it if approved*
10. Extra training e.g. customer relations training for wardens	£1,500	N		*No real training budget spare and expected cost of £1500 so using the £30k* *Costs will sit in training but the overspend covered off via this £30k*
11. Professional memberships/qualifications for senior management	£4,500	N		*Estimate of annual cost, unbudgeted so using the £30k*
12. Branded clothing refresh for conservation and field staff (additional to wardens item 6)	£350	N		*A branded clothing refresh could probably come from the 24/25 PR budget but if there is overspill it could also be covered off from the £30k*
13. Backdated pay award	£4,500	Y	A	*We now know the backdated amounts and the overall 24/25 budget will mostly cover this uplift* *Underbudget at 30.9.24 is c. £15k across salary costs, £12.5k of this used, balance here*
14. FAM increased hours from 1.8.24 initially just until 31.3.25, from 20-24 per week (20% uplift)	£2,500	Y	B	*This has been partially absorbed within the underspent 24/25 budget to date, balance is here* *£2.5k used against underbudget tp date, balance is here*
15. GCO increased hours from 1.8.24 initially just until 31.3.25, from 30-37 per week (23% uplift) though only 15% is general fund	£3,600	Y	C	*This was never in 24/25 general budget but c. 15% has been general fund from 1.4.24 onwards. Also GCO hours have increased from AUG24* *No capacity in £30k to absorb this but actual cost will come from GF and exceed budget … likely c. £600 per month OCT24 onwards*
16. Potential additional IT support as a result of losing the IT side of the existing CCO	£2,000	N		*Estimate of approximately 2 hours a week from 1.1.25-31.3.25*
17. Approx 1 month overlap in CCO role old to new that was not anticipated in 24/25 budgeting	£2,000	N		*Decided to maximise handover and cost of duplication potentially covered by this £30k*
18. Commissioned communications and engagement work	£0			*This will come from the comms budget (£10k for 24/25, currently available)*
	£34,650			

A *Backdated pay for all staff NOV24*
This will process in NOV24 salaries
7 months backdated APR24-OCT24 is a cash cost (pay/NI & pension of c. £17k across all staff

B *FAM increased hours AUG24 onward to 31.3.24*
8 months AUG24-MAR25 additional 4 hours is c. £5k (pay/NI & pension)

C *GCO cost 20% or 15% throughout year including increased hours from AUG24*
approx £600 per month GF cost (pay/NI and pension)

Paper F

For decision

Finance, Administration & Resources Committee
Budget and levy 2025/26

12th December 2024

The draft general fund budget for the year ended 31st March 2026 is presented to the FAR Committee for review. The budget has been based on on-going core activities and programmed work elements within the land management plan and the business plan where appropriate.

General fund 24/25 Outlook

The outlook for the general fund in 24/25 is shown in the left-hand column of the 25/26 budget figures. Outlook considers all actual results from April 2024 – September 2024 (6 months) and revised estimates for the remainder of the year.
The outlook before transfers is slightly better than budget for 24/25 for a number of reasons (explained in the management accounts each month) but the broad primary factors are:

- £16,000 actual one off unbudgeted easement received.
- Underspend across land and visitor expenses.
- The agreed £30k staff contingency is partially spent and partially budgeted still to come in 24/25 as explained via the additional paper, some costs fall under other headers in actual spend but are attached to this contingency.

General fund 25/26

The draft general budget for 2025/26 shows a deficit after transfers of £71,947 (24/25 deficit £168,827, largely attributable to £104,000 transfer to a designated fund to cover the non-legal costs of the Bill).
Detailed notes are contained in the Appendix for each area of income and expenditure within the General Fund.

Cashflow 25/26

A summary of cash flow for all funds and a month-by-month estimate for the General Fund is shown below.
Please note that the cash investment as noted on the balance sheet is incorporated into the cash flow workings below as this cash whilst held in a variety of drawdown funds is sufficiently liquid to be deemed as cash. The presentational aspect of this was an auditor requirement.

Malvern Hills Trust
Cash flow movement by fund group 2025/26

	General fund	Designated funds	Restricted funds	Total
	£	£	£	£
Cash balances brought forward	(166,019)	725,149	219,280	778,410
Net cash inflow/(outflow)	(118,397)	(29,789)	141,621	(6,565)
Cash balances carried forward	(284,416)	695,360	360,901	771,845

	General fund	*Designated funds*	*Restricted funds*	*Total*
	£	*£*	*£*	*£*
Cash balances B/F (incl Flagstone)	*258,769*	*725,149*	*219,280*	*1,203,198*
Net cash inflow/(outflow)	*-118,397*	*-29,789*	*141,621*	*-6,565*
Cash balances C/F (incl Flagstone)	*140,372*	*695,360*	*360,901*	*1,196,633*

Ensure GF cash remains > NIL

General fund monthly cash flow

	April	May	June	July	August	September	October	November	December	January	February	March
	£	£	£	£	£	£	£	£	£	£	£	£
Surplus/(deficit) for the period	8,721	12,438	3,099	(7,289)	4,866	(17,300)	(12,618)	(26,307)	(24,060)	(7,220)	(10,636)	4,358
Add back depreciation	3,688	3,688	3,688	3,688	3,688	3,688	3,688	3,688	3,688	3,688	3,688	3,688
Less capital expenditure	(66,500)	(2,200)	(12,000)	(8,000)	(1,000)	0	0	0	(1,000)	0	0	0
(Increase)/decrease in debtors	0	0	0	0	0	0	0	0	0	0	0	0
Increase/(decrease) in creditors	0	0	0	0	0	0	0	0	0	0	0	0
Net cash inflow/(outflow)	(54,091)	13,925	(5,214)	(11,602)	7,554	(13,612)	(8,930)	(22,620)	(21,372)	(3,532)	(6,949)	8,046
Cash balance brought forward	(166,019)	(220,110)	(206,185)	(211,399)	(223,000)	(215,446)	(229,059)	(237,989)	(260,609)	(281,981)	(285,513)	(292,462)
Cash balance carried forward	(220,110)	(206,185)	(211,399)	(223,000)	(215,446)	(229,059)	(237,989)	(260,609)	(281,981)	(285,513)	(292,462)	(284,416)
Flagstone CAI - but accessible	*424,788*	*424,788*	*424,788*	*424,788*	*424,788*	*424,788*	*424,788*	*424,788*	*424,788*	*424,788*	*424,788*	*424,788*
	204,678	*218,603*	*213,389*	*201,788*	*209,342*	*195,729*	*186,799*	*164,179*	*142,807*	*139,275*	*132,326*	*140,372*

Designated and restricted funds budgets

These are shown on pages 5 and 6 of the figures.

