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

Meeting at which the Trust's accounts for the year to 31 March 2025 will be approved and the auditors for the year ending 31 March 2026 are to be appointed

It will be the recommendation of the Finance and Administration Manager to *adjourn* this decision pending obtaining further information on the audit fee.

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

Agenda

<u>**Introduction**</u>

1. Election of Chair — Pages 5-8
2. Election of Vice Chair — Pages 9-12
3. Apologies for absence
4. Chair's report 2024/25
5. Chair's Announcements
6. Declarations of Interest
7. Public Comments

<u>**Trustees' Annual Report and Accounts**</u>

8. Public Questions on the Accounts
9. To approve the Risk Management Strategy for 2025 — **Paper A** Pages 13-24
10. Reserves Policy and Going Concern — **Paper B** Pages 25-32
11. To receive and approve the Trustees' Annual Report and Accounts for the year ended 31 March 2025 available from the Trust's office or online here: www.malvernhills.org.uk/visiting/event-listing/board-november-2025/ — **Paper C** Page 33
12. To resolve to authorise the Chair to sign the letter of representation — **Paper D** Pages 34-36
13. Appointment of Auditors for 2025-26 — **Paper E** Page 37-38

<u>**Appointment of Committees**</u> — **Paper F** Pages 39-40

14. Appointment of Committees
    - 14.1. Land Management
    - 14.2. Finance, Administration & Resources
    - 14.3. Governance
    - 14.4. Staffing
15. Appointment of Board members to other bodies
    - 15.1. Castlemorton Common Co-ordinating Committee (2 representatives)
    - 15.2. Recreation Advisory Panel (4 representatives)
    - 15.3. Wildlife Panel (4 representatives)
    - 15.4. Malvern Hills National Landscape
    - 15.5. Malvern Spa Association

Confirmation of Previous Board Meetings

16. To confirm the Minutes of the Ordinary Board meeting held on 11 September 2025 and the Special Board meeting held on 9 October 2025

Pages 41-57
Confidential pages 2-8

17. Matters arising from previous Board meetings not otherwise on the agenda

Items for Decision

18. Urgent Business

Other Committee Business for Decision

19. **Finance and Administration Committee** Pages 58-62
Confidential Pages 9-12
    - 19.1. Committee approval of the minutes of the meeting held on 25 September 2025
    - 19.2. Board adoption of the minutes of the meeting held on 25 September 2025
    - *19.3.* Chair of Committee - updates and questions
    - 19.4. Resolutions *(*not otherwise on the agenda – none)
20. **Staffing Committee** Pages 62-67
    - 20.1. Board adoption of the minutes of the meeting held on 9 October 2025
    - 20.2. Chair of Committee - updates and questions
    - 20.3. Resolutions (none)
    - 20.4. Trustee training
21. **Land Management Committee** Pages 68-72
    - 21.1. Board adoption of the minutes of the Special meeting held on 16 October 2025
    - 21.2. Chair of Committee - updates and questions
    - 21.3. Resolutions
        - 21.3.1. To approve the design for replacement bus shelters submitted by Newland Parish Council (NPC); to authorise the CEO to proceed with finalising the licences and co-ordinating with NPC, and; to authorise the CEO to sign off the completed licences.
        - 21.3.2. To approve the allocation of the sum of £2,000 + VAT to undertake a bin trial as per the Land & Property Manager's Bin Strategy. The Board will need in due course to consider whether any proposed new bin design meets its objectives.

Items for Information

22. Malvern Hills Bill Update
    - 22.1. Renewal of delegated authority ```P**aper G** Pages 73-74
23. Management accounts to the end of September 2025 **Paper H** Pages 75-85
24. Future Meetings **Paper I** Page 86
    - 24.1. Next Meeting - Thursday 15 January 2026
    - 24.2. Meetings Schedule for 2026

Confidential items

Resolution to exclude the public for discussion of items 25-31 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).

CONFIDENTIAL

25. Matters arising from the confidential minutes of the previous Board meeting not otherwise on the agenda
26. Matters arising from the confidential minutes of the committee meetings not otherwise on the agenda
27. Conciliation process — Verbal update
28. Serious Incident Report update — **Paper J** Confidential page 13
29. To agree further proposed changes to the Bill (if any)