Malvern Hills Trust
Ordinary Meeting of the Board
Hampton Suite, Colwall Park Hotel, Colwall, Malvern WR13 6QG
Thursday 12 March 2026 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 meeting held on 15 January 2026, the Special Board meeting held on 26 January 2026 and the continuation of the Annual Meeting held on 24 February 2026.
   Pages 4-20
   Confidential pages 2-8
6. Matters arising from the previous Board meetings not otherwise on the agenda
   6.1. Appointment of auditors

Items for Decision

7. Malvern Hills Bill Update
   7.1. Delegates operating in practice
8. Finance Business
   8.1. Accounting Policies and Procedures Manual update **Paper A** Page 21
   8.2. Annual Investment Review February 2026 (verbal)
   8.3. Cost saving proposals to reduce the budgeted deficit for 2026-27
   Paper B Pages 22-30
   8.4. Sale of assets **Paper C** Page 31
9. Land and Property Matters
   9.1. St Ann's Well toilet block **Paper D** Pages 32-34
   9.2. Front entrance to Manor House **Paper E** Pages 35-38
10. Urgent Business

Other Committee Business for Decision

11. **Staffing Committee**
    11.1. Board to adopt the minutes of the meeting held on 29 January 2026
    Pages 39-44
    11.2. Chair of Committee – updates and questions
    11.3. Resolutions recommended to Board (not otherwise on the agenda)
    11.3.1. That a policy is required on Staff Conduct
    11.3.2. To adopt minor changes to three policies in the Staff Handbook and to approve the Equality, Diversity and Inclusion Policy unchanged for a further year.

12. **Governance Committee**
    12.1. Board to adopt the minutes of the meeting held on 12 February 2026
    Pages 45-50
    12.2. Chair of Committee - updates and questions
    12.3. Board to receive redrafts of Reporting of Serious Incidents Policy, Trustee Expenses Policy and Disciplinary Procedures for Trustees
    Pages 51-61
    12.4. Resolutions recommended to Board (not otherwise on the agenda
        12.4.1. That the Trust should cease publishing election candidate statement on its web site and sharing them with the local press, in line with local council policy
        12.4.2. That an officer of the Trust should have defined responsibilities to deal with election governance issues and to advise on these
        12.4.3. To approve the new Reporting of Serious Incidents Policy
        12.4.4. To approve the new Trustee Expenses Policy
        12.4.5. To approve the revised Disciplinary Procedure for Trustees

<u>Items for Information</u>

13. Red flags on the Risk Register (verbal)
14. Management accounts to the end of December 2025 (Q3) and reserves review
    Paper F Pages 62-71
15. Date of next meeting
    Thursday 14 May 2026 at 7 pm at Colwall Park Hotel

<u>Confidential items</u>

Resolution to exclude the public for discussion of items 16-19 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 (legal privilege/commercially sensitive/matters relating to individuals).

CONFIDENTIAL

16. Matters arising from the confidential section of the previous Board meeting not otherwise on the agenda
17. Resolutions recommended to Board from confidential sections of committee meetings.
18. Land and Property Matters — **Paper G** Confidential Pages 9-11
19. Renewal of staff contract — **Paper H** Confidential Page 12-14