Detailed notes are contained in the Appendix for each area of these funds where further explanation is required.

Reserves

An estimate of the free reserves at 31st March 2026 is shown in the table below.

Whilst the free reserves will be reduced from their 2024/25 expected free reserve level, the balance does still exceed the minimum free reserve levels of £350,000 as set out in the Reserves policy.
HOWEVER - Please be mindful that a large proportion of this free reserve balance is unrestricted gifts.
It has always been the anticipation that notable gifts, even where unrestricted, will be spent on specific things.
This will not be possible going forward. If the unrestricted gift fund is EXCLUDED from free reserves, our reserve policy is not met. This causes concern.

Policy	> **350000**		
	31/03/2026		
General Fund Total	246,842		
Remove NBV of assets (vehicles and equipment + office equipment) rounding	*150,000*		
General Fund excluding NBV of assets	96,842		
All designated Funds:	**Free**	**Not free**	**Total**
Gift fund	*401,454*		401,454
HLS		98,875	98,875
Countryside Stewardshep		548,880	548,880
Tree disease fund		54,570	54,570
Ash dieback		0	0
Fundraising	*0*		0
Modernisation of Acts - other costs		26,666	26,666
Modernisation of Acts - Prep/promotion of bill		-293,579	-293,579
Election expenses		10,000	10,000
Dog Campaign	*0*		0
Car park repairs	*0*		0
Boundary commission advice		12276	12,276
FAM/CEO re[placement		0	0
Sink hole fund	*0*		0
Track & Tree bad weather			0
Designated fixed assets		10279	10,279
	498,296		
	142.37%		

Comparatives – ACTUAL 31/03/2024

Policy

> 350000

	31/03/2024		
General Fund Total	479,130		
Remove NBV of assets (vehicles and equipment + office equipment)	144,047		
rounding	2		
General Fund excluding NBV of assets	**335,085**	*335085*	
All designated Funds:	**Free**	**Not free**	**Total**
Gift fund	389,386		389,386
HLS		112,078	112,078
Countryside Stewardshep		200,437	200,437
Tree disease fund		35,865	35,865
Ash dieback		90,869	90,869
Fundraising	10,000		10,000
Modernisation of Acts - other costs		40,186	40,186
Modernisation of Acts - Prep/promotion of bill		-14,342	-14,342
Election expenses		0	0
Dog Campaign	3,501		3,501
Car park repairs	4,369		4,369
Boundary commission advice		12,276	12,276
FAM/CEO re[placement		0	0
Sink hole fund		0	0
Track & Tree bad weather		0	0
Designated fixed assets		12,704	12,704
	742,341		
	212.10%		

Comparatives – BUDGETED 31/03/2025

Policy

	> 350000		
	31/03/2025		
General Fund Total	318,789		
Remove NBV of assets (vehicles and equipment + office equipment) rounding	*150,000*		
General Fund excluding NBV of assets	**168,789**		
All designated Funds:	Free	Not free	Total
Gift fund	*401,464*		401,464
HLS		99,044	99,044
Countryside Stewardshep		379,970	379,970
Tree disease fund		46,570	46,570
Ash dieback		30,869	30,869
Fundraising	*10,000*		10,000
Modernisation of Acts - other costs		58,666	58,666
Modernisation of Acts - Prep/promotion of bill		-186,579	-186,579
Election expenses		5,000	5,000
Dog Campaign	*3,501*		3,501
Car park repairs	*0*		0
Boundary commission advice		12,276	12,276
FAM/CEO re[placement		0	0
Sink hole fund	*28,150*		28,150
Track & Tree bad weather		0	0
Designated fixed assets		10,269	10,269
	611,904		
	174.83%		

Decisions required
The FAR Committee needs to review the general fund budget and make a recommendation to the Board to approve the budget and the levy to be set for 2025/26. The Charity Commission guide 'The Essential Trustee' (CC3) gives the following advice on budget setting:

You and your co-trustees need to work out what funds and other resources your charity will need and where the charity will get these from. A charity can only succeed in meeting its aims if it manages its money and other resources properly. You will need to plan and monitor its income and outgoings so that it can meet its short, medium and long term goals.

Recommendations

1. The Committee recommends to the Board that the levy for 2025/26 is set at £732,100 subject to possible review of the levy total when the tax base information is made available in mid-January 2025. If the MHDC tax base Band D number changes by > 1 % a new sensitivity analysis and discussion should be had during the January Board meeting and a final decision made then.
2. The Committee recommends to the Board that
    a. Day time car park meter prices at main car parks be increased to £6.00 per day from 1st April 2025.
    b. Evening rate parking charges be increased to £3.50 from 1st April 2025
3. The Committee recommends to the Board that:
    a. Residents' passes be increased to a cost of £8.00 per annum from 1st June 2025.
    b. Annual pass prices be increased to £55.00 per annum, plus £28.00 per annum for a second car at the same address, from 1st April 2025.
4. The committee recommends to the board that the necessary work and installation of 2 new parking meters at Old Hills is carried out in 25/26.
5. The Committee recommends to the Board that the WCC Grant claim is requested at £14,175.
6. Release of the following designated funds to general funds:
    a. Balance on the dog campaign designated fund (c. £3.5k)
    b. Balance on the fundraising designated fund (c. £10k)
    c. Balance on the sink hole designated fund (c. £28k)
7. That the Committee approves and recommends to the Board the General fund budget subject to the points discussed in this report.
8. That the Committee approves and recommends to the Board the designated funds budget subject to the points discussed in this report.
9. That the Committee approves and recommends to the Board the restricted funds budget subject to the points discussed in this report.

