

Meeting of the Board
Council Chamber, Avenue Road, Malvern
Thursday 14 June 2018 7:00 pm

Agenda

1. Apologies for absence
2. Chair's Announcements
3. Public Questions
4. Declarations of Interest
5. To confirm the Minutes of the Board meetings held on 8 March, 3 & 17 May 2018
Pages 1 - 9
Confidential pages 1 – 5
6. Matters arising from previous Board meetings not otherwise on the agenda
7. **Staffing Committee**
 - 7.1 To confirm the accuracy of the minutes of the meeting held 29.3.2018
Pages 10 - 14
 - 7.2 Chair of Committee to present the minutes and matters arising
 - 7.3 Board to adopt the recommendations of the Committee, appoint 2 Board members to comply with the Bullying and Harassment Policy and adopt the minutes.
- 8. Bullying and Harassment Policy**

That the Board

 - i) Adopt the amended the Bullying and Harassment section of the Staff Handbook to widen the reporting options to include the CEO, a staff member of a different gender and 2 nominated Board members.
 - ii) Nominate two Board members in consultation with the CEO and the Finance and Administration Manager.
- 14. Staff expenses for attending evening meetings**

That the Board adopt the draft policy
8. **Land Management Committee**
 - 8.1 To confirm the accuracy of the minutes of the meeting held 12.4.2018
Pages 15 - 19
 - 8.2 Chair of Committee to present the minutes and matters arising
 - 8.3 Board to adopt the minutes.
9. **Finance Administration and Resources Committee**
 - 9.1 To confirm the accuracy of the minutes of the meeting held 10.5.2018
Pages 20 - 26
Confidential section Pages 6 - 7
 - 9.2 Chair of Committee to present the minutes and matters arising
 - 9.3 Board to adopt the recommendations of the Committee and the minutes.
- 5. Investment review and updates to policies**

To approve the revised Parliamentary & Land Maintenance Fund and Land Acquisition Fund policies.

6. Reserves policy

- i. To adopt the reserves policy
- ii. That reserves be measured against the level stated in the policy and reported each quarter
- iii. That the policy be reviewed annually and
- iv. That the “low point” for reserves and cash be identified for each financial year when the budget is being set

9. Management accounts for the year ended 31st March 2018

1. To retain the 2017/18 investment income earned on the Parliamentary Fund (£19,612) and Lands Maintenance Fund (£5,154) in those funds rather than transferring it to the General Fund, given the satisfactory level of reserves in the General Fund
2. To set up a designated fund of £10,000 at 31st March 2018 for fund-raising support costs to be incurred in 2018/19
3. To set up a designated fund of £4,000 to cover the costs of the Mountain Bike Campaign
4. To set up a designated fund of £20,000 to cover the Charity Commission scheme public consultation costs

10. General Data Protection Regulations (GDPR)

To adopt the privacy policies for volunteers and members of the public.

There has been no meeting of the Governance Committee

10. Charity Commission Scheme

Updates:

- Workshops
- Stakeholder consultations
- Presentations at Parish Meetings
- Progress with solicitors and public consultation
- Costs to date
- For decision: Arrangements for voting in MHT elections Paper A Pages 27– 29

11. Malvern Common SSSI

Paper B Pages 30 – 40

12. Urgent Business

13. Information

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|------|-------------------------------|-------------------------------------|
| 13.1 | AONB Joint Advisory Committee | Meeting 20 April 2018 Pages 41 - 43 |
| 13.2 | Wildlife Panel | Meeting 7 March – Pages 44- 52 |
| 13.3 | Recreation Advisory Panel | Meeting 22 March – Pages 53 - 56 |
| 13.4 | Malvern Spa Association | No report |
| 13.5 | Management Report | Pages 57 – 60 |

14. Items for future consideration

15. Next meeting 13 September 2018