

**Meeting of the Board**  
Council Chamber, Avenue Road, Malvern  
Thursday 13 September 2018 7:00 pm

Ian Burrows of Brewin Dolphin will attend to present an investment review (item 7)

## Agenda

1. Apologies for absence
2. Chair's Announcements
3. Declarations of Interest
4. Public Questions
5. To confirm the Minutes of the Board meetings held on 14 June 2018    Pages 1 – 6  
Confidential pages 1 – 2
6. Matters arising from previous Board meetings not otherwise on the agenda
7. Investment Review  
Presentation by Ian Burrows

### **There has been no meeting of the Staffing Committee**

8. **Land Management Committee**
  - 8.1 To confirm the accuracy of the minutes of the meeting held 12.07.2018  
Pages 7 - 15
  - 8.2 Chair of Committee to present the minutes and matters arising
  - 8.3 Board to adopt the recommendations of the Committee, and adopt the minutes.
    8. **Surfacing easement at Colwall**  
The application was refused
    9. **Resurface easement Brockhill Road**  
The application was refused
    11. **Easement substitution Lake House**  
The CEO was asked to go back to Mr Frost with alternative proposals
9. **Governance Committee**
  - 9.1 To confirm the accuracy of the minutes of the meeting held 26.7.2018  
Pages 16 - 18
  - 9.2 Chair of Committee to present the minutes and matters arising
  - 9.3 Board to adopt the minutes
10. **Finance Administration and Resources Committee**
  - 10.1 To confirm the accuracy of the minutes of the meeting held 09.08.2018  
Pages 19 - 25
  - 10.2 Chair of Committee to present the minutes and matters arising
  - 10.3 Board to adopt the recommendations of the Committee and the minutes.  
(NB Approval of the final accounts and Trustees' report will be confirmed at the November Board meeting)

## 8. Amendments to accounting manual

That the Board approve the amendments as set out below to the Accounting Policies and Procedures Manual

- i) To set a £25 limit of the value of petty cash transactions and
- ii) To require the Chair of FAR to sign off credit card statements

Together with the minor amendments to reflect matters already approved shown in the table:

Page	Item	Update
7	Car park takings	Increase annual amount to current levels
7	Passes	Add in Colwall Library as seller of passes
9	Bank accounts	Delete reference to Scottish Widows Bank and add in new Charity Bank account
12	Credit cards	Update for auditor's recommendation and increased credit limit
14	Petty cash	Update for auditor's recommendation (£25 limit)
16	Employee expenses	Add in expenses for staff attending evening meetings
17	Financial reports	Update distribution details

## 11. Bullying and harassment policy and safeguarding

To appoint 2 Board members to comply with the Bullying and Harassment Policy

To appoint safeguarding champion

## 12. To sign Deed of Trust re land at Hollybed Common

Paper A  
Pages 26 - 28

## 13. Charity Commission Scheme

Updates:

- Consultations – Commoners, Herefordshire Council and WCC Verbal update
- Progress with solicitors and public consultation Verbal update

To authorise further expenditure on legal costs

Paper B  
Pages 29 - 31

## 14. Urgent Business

### 15. Information

- |      |                               |               |
|------|-------------------------------|---------------|
| 15.1 | AONB Joint Advisory Committee | No meeting    |
| 15.2 | Wildlife Panel                | Verbal update |
| 15.3 | Recreation Advisory Panel     | No meeting    |
| 15.4 | Malvern Spa Association       | No report     |
| 15.5 | Management Report             | Pages 32 - 35 |

## 16. Items for future consideration

## 17. Next meeting 8 November 2018

18. Confidential item

Resolution to exclude the public for discussion of the remaining item 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 (commercially sensitive matter).

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**CONFIDENTIAL**

19. Land Purchase

Paper C Confidential pages 3 - 12

20. Purchase of two plots of land

Verbal update