Appendix – detailed notes

General fund

The detailed budgeted general fund income and expenditure is shown on pages 1-3 of the figures.

Income

1. **Levy**

- The figures assume an inflationary increase of 5% applied to the total levy, making a 25/26 total levy of £732,100.
- Average band D levy to increase from £47.39 to £50.01 (a £2.62 increase). Note this is based on the 2024/25 tax base and will be updated once the 2025/26 tax base figures are available. The effects of various % changes to the total levy and the tax base numbers is provided below to aid debate.

Increase on 24.25	Band D MHDC tax base	Total income	Extra	24.25 Band D	25.26 Band D	rise
2.50%	same	714,600.00	£17,530	£47.59	£48.82	2.58%
5.00%	same	732,100.00	£17,500	£47.59	£50.01	5.09%
7.50%	same	749,500.00	£17,400	£47.59	£51.20	7.59%
10.00%	same	766,900.00	£17,400	£47.59	£52.39	10.08%
2.50%	5% up	714,600.00	£17,530	£47.59	£46.70	-1.88%
5.00%	5% up	732,100.00	£17,500	£47.59	£47.84	0.53%
7.50%	5% up	749,500.00	£17,400	£47.59	£48.98	2.92%
10.00%	5% up	766,900.00	£17,400	£47.59	£50.12	5.31%
2.50%	1% up	714,600.00	£17,530	£47.59	£48.38	1.65%
5.00%	1% up	732,100.00	£17,500	£47.59	£49.56	4.14%
7.50%	1% up	749,500.00	£17,400	£47.59	£50.74	6.62%
10.00%	1% up	766,900.00	£17,400	£47.59	£51.92	9.09%
2.50%	2% up	714,600.00	£17,530	£47.59	£47.95	0.75%
5.00%	2% up	732,100.00	£17,500	£47.59	£49.12	3.21%
7.50%	2% up	749,500.00	£17,400	£47.59	£50.29	5.67%
10.00%	2% up	766,900.00	£17,400	£47.59	£51.45	8.12%
2.50%	2.91% up	714,600.00	£17,530	£47.59	£46.71	-1.85%
5.00%	2.91% up	732,100.00	£17,500	£47.59	£47.85	0.56%
7.50%	2.91% up	749,500.00	£17,400	£47.59	£48.99	2.95%
10.00%	2.91% up	766,900.00	£17,400	£47.59	£50.13	5.33%
2.50%	5% down	714,600.00	£17,530	£47.59	£51.14	7.45%
5.00%	5% down	732,100.00	£17,500	£47.59	£52.39	10.08%
7.50%	5% down	749,500.00	£17,400	£47.59	£53.63	12.70%
10.00%	5% down	766,900.00	£17,400	£47.59	£54.88	15.31%

- The maximum levy chargeable for 25/26 would be £827,147. With this in mind, as well as the planned uplift to the claim in 24/25 which did not materialise due to the seemingly large fall in the tax base, can we consider a higher levy? As can be seen later in the report, free reserve levels are falling and this would provide some support to the general costs we need to cover. Discuss.

2. Car park takings

Proposed charges from 1st April 2025:

- Meters in the main car parks £6.00 per day (from £5.50) and an evening rate of £3.50 (from £3.20).
- Meter sales budget assumes ticket sales levels remain the same as 2024/25 with an uplift reflected only in the 2 additional proposed meters to be installed at Old Hills which has been on the plan for sometime and the proposal is to enact this during 25/26 (budgeted extra income from this is c. £9,300).
- Annual passes £55.00 for first car, £28.00 for the second (from £52.50 & £26.75).

  And from 1st June 2025:

- Residents' passes £8.00 per year (from £7.50).

  The above measure will generate a budgeted additional c. £37k general fund income. Of course this income stream is not guaranteed.

3. Grants

- WCC grant increased by 5% to £14,175. As a guide the uplift in the last few years has been as follows:

Year	Grant	% Increase
2020/21	£10,700	2.88%
2021/22	£11,100	3.74%
2022/23	£11,655	5.00%
2023/24	£12,820	10.00%
2024/25	£13,500	5.30%
2025/26	£14,175	5.00%

  Can we consider a lift > 5%. Discuss?

- There has been a fundraising designated fund of £10k for some time, last year the suggestion was to engage a fund raiser with a target of raising £10k unrestricted grant funds. I would question the return on this spend at the moment and feel further investigation is needed during 25/26. As such the other grants budget is left at levels equivalent to 23/24 actuals to be prudent.

4. Rentals

- The budgets for property and land rentals have been based on the agreements in place.
- Concessions and wayleaves are estimated based on a combination of prior budgets and actual results to date. No budget is set for easements as it is very case by case dependant. The introduction of the new property manager should improve this income line going forward and we may consider budgeting for this in future years where we have better future anticipated information.
- The AONB contribution has been decreased as we are investigating the possibility of gaining some additional space back in Manor House since the AONB do not make full use

of the 2 rooms they have and MHT is very short on space. The additional income whilst valuable is not as critical as the office space is.

5. Other income

- Budgets for sundry income items are estimates based on previous years' levels. The employment allowance will be moved to salary costs in the 24/25 and 25/26 years.
- The budget for profit on disposal of fixed assets is based on the estimated trade-in values of that machinery due for replacement and includes any initial quotes where available.
- Budgets and actuals for bank interest receivable look high but this is because they now reflect the general fund interest earned on the Flagstone account that is invested from the Parliamentary Fund. The Flagstone investment activity only commenced in FEB23 so Flagstone costs and income has historically not been a standalone budget line.

Expenditure

1. Land management

The land management budget will be reviewed and approved by the LM committee when it meets in December 2024. A breakdown of and commentary on the budget is provided with the papers for that meeting.

