

Meeting of the Board

Council Chamber, Avenue Road, Malvern

Thursday 12 September 2019 7.00pm or immediately after the Annual Meeting of Levy Payers

In attendance

Ian Burrows Brewin Dolphin

David Butler, Bishop Fleming

Agenda

1. Apologies for absence
2. Chair's Announcements
 - Malvern TIC have confirmed that they will no longer sell residents car park passes
 - Board members intending to stand for re-election should note that the period for receipt of nominations is 26 September to 4 October 2019
3. Declarations of Interest
4. Public Questions
5. Report from Brewin Dolphin (the document supplied to Board members is confidential)
6. To confirm the Minutes of the Board meetings held on 13.06.2019, 04.07.2019, 12.08.2019
 - Pages 1 – 10
 - Confidential page 1 -5
7. Matters arising
 - From the previous Board meetings not otherwise on the agenda
 - Stowe Lane easement
8. **Staffing Committee**
 - 8.1 To confirm the accuracy of the minutes of the meeting held 04.07.2019
 - Pages 11 - 13
 - 8.2 Chair of Committee to present the minutes and matters arising since the meeting
 - 8.3 Board to adopt the recommendations set out below the minutes
9. **Land Management Committee**
 - 9.1 To confirm the accuracy of the minutes of the meeting held 11.07.2019
 - Pages 14 – 17
 - Paper 18 - 26
 - 9.2 Chair of Committee to present the minutes and matters arising since the meeting
 - 9.3 Board to adopt the recommendations set out below and to adopt the minutes
12. **Revision of tree safety policy**
 - That the Board adopt the revised Tree Safety Policy.
10. **Governance Committee**
 - 10.1 To confirm the accuracy of the minutes of the meeting held 25.07.2019
 - Pages 27 - 30
 - Confidential page 6

10.2 Chair of Committee to present the minutes and matters arising since the meeting

10.3 Board to adopt the recommendations set out below and to adopt the minutes

6. Review of Standing Orders

That the Board adopt the revised Standing Orders and the Disciplinary Committee Terms of Reference (subject to a 3 month trial of the arrangements for public speaking at meetings).

7. Revised Code of Conduct

That the Board adopt the revised Code of Conduct

11. Finance Administration and Resources Committee

11.1 To confirm the accuracy of the minutes of the meeting held 08.08.2019

Pages 41 – 45

Confidential page 7

11.2 Chair of Committee to present the minutes and matters arising since the meeting

11.3 Board to adopt the recommendations set out below and to adopt the minutes

10. Amendment to the Accounting Manual

That the Accounting Policies and Procedures Manual be amended to increase the capitalisation limit to £500

17. Stewardship Scheme transitional arrangements.

To approve the resolution set out in the confidential minutes of the Finance Administration and Resources Committee.

12. To sign letter of Representation addressed to Bishop Fleming Page 46/7

13. To approve Schedule of Risk

14. Charity Commission Scheme Verbal update
Report from Monitoring Group

15. Urgent Business

15. Information

15.1 Malvern Spa Association No meeting

15.2 AONB Joint Advisory Committee No meeting

15.3 Wildlife Panel Pages 48

15.4 Recreation Advisory Panel No meeting

15.5 4Cs Pages 49 – 52

15.6 Management Report Pages 53 -55

16. Items for future consideration

17. Next meeting: Annual Meeting - 14 November 2019 Council Chamber 7pm