

COTSWOLDS CONSERVATION BOARD

**Executive Committee Meeting
10.00 a.m., Tuesday 28th May 2019**

**The Courtroom, Conservation Board Offices,
The Old Prison, Northleach**



Note:

To optimise Meeting time, Members are requested to read the Agenda papers IN ADVANCE; and to contact the reporting Officer(s) with any requests for clarification or further information.

AGENDA

1. **Apologies**
2. **Introductions and Announcements**
3. **Declarations of Interest**
4. **Public Questions**

To receive any written public questions, submitted to the Director no later than 5.00 p.m. two working days before the day of the Meeting.

5. **Minutes of the Executive Committee Meeting of 30th April 2019**
(Page 1)

To approve, as a correct record, the Minutes of the Meeting of the Executive Committee held on 30th April 2019, and to consider any matters arising not covered elsewhere on the Agenda.

Items for Consideration and Decision

6. **The Outcome of Local Authority and Parish Elections on 3rd May 2019**
(Page 15)

Summary: To provide an update on the outcome of the recent elections

Conserving, enhancing, understanding and enjoying the Cotswolds Area of Outstanding Natural Beauty

and the consequences for membership of the Board.

Recommendation:

That the report be noted.

Officer Ref: Martin Lane, Director (01451 862005).

**7. 'Cotswold's Living Limestone' Expression of Interest
(Page 17)**

Summary: To present an update on the development on the 'Cotswold's Living Limestone' project proposal.

Recommendation:

That the report be noted.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

**8. Statement of Accounts and Annual Return 2018/19
(Page 24)**

Summary: To present the latest draft Statement of Accounts and Annual Return 2018/19.

Recommendation:

That the Committee notes the draft Statement of Accounts and Annual Return 2018/19.

Officer Ref: Martin Lane, Director (01451 862005) and David Shelmerdine, Finance Officer (01451 862032)

**9. Review of Corporate Governance and Annual Governance Statement 2018/19
(Page 37)**

Summary: To present the annual review of the Board's Corporate Governance Framework and the Annual Governance Statement 2018/19.

Recommendation:

(a) *That the Committee agrees the Corporate Governance Review ;*

(b) *that the Committee recommends that the Annual Governance Statement 2018/19 be approved.*

Officer Ref: Martin Lane, Director (01451 862005)

**10. Reserves Policy Review
(Page 44)**

Summary: To review the Board's financial reserves policy.

Recommendation:

(a) That the Reserves Policy and strategy set out below and in Appendix 'A' be reviewed; and

(b) that the Board should aim to maintain its useable reserves in the range of £110,000 to £130,000.

Officer Ref: Martin Lane, Director (01451 862005) and David Shelmerdine, Finance Officer (01451 862032)

**11. A new format for financial reporting to the Executive Committee
(Page 51)**

Summary: To agree the format and level of detail of financial information presented to the Executive Committee for Business Plan development and quarterly reporting.

Recommendation:

That the new format for reporting Business Plan budgets and quarterly financial reports to the Executive Committee be adopted for the next 12 months.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

**12. Annual Review 2018/19
(Page 59)**

Summary: Proposals for the next Annual Review, reporting on the work and achievements of the Board during 2018/19.

Recommendation:

To agree the content, timing and distribution plan for the 2018/19 Annual Review.

Officer Ref: Alana Hopkins, Communications Officer

**13. Draft Tranquillity Position Statement
(Page 61)**

Summary: To present a draft Tranquillity Statement for endorsement.

Recommendation:

To endorse the draft Tranquillity Position Statement for adoption by the Board on 25th June 2019, subject to further internal and external consultation.

Officer Ref: John Mills, Planning and Landscape Officer
(01451 862004)

14. **DEFRA Environmental Land Management System Tests and Trials (Page 82)**

Summary: To present an update on the Board's proposals for DEFRA for tests and trials.

Recommendation:

That the report be noted.

Officer Ref: Mark Connelly, Land Management Officer (01451 862006)

15. **Updates**

(a) Task and Finish and Working Groups (Page 85)

Summary: Progress update on the Board's Task and Finish and Working Groups.