2. Visitor services expenses

- The budget for meter charges is based on the last 3 years actual information, with particular focus on the 24/25 year to date.
- Along with the additional income assumption, revenue costs for the 2 new meters at Old Hills are included at c. £4,400.
- An allowance of £5,000 has been made for car park repairs.

3. Communications and public engagement

- The underspend in recent years on this cost header has been well documented. In summary a lack of resource to facilitate the spend is the primary issue.
- The budget has been left in place at 24/25 levels as this spend is critical to the Trust and the lack of resource will be addressed in 25/26 if approved (see additional paper).
- Communications Support and engagement in 24/25 will be spent on Alder Media Services and Aran Parker. Similar spend may be required in 25/26 since the budget was established for this line to address the general challenges and misinformation that the Trust faces.
- The budget has been prepared knowing that the actual spends in this area have been insufficient but the need to make funds available in the coming year for cover across this very important aspect of the Trust's PR has not gone away.

4. Administration and governance

- This header covers many overhead costs that the Trust faces.
- All budget lines have been considered carefully alongside:
  - historical budget information for the last 3 years.
  - actual data for the last 3 complete years.
  - actual data for 24/25 year to date.
  - consideration where applicable of the 5 year business plan where this is still in line with actual expectations.

- Points of particular note as follows:
  a. Utility costs more recently had gone up quite considerably but the contract has recently been renewed for 3 years fixing our electricity and gas prices so the higher costs of 24/25 should stabilise.
  b. Mobile phone costs are higher than inflation as the number of handsets has increased along with H&S policy for field staff to all have a handset. Costs generally have risen too.
  c. As the exact purchase dates on capital items are unknown the budget for depreciation does not assume a full year of charge for all budgeted additions.
  d. IT costs are uplifted as we lose some resource when Beck leaves which will need to be picked up by Wavenet or Resolve IT if the internal resource is not available. We also face some notable capital costs with associated revenue costs as Windows 10 will be unsupported in OCT25 and we will be upgrading to Windows 11. This affects quite a lot of our hardware.
  e. Legal costs is somewhat dependant on the events of the year but the 25/26 budget has been uplifted inline with recent actual costs.
  f. Other professional fees whilst seemingly reducing in budget is also set inline with actuals over the past year or so. Numerous budget lines that historically were in Other professional fees now have their own budget line (eg H&S).
  g. Our intention is to turn the board room into a smaller table but also an additional working desk and this will become the Land & Property room, housing the new L&P Manager. As a result of this lost space, the rare large meetings we hold at Manor House will be offsite.
  h. The CEO proposes that professional fees pertinent to the key roles in the business are introduced as MHT costs. This helps to attract and retain high quality staff with support from their professional bodies. Examples are RICS, ICAEW, CAAV, The Association of Chief Executives of Voluntary Organisations. This looks to be in the region of £3k per year and is budgeted in 25/26.
  i. Miscellaneous expenses covers a variety of additional small costs which includes a small amount of budget (£500) for staff events events. We believe this is a valuable budget line addition to compliment the recent improvements to staff relations.

5. Staff costs

- Allowance has been made for a 4% pay increment at 1st April 2025.
- All known changes as a result of the OCT24 budget have been factored in, most notably:
  - Employment allowance increasing from £5k to £10.5k.
  - Employer NI rise from 13.8% to 15%.
  - Band thresholds for rates amended accordingly
  - The broad effect of these changes based on 25/26 budgeted headcount levels is almost cost neutral ie the savings made from the employment allowance uplift is roughly matched by the additional NIer.
- The following changes to staff costs has been included in the budget for General Fund:
  - Land & Property Manager at 26.75 hours per week.
  - Finance & Admin Manager to continue at 24 hours per week.
  - Governance Change Officer was not in general budget last year but is budgeted at 30 hours per week with 1/6 to general fund and 5/6 to work on the Private Bill.
  - 1x field staff that works 22.5 hours per week to be replaced with a full time 37 hours per week equivalent.
  - 1x 37 hours existing warden to reduce to 22.5 hours per week plus an additional (potentially flexible) warden for 30 hours per week. Overall 0.42x 1 FTE, annual equivalent uplift.

  - A long service award to be introduced, the introduction of this will be c.£2k in APR25. We believe this is a worthwhile additional cost to retain and reward loyal knowledgeable and experienced staff.
  - To recompense warden/field staff with an annual on call allowance. Budget for this is 6x£500 allowances so £3k.
- LGPS employer's contributions are budgeted at 22.4% and the deficit contribution is £81,200, both as advised by the Actuary to the scheme.
- The might be some merit in adding an additional budget line, splitting office based staff costs into 2 categories. At the moment this includes the land and Property Manager, Conservation Manager and the conservation team. Discuss.

Departments	Numbers FTE	%	Cost	%
Office *	4.9	25.4%	260,097	30.8%
Conservation, Land, Property **	3.3	17.3%	171,983	20.4%
Wardens	4.5	23.1%	167,021	19.8%
Field Staff	6.6	34.3%	245,398	29.1%
	19.3		844,500	
1st 10 lines of staff budget				

* includes CEO, GCO, STTB, all finance and admin team
** includes L&P Manager, Conservation Manager + conservation team

6. Capital expenditure

A list of budgeted capital expenditure from the general fund is on page 3 of the budget figures. Vehicle replacements are planned in accordance with the replacement policy and an assessment of current vehicle performance and longevity at annual budget setting.
The exact month of spend is flexible, as such depreciation on asset purchases will not reflect a full year of depreciation.

Designated funds

The designated funds budgets are shown on page 4 of the figures.

