Malvern Hills Trust
Ordinary Meeting of the Board
Hampton Suite, Colwall Park Hotel, Colwall, Malvern WR13 6QG
Thursday 13 March 2025 at 7 pm

Agenda

Introduction

1. Apologies for absence
2. Chair's Announcements
3. Declarations of Interest
4. Public Comments

Confirmation of Previous Board Meeting

5. To confirm the Minutes of the Ordinary Board meetings held on 16 November 2024 and 16 January 2025, and the Special meeting held on 13 February 2025
   Pages 4-35
   Confidential pages 2-11
6. Matters arising from previous Board meetings not otherwise on the agenda

Items for Decision

7. Land Management Plan timetable — Paper A Pages 36-38
8. Staff Protocol — Paper B Confidential pages 12-15
9. Finance
   9.1. Meeting allowances and expenses and Staff Handbook updates
   Paper C Pages 39-40
   9.2. Accounting Policies & Procedures Manual — Paper D Page 41
10. Urgent Business

Other Committee Business for Decision

11. **Land Management Committee**
    11.1. Board to adopt the minutes of the meeting held on 5 December 2024
    Pages 42-47
    11.2. Vice-Chair of Committee - updates and questions
    11.3. Resolutions recommended to Board (not otherwise on the agenda)
    - To approve confirmation of prescriptive right and a parking licence for Orchard House, Mayfield Road, Malvern, subject to the conditions listed in the paper received by the Committee on 5 December 2024.
12. **Finance, Administration & Resources Committee**
    12.1. Board to adopt the minutes of the meeting held on 12 December 2024
    Pages 48-56
    12.2. Chair of Committee - updates and questions
    12.3. Resolutions recommended to Board (not otherwise on the agenda)
    - To resolve that there should be an exit interview for all leavers (trustees and staff), when the leaver will be reminded of their post-employment confidentiality responsibilities.
    12.4. Annual Investment Review held on 26 February 2025

13. **Staffing Committee**
    13.1. Board to adopt the minutes of the meeting held on 22 January 2025 Pages 57-63
    13.2. Chair of Committee - updates and questions
    13.3. Resolutions recommended to Board (not otherwise on the agenda)
    - None

<u>Items for Information</u>

14. Red flags on the Risk Register (verbal)
15. Private Bill Update (verbal)
16. South Worcestershire Development Plan update Paper E Pages 64-65
17. Final Budget 2025-26 Paper F Pages 66-72
18. Management accounts to the end of December 2024 Paper G Pages 73-82
19. Conflicted Trustees Paper H Pages 83-84
20. Date of next meeting
    Thursday 9 May 2025 at 7 pm at Colwall Park Hotel

<u>Confidential items</u>

Resolution to exclude the public for discussion of items 21-22 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 (matters relating to individuals/legal privilege)

CONFIDENTIAL

21. Matters arising from the confidential section of the previous Board meetings not otherwise on the agenda
22. Serious Incident Reports Paper I Confidential pages 16-22