Recommendation:

To note the progress updates;

Officer Ref: Martin Lane, Director (01451 862005)

(b) Cotswold's Discovery Centre Partnership Board (Page 87)

Summary: An update on the Cotswold's Discovery Centre Partnership Board.

Recommendation:

That the latest progress report be noted.

Officer Ref: Martin Lane, Director (01451 862005)

(c) Cotswolds LEADER Programme Update (Page 88)

Summary: To present an update on the progress of the LEADER

Programme.

Recommendation:

That the update report be noted.

Officer Ref: James Webb, LEADER Programme Manager
(01451 862033)

**16. External Bids Update
(Page 91)**

Summary: To present an update on progress in applying for external funding.

Recommendation:

That the report be noted.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

**17A. The review and refresh of the role profile / job description for Board Members
(Page 94)**

Summary: To provide an updated role profile / job description for all Board Members.

Recommendation:

That the updated role profile / job description be recommended to the Board for adoptions at its June 2019 Meeting.

Officer Ref: Martin Lane, Director (01451 862005)

**17B. The review and updating of the Board's Constitution
(Page 100)**

Summary: To provide an updated Constitution.

Recommendation:

That the updated Constitution be recommended to the Board for adoption at its June 2019 Meeting.

Officer Ref: Martin Lane, Director (01451 862032)

**18. Recruitment for the Post of Chief Executive / Director
(Page 101)**

Summary: An update on the arrangements made for the recruitment of the post of Chief Executive / Director.

Recommendation:

To note the recruitment process and timetable for the post of Chief Executive / Director.

Officer Ref: Martin Lane, Director (01451 862032)

**19. Board and Executive Committee Meeting dates for 2020/21
(Page 102)**

Summary: To review the proposed schedule of dates for Board and Executive Committee Meetings in 2020/21.

Recommendation:

To confirm the meeting date schedule for Board and Executive Committee Meetings in 2020/21.

Officer Ref: Simon Smith, Project Development and Business Planning Officer

**20. Draft Agenda for next Board Meeting - Tuesday 25th June 2019
(Page 105)**

To note the draft Agenda for the Board Meeting for 25th June 2019.

**21. Executive Committee Forward Plan 2019/20
(Page 107)**

To note the updated Executive Committee Forward Plan for 2019/20.

**22. Recruitment of Secretary of State Appointees update
(Oral Update)**

To receive an oral update in regard to Secretary of State appointees.

Officer Ref: Martin Lane, Director (01451 862032)

23. Exclusion of the Public and Press - To consider and, if so agreed, to

RESOLVE that under Section 100A(4) of the Local Government Act

1972 the public and Press be excluded from the Meeting for the following item of business on the grounds that it involves likely disclosure of exempt information as defined in paragraphs (1) and (3) of Part I of Schedule 12A to the said Act (Information relating to an individual) and (Information relating to financial or business affairs) and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

**24. Sustainable Development Fund
(Page 110)**

Summary: A review of submitted applications for first 2019/20 round of Sustainable Development Fund (SDF) grants, for consideration by the Executive Committee.

Recommendation:

To approve, reject or invite re-submission for applications to the Sustainable Development Fund received in first window of 2019-20.

Officer Ref: Edward Bonn, Rural Skills and Grants Officer
(01451 862000)

25. Other Business

Such other business which, in the opinion of the Chairman, is urgent.

Martin Lane, Director: 22nd April 2019

Information:

If you are unable to attend the Meeting, please forward your apologies to Ben Amor (telephone 01285 623000 or e-mail ben.amor@cotswold.gov.uk)

Distribution:

All Members of the Executive Committee:
(David Broad, Nigel Colston, Mike Dean, Liz Eyre [Chairman], George Lambrick, Catherine Le-Grice Mack, Ed Macalister-Smith, Brendan McCarthy [Vice-Chairman] and Tony Merry)

All other Board Members for information
Supporting Officer
Press

NOTE: Executive Committee and Board Meetings will now take place on Tuesdays, as oppose to Thursdays, for 2019.

(END)