- The stewardship budgets are based on the extant agreements. As explained fully in the Land Management Paper it is important to be clear that although the balances are high, the cash flow is slow on these funds and we are prudently not making cash spend until the agreement income is actually received.
- The car park repair fund will be used up during 24/25, at this time no additional spend is being designated. £5k is allowed for via general fund budget.
- The fundraising £10k fund has been closed at this time, releasing the funds for much needed general fund purposes.
- The dog campaign £3,501 fund has been closed at this time, releasing the funds for much needed general fund purposes.
- The sink hole £28,150 fund has been closed at this time, releasing the funds for much needed general fund purposes. There is no evidence that this will be a cost in 25/26.
- A £5k transfer is budgeted to the Election expenses reserve as usual, annually.
- A £13k transfer is budgeted to the Tree Disease fund. This is in anticipation of Acute Oak Decline and other tree disease costs. The Ash dieback fund rests at NIL at the end of 25/26, any further costs unless notable will be funded from the Tree Disease fund.
- The costs recorded for promotion and preparation of the bill are shown within the same named designated fund (negative balance). This is matched with the Bill loan capital

restricted fund. Interest payable on the Bill loan is budgeted at £12,900 in 25/26 and is transferred to the LP1 and LP2 funds from general fund in line with the borrowed amounts at the agreed simple interest rate of 6 % and in line with the terms of the loan.

- The other Bill costs (non legal) had an agreed £104k budget transferred from general fund in 24/25. Should this be overspent it will need to be financed from general fund. All costs are closely reviewed month on month.

Restricted funds

The restricted funds budget is shown on page 5 of the figures.

- A new fund for 'New Act legal fees' was created during 24/25. This facilitates the formal process for loan drawdown, interest re-payable to the land purchase funds, and loan repayment plan. It is based on retrospective "Promotion and Preparation of the bill" legal costs. Details are provided in the separate paper entitled "Loan drawdown Tranche #1".
- The Parliamentary, Lands Maintenance and Lands Purchase funds are held in the investment portfolio with Brewin Dolphin as well as some monies held in Flagstone. Income (investment income and Flagstone interest combined) has been budgeted at 3 % and Investment Manager's charges at 0.6 %.
- Income from the Parliamentary and Lands Maintenance fund is recognised as general fund income on receipt. Historically this was done by reserve transfer at the year end, but it is more accurate to see the income under the proper income header on a timely basis.
- Expenditure is budgeted totalling £165,000 from the Parliamentary fund on key projects identified in the Land Management Plan and Business Plan. These are included but may very well be suspended during 25/26 and revisited when the business plan is updated. Discuss.
- There are a number of small restricted fund balances and a concentrated effort will be made between now and y/e 31/03/26 to ensure that these funds are considered for spend within the confines of their restriction.

Nicky Gutteridge FCA
Finance and Administration Manager
1st December 2024

Malvern Hills Trust
General fund budget 2025/26

Outlook 2024/25 at NOV24 £		Budget 2025/26 £	Prior year budget £
	Income		
630,800	4000 - Levy MHDC	662,400	630,800
66,270	4005 - Levy Hereford Council	69,700	66,270
13,500	4010 - WCC annual grant	14,175	13,500
0	4015 - Other grants	4,000	10,000
352,006	4100 - Car park meter takings	401,361	351,000
33,071	4110 - Residents' passes	35,000	34,500
40,831	4120 - Annual passes	44,625	42,500
2,850	4125 - Parking fines	4,000	1,600
7,788	4200 - Donations	8,000	6,000
11,050	4300 - Property rentals	11,100	11,100
6,463	4310 - Land rentals	7,400	8,200
2,011	4320 - Sundry rentals	120	50
0	4330 - Fairs and circuses	0	750
2,915	4340 - Ice Cream concessions	2,800	2,800
16,400	4350 - Easements	0	0
433	4360 - Wayleaves	6,000	4,000
7,747	4380 - AONB contribution	6,500	7,750
0	4370 - Sales of books, leaflets and maps	0	0
250	4400 - Administration charges levied	0	500
500	4410 - Compensation for work on land	0	1,000
11,356	4420 - Sundry income	6,500	6,000
125	4425 - Fishing permits	100	100
15,241	4510 - Bank interest receivable	21,000	9,000
8,413	4700 - Profit on disposal of fixed assets	5,000	10,750
1,230,020	**Total income**	**1,309,781**	**1,218,170**
	Land management purchases		
15,117	5000 - Contract labour	11,500	16,300
3,220	5001 - Tracks and paths	11,500	6,440
2,108	5005 - Drainage works	1,562	2,500
14,452	5010 - Vehicle and equipment expenses	17,836	17,150
13,344	5015 - Field staff vehicles fuel	14,300	13,750
0	5020 - LM equipment purchases less than £500	0	0
1,180	5025 - Hire of plant and equipment	3,000	2,300
8,335	5030 - Waste management	9,360	9,000
24,965	5035 - Treework	30,940	29,750
5,008	5040 - Grass cutting	5,533	5,320
9,161	5045 - Purchase of materials	8,000	11,440
1,694	5046 - Purchase of tools under £500	1,500	1,150
2,673	5050 - Protective clothing	2,700	3,250
915	5055 - Field consultancies	1,904	1,830
4,300	5060 - Tree safety survey	4,472	4,300
621	5065 - Conservation volunteers	1,196	1,150
499	5070 - Evendine Spring	603	580
3,841	5080 - Gardening	3,952	3,800
260	5081 - LM miscellaneous	6,520	520
0	5085 - Management plan	750	0
111,693	**Total land management purchases**	**137,128**	**130,530**
	Visitor services expenses		
8,300	5200 - Parking meters maintenance and repairs	7,800	11,155
16,476	5210 - Parking meters IT costs and transaction charges	20,500	17,700
1,108	5220 - Parking meters - tickets	250	1,155
1,335	5230 - Parking passes printing costs	3,465	3,465
2,500	5240 - Car park repairs	5,000	5,000
0	5250 - Other car park expenses	0	0
6,334	5300 - Wardens' vehicles fuel	6,500	7,200
4,085	5310 - Wardens' vehicle maintenance	4,444	4,040
709	5320 - Wardens' uniform and PPE	1,200	1,000

