

Malvern Hills Trust

Covid-19 Contingency Committee

By telephone/video conference call

Meeting 8 January 2021 4.00pm

Present: Mr R Bartholomew, Dr S Braim, Mr D Core, Mr M Davies (Chair), Mrs L Hodgson, Mrs C Palmer, Prof J Raine, Mrs Rees

In attendance: CEO, Finance and Administration Manager, Secretary to the Board, Community and Conservation Officer, Mr C Atkins, Dr G Crisp, Mr C Rouse.

Mr Davies welcomed everyone to the meeting.

1. **Apologies for absence**

Ms S Rouse.

2. **Declarations of interest**

There were none.

3. **Chair's announcements**

There were none.

4. **To approve the minutes of the last meeting**

On the proposal of Mrs Rees, seconded by Prof Raine, it was **RESOLVED** (with 2 abstentions) to approve the minutes of the meeting held on 6 November 2020.

5. **CEO's report**

The CEO confirmed the arrangements for lockdown which had been notified to Board members in his E-mail of 5 January. Car Parks would remain open. The public counter at the office would be closed until further notice. Office staff were working from home other than a skeleton staff to deal with post and answering the telephone. Wardens and Field Staff were working normally. Volunteer work had been suspended, except for the volunteer wardens. The CEO reminded the committee that MHT staff did not have the power to enforce Covid regulations, but would report breaches to the police if necessary. Risk assessments and signage had been updated as required.

The CEO was still awaiting confirmation of the status of the staff who were shielding during the first lockdown. If they were asked to shield they would be moved onto the Furlough Scheme.

Contractors were permitted to work and at present the CEO believed they would continue to do so unless guidance from their professional bodies indicated otherwise.

To date the Hills had been relatively quiet.

The Finance and Administration Manager reported that the December car park takings were 50% above budget. She expected a downturn in income because of the current lockdown regulations.

She confirmed no payment had been received from the Rural Payments Agency. She had reviewed the Government, Local Authority and grant funding which was available and there was currently nothing for which the Trust was eligible. It was hoped that a further tranche of Green Recovery Fund would be released, in which case the Trust would re-apply.

6. Urgent communications

There were none.

7. Date of next meeting

Another meeting would be called if and when required.

8. Confidential session

It was agreed that a confidential session was not required.

The meeting closed at 4.30pm