Malvern Hills Trust
General fund budget 2025/26 - cont'd

Outlook 2024/25 at NOV24 £		Budget 2025/26 £	Prior year budget £
2,309	5330 - Wardens' tools and equipment	2,530	2,300
736	5340 - Wardens' mobile phones	792	720
0	5350 - Wardens other expenses	0	0
43,891	**Total visitor services expenses**	**52,481**	**53,735**
	Communications and public engagement expenses		
1,000	5400 - Leaflets	2,450	2,000
435	5405 - Council tax payers leaflet	0	450
850	5410 - Annual report	850	850
100	5415 - Newsletters	200	200
500	5420 - Campaigns	1,000	1,000
1,368	5425 - Signs	2,000	2,000
750	5440 - Events programme	1,500	1,500
755	5445 - Exhibitions	1,500	1,500
0	5446 - Membership scheme	0	0
10,763	5455 - Other PR expenses	1,500	1,500
0	5456 - Annual picnic	0	0
0	5457 - Malvern RHS shows	0	0
232	5500 - Fundraising expenses	250	250
5,000	5510 - Communications support and engagement	10,000	10,000
21,752	**Total communications and public engagement expenses**	**21,250**	**21,250**
	Administration and governance expenses		
2,727	6000 - General rates	3,000	2,740
1,757	6001 - Rates British Camp car park	1,700	1,560
3,324	6005 - Water rates	4,320	4,150
8,087	6010 - Buildings maintenance	10,000	10,000
5,658	6015 - Electricity	7,500	7,200
1,771	6016 - Pay & Display meters electricity	2,600	2,300
1,593	6020 - Gas	3,500	2,300
2,401	6025 - Telephones - landlines	2,500	2,604
1,855	6030 - Mobile phones (exc wardens)	3,000	1,260
0	8010 - Depreciation - car park improvements	0	0
39,162	8015 - Depreciation - land managment equipment	40,750	37,000
3,153	8020 - Depreciation - office equipment	3,500	3,500
35,131	6045 - Insurance	37,000	36,000
2,191	6050 - Office equipment maintenance	1,600	3,850
436	6055 - Office equipment purchases under £500	1,400	0
2,320	6060 - Photocopier	2,500	2,200
4,612	6065 - IT support costs	6,000	5,155
12,020	6066 - IT other costs	15,100	12,510
722	6070 - Website	1,000	1,000
32,602	6075 - Legal fees	30,000	25,000
500	6080 - Valuation fees	1,000	1,000
13,375	6085 - Audit fee	14,000	13,000
2,663	6095 - HR consultant	3,000	2,625
16,354	6100 - Other professional fees	6,500	9,000
4,868	6101 - H&S	4,000	0
2,050	6210 - Room hire	3,000	2,000
1,394	6215 - Training - Board	3,000	2,000
2,247	6105 - Subscriptions	5,000	1,800
3,779	6110 - Bank charges	2,600	5,000
434	6116 - Flagstone Charges	1,800	0
3,099	6040 - Postage	3,500	3,000
3,959	6125 - Stationery	4,000	4,000
520	6135 - Recycling	700	400
5,367	6035 - Cleaning	5,500	6,000
1,125	6140 - Travelling expenses	1,000	2,000
0	6141 - Visits to other sites	0	0
0	6142 - Board social events	250	200

Malvern Hills Trust
General fund budget 2025/26 - cont'd

Outlook 2024/25 at NOV24 £		Budget 2025/26 £	Prior year budget £
773	6145 - Miscellaneous expenses	3,000	1,000
0	9998 - Suspense Account	0	0
500	6120 - Newspaper ads	1,100	1,000
224,528	**Total administration and governance expenses**	**239,920**	**214,354**
177,301	7000 - Basic salaries - Field Staff	198,400	178,100
114,989	7005 - Basic salaries - Wardens	136,500	115,800
280,709	7010 - Basic salaries - office based staff	347,900	283,000
0	7015 - Basic salaries - casual staff	0	0
17,505	7021 - Employer's NI - Field Staff	19,800	20,000
12,168	7025 - Employer's NI - Wardens	13,200	13,600
30,603	7030 - Employer's NI - office based staff	36,500	33,800
25,376	7040 - Pension Contributions - Field Staff	26,300	25,900
15,201	7045 - Pension Contributions - Wardens	17,200	15,300
39,441	7050 - Pension contributions - office based staff	48,700	41,200
21,000	Contingency agreed 18.1.24 - staff costs	0	30,000
77,630	7055 - LGPS lump sum deficit contributions	81,200	77,630
0	FRS 102 compensated absences provision	0	0
1,542	7060 - Group life assurance	4,000	4,000
0	7065 - Kiddivouchers	0	0
7,600	7070 - Training - staff	8,500	7,500
5,690	7075 - Recruitment	3,500	3,000
826,756	**Total staff costs**	**941,700**	**848,830**
1,400	Surplus/(Deficit) for the year before transfers	(82,698)	(50,529)
(2,000)	Transfer to LP Fund - loan interest	(12,900)	(13,770)
(162,000)	Transfer to other funds	(18,000)	(122,000)
2,259	Transfers from other funds	41,651	17,472
(160,341)	Surplus/(deficit) for the year after transfers	(71,947)	(168,827)
479,130	General fund brought forward	318,789	387,678
318,789	**General fund carried forward**	**246,842**	**218,851**
	Capital items from the General fund		
	IT and printers	8,000	
	Archive cabinet	2,200	
	Pay & Display meters Old Hills x2	12,000	
	Chain saws	1,500	
	Brush cutters	1,500	
	replace tractor-mounted chipper (high priority)	38,000	
	replace winch (high priority)	9,000	
	replace votex mower (high priority)	9,000	
	replace trailer (high priority)	8,500	
	replace generator (high priority)	1,000	
		90,700	

Malvern Hills Trust
Designated funds budget for the year ended 31st March 2026

N/C	Unrestricted Gifts	New Act Other "£104k"	Prom & Prep "£306k"	Dog campaign des fund	Fundraising	Election exps des fund	Comm advice fund	Car park repair fund	Tree disease des fund	Ash dieback fund	CS North & Central	CS Southern Hills	HLS Chase End	HLS Old Hills	Grazing reserve	Sink Hole	Bad weather	DF assets	Basic Payment Scheme	Total
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
4015 - Other grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
4020 - Stewardship annual grants	0	0	0	0	0	0	0	0	0	0	209,000	49,000	3,144	4,020	0	0	0	0	0	265,164
4025 - Stewardship capital grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4200 - Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4250 - Legacies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4300 - Property rentals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4310 - Land rentals	0	0	0	0	0	0	0	0	0	0	2,279	0	0	0	0	0	0	0	0	2,279
4320 - Sundry rentals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4325 - Licences	0	0	0	0	0	0	0	0	0	0	5,500	750	0	0	0	0	0	0	0	6,250
4420 - Sundry income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4700 - Profit on disposal of fixed assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total income	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**216,779**	**49,750**	**3,144**	**4,020**	**0**	**0**	**0**	**0**	**2,000**	**275,693**
5000 - Contract labour	0	0	0	0	0	0	0	0	5,000	30,869	9,000	5,000	750	1,000	0	0	0	0	2,000	53,619
5045 - Purchase of materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5100 - Graziers	0	0	0	0	0	0	0	0	0	0	62,400	15,000	0	2,500	0	0	0	0	0	79,900
5110 - Stewardship schemes direct costs	0	0	0	0	0	0	0	0	0	0	3,000	2,219	2,083	500	0	0	0	0	0	7,802
5035 - Treework	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5510 - Communications support and engagement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6075 - Legal fees	0	0	107,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	107,000
6100 - Other professional fees	0	2,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000
7015 - Casual staff inc on costs	0	30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30,000
8015 - Depreciation - land management equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	0	0	0	0	1,500
Total expenditure	**0**	**32,000**	**107,000**	**0**	**0**	**0**	**0**	**0**	**5,000**	**30,869**	**74,400**	**22,219**	**2,833**	**4,000**	**1,500**	**0**	**0**	**0**	**2,000**	**281,821**
Surplus/(deficit) for the period before transfers	0	(32,000)	(107,000)	0	0	0	0	0	(5,000)	(30,869)	142,379	27,531	311	20	(1,500)	0	0	0	0	(6,128)
4600 - Transfers from other funds	0	0	0	0	0	5,000	0	0	13,000	0	0	0	1,000	1,000	0	0	0	10	0	20,010
5105 - Transfer to general fund - stewardship staff time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8100 - Transfers to other funds	(10)	0	0	(3,501)	(10,000)	0	0	0	0	0	0	(1,000)	0	1,000	(2,000)	(28,150)	0	0	0	(43,661)
Surplus/(deficit) for the period after transfers	(10)	(32,000)	(107,000)	(3,501)	(10,000)	5,000	0	0	8,000	(30,869)	142,379	26,531	1,311	2,020	(3,500)	(28,150)	0	10	0	(29,779)
Funds brought forward	401,464	58,666	(186,579)	3,501	10,000	5,000	12,276	0	46,570	30,869	318,521	61,449	2,874	12,294	54,893	28,150	0	10,269	28,983	899,200
Funds carried forward	**401,454**	**26,666**	**(293,579)**	**0**	**0**	**10,000**	**12,276**	**0**	**54,570**	**0**	**460,900**	**87,980**	**4,185**	**14,314**	**51,393**	**0**	**0**	**10,279**	**28,983**	**869,421**

Cash movement	Total
Surplus/(deficit) as above	(29,779)
(Increase)/decrease in debtors	0
Add back DF assets movement (not cash)	(10)
Increase/(decrease) in creditors	0
Net increase/(decrease) in cash	(29,789)
Cash brought forward	725,149
Cash carried forward	695,360

1 Capital items purchased from Unrestricted Gifts Fund	
Remote controlled mower (probably cancelled)	10
left for the template in case it or something else comes back	
	10

Malvern Hills Trust
Restricted funds budget for the year ended 31st March 2026

N/C	Parliamentary fund	Capital Outlay d'chgd	Lands Purchase fund 1	Lands Purchase fund 2	Lands Maintenance fund	BILL LOAN (CAPITAL)	Restricted Gift fund	Picnic bench donations	NIM book	Boost4biodiversity	Access for all	Tree donation scheme	UTCF	SDF fund		Total
	£	£	£	£	£	£	£	£	£	£	£	£	£	£		£
4015 - Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
4200 - Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
4350 - Easements	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
4360 - Wayleaves	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
4500 - Investment income @ 3 %	15,375	0	6,491	5,399	5,979	0	0	0	0	0	0	0	0	0		33,244
4510 - Bank interest receivable	0	0	4,982	0	0	0	0	0	0	0	0	0	0	0		4,982
4600 - Transfers from other funds	0	165,000	16,814	3,686	0	110,000	0	0	0	0	0	0	0	0		295,500
Total income	**15,375**	**165,000**	**28,287**	**9,085**	**5,979**	**110,000**	**0**	**0**				**0**	**0**	**0**		**333,726**
5000 - Contract labour	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
5036 - Tree planting	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
6075 - Legal fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
6115 - Investment manager's charges	3,075	0	1,887	1,080	1,196	0	0	0	0	0	0	0	0	0		7,238
6116 - Flagstone Charges	0	0	377	0	0	0	0	0	0	0	0	0	0	0		377
6145 - Miscellaneous expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
8000/8005 - Depreciation	0	25,775	0	0	0	0	0	0	0	0	0	0	0	0		25,775
**** - Transfer to/from BILL LOAN CAPITAL RESTRICTED fund	0	0	0	110,000	0	7,600	0	0	0	0	0	0	0	0		117,600
8100 - Transfers to General fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
8100 - Transfers to COD (capital items purchased)[1]	165,000	0	0	0	0	0	0	0	0	0	0	0	0	0		165,000
Total expenditure	**168,075**	**25,775**	**2,264**	**111,080**	**1,196**	**7,600**	**0**	**0**				**0**	**0**	**0**		**315,990**
Surplus/(deficit) for the period	**(152,700)**	**139,225**	**26,023**	**(101,995)**	**4,783**	**102,400**	**0**	**0**				**0**	**0**	**0**		**17,736**
Funds brought forward	512,491	1,630,538	377,391	179,978	199,312	190,000	5,130	7,408	2,901	1,389	2,864	904	2,673	453		3,113,432
Funds carried forward	**359,791**	**1,769,763**	**403,414**	**77,983**	**204,095**	**292,400**	**5,130**	**7,408**	**2,901**	**1,389**	**2,864**	**904**	**2,673**	**453**		**3,131,168**

Cash movement	
Surplus/(deficit) as above	17,736
Loan to restricted fund to cover cost of legal fees for new Act - taken from investment portfolio LP 2	110,000
Add back COD movement (not cash)	(139,225)
Add back funds transferred from investment portfolio to cover expenditure	165,000
less LP investment income retained in portfolio	(11,890)
Net increase/(decrease) in cash	141,621
Cash brought forward	219,280
Cash carried forward	360,901

1 Capital items purchased from Parliamentary fund		
SAW loos water main replacement	10,000	
Foxhall Orchard Castlemorton	20,000	
Manor House power supply upgrade	5,000	
Earnslaw Wall rebuild	10,000	
SAW upgrades	25,000	
Manor House part 2 (BP 2.4.1)	15,000	
Top Shed Storage (BP 2.4.3)	30,000	
Lower Shed part 2 (BP 2.4.4)	50,000	
	165,000	***TO DISCUSS***

Malvern Hills Trust
Forecast Balance Sheet as at 31st March 2026

	Opening balance sheet 1.4.25	Closing balance sheet 31.3.26
Fixed assets		
Tangible assets	1,799,202	**1,984,887**
Investments	1,263,615	**1,000,503**
	3,062,817	**2,985,390**
Current assets		
Livestock	31,452	**31,452**
Debtors, prepayments and accrued income	306,520	**306,520**
Cash investments	424,788	**424,788**
Cash at bank	778,410	**771,845**
	1,541,170	**1,534,605**
Creditors: Amounts falling due within one year	272,565	272,564
Net current assets	1,268,605	1,262,041
Pension FRS 102 liability	(612,000)	**(612,000)**
Net assets	3,719,422	3,635,431
Represented by funds:		
Unrestricted - General Fund	318,789	**246,842**
Unrestricted - Designated funds	899,201	**869,421**
Unrestricted - Pension FRS 102 liability	(612,000)	**(612,000)**
Restricted funds	3,113,432	**3,131,168**
	3,719,422	**3,635,431**

Paper G
For information

Finance and Regulatory Committee

Title: General Data Protection Regulation (GDPR) update
Date: 12.12.2024

Background Papers
MHT Privacy Policy

Context and background
Malvern Hills Trust (MHT) is a Data Controller. It collects and processes personal data for specific purposes. The latest MHT Privacy Policy dated 19 October 2023 is in the Byelaws and Policies section of the MHT website under Finance and Administration. https://www.malvernhills.org.uk/visiting/byelaws-and-policies/

The CEO of MHT is the primary liaison point between the Trust and the Data Protection Officer (DPO) and, in the absence of an external DPO, the CEO will act in that role. It is advisable for staff and trustees to have regular training on GDPR in order to reduce risk of breaches.

Ametros Group Ltd. is MHT's current DPO. The DPO helps MHT to be up to date on the latest data protections laws and apply them in data retention policies and schedules, ensuring our compliance with latest legislation. The subscription-based service provides proactive reviews of the organisation as well as reactive assistance for data protection issues.

Latest actions

The CEO and FAM worked with Ametros Group and completed the Trust's compliance strategy in August, which includes a data protection report, GDPR toolkit, records of processing activities and draft privacy notices.

There was one regulatory compliance requirement arising. This was strong advice to review our use of Cookies on the Trust's website and compliance requirements of the PECR. This would ensure that individuals are informed that Cookies are in use, and appropriate options are provided to accept or decline; consent is a direct consideration. This is now actioned through the CCO working with the Trust's website provider.

On 2 October, 17 of the Trust's staff received Data Protection Awareness training from Ametros Group. Following advice provided in the training a piece of work is underway to ensure retention of HR records meets best practice and we are talking further with the DPO about the Trust's other data storage and retention protocols.

All new staff contracts will include a full suite of data protection clauses and consideration will be given to how the Trust might apply it retrospectively to existing contracts.

A DSAR* was received on 8 August for which the deadline would normally be 8 September. Due to the expansive nature of the request and the limited resources of the organisation, the staff advised of an extended deadline to 8 November, which was in keeping with ICO guidance. It was completed just prior to this extended deadline with the support of Ametros Group. Lessons have been learned on how to undertake such a request in future.

* A request to access personal data is known as a DSAR (data subject access request). Both the EU and UK GDPR grant individuals the right to access their personal data from data controllers to ensure lawful processing.

Data breaches

From June 2024 to December 2024 there was two known recorded data breaches by trustees. Both were referred to the Trust's DPO who concluded no serious harm was caused.

In August a previous trustee emailed a complaint to a number of trustees via their private email addresses. We believe they had kept a printed leaflet (issued circa 2019) with personal trustee addresses and email contacts. This was produced prior to trustees having a dedicated email address. In this instance the DPO advised the protected members' area was the best place to contain this information and this has been actioned by the Sttb.

In the other case a trustee had emailed their personal account with some Trust information before resigning. Upon review the DPO recommended the Trust closes all accounts (in this case email) when we know someone might be leaving. We can also consider an exit interview where we would remind leavers of their post-employment confidentiality responsibilities.

Neither of the data breaches were reported to the ICO.

It is worth noting the Trust's Acceptable Use Policy states that:

The use of Malvern Hills Trust computer resources for the following reasons is considered unacceptable:

- The unauthorised removal, alteration or destruction of information,

In this case, sending emails outside of the Trust's secure system eg to a personal account is considered to be <u>unauthorised removal</u>.

RECOMMENDATIONS:

- To consider an exit interview where we would remind leavers (trustees and staff) of their post-employment confidentiality responsibilities.