

Meeting title		COTSWOLDS NATIONAL LANDSCAPE BOARD ANNUAL GENERAL MEETING	Date	Tuesday 27 June 2023
Location		Council Chambers, Cotswold District Council, Trinity Road, Cirencester GL7 1PX	Time	1:00pm-2:00pm
Board Members		All Board Members	Officer Support	Andy Parsons (AP) Magda Glanowska (MG)
No.	Time	Item		Owner
1.	13:00	• Introductory Matters - Apologies and Introductions		Chair
2.	13:05	• Minutes of the Annual General Meeting held on 21 June 2022 ( <i>Appendix A</i> )		Chair
APPROVAL OF FINANCIAL AND GOVERNANCE STATEMENTS AND RETURNS 2022/23				
3.	13:10	<ul style="list-style-type: none"> <li>• <b>Internal Audit</b> <ul style="list-style-type: none"> <li>○ To note the Annual Internal Audit Report 2022/23 (<i>Appendix B</i>)</li> </ul> </li> <li>• <b>Annual Governance Review</b> <ul style="list-style-type: none"> <li>○ To approve the Annual Governance Framework 2022/23 (<i>Appendix C</i>)</li> </ul> </li> <li>• <b>Annual Governance and Accountability Return 2022/23</b> <ul style="list-style-type: none"> <li>○ To approve the Annual Governance and Accountability Return 2022/23 (<i>Appendix D</i>)</li> </ul> </li> <li>• <b>Statement of Accounts 2022/23</b> <ul style="list-style-type: none"> <li>○ To approve the Statement of Accounts 2022/23 (<i>Appendix E</i>)</li> </ul> </li> </ul>		MG/AP
NOMINATIONS AND ELECTIONS FOR 2023/24				
4.	13:25	• <b>Election of the Chair of the Board</b>		Vice-Chair
5.		• <b>Appointment of the Vice-Chair of the Board</b>		Chair
6.	13:30	• Record of Members' attendances at meetings since the last Annual General Meeting ( <i>Appendix F</i> )		Chair
7.	13:35	<ul style="list-style-type: none"> <li>• <b>Appointment to the Executive Committee</b> <ul style="list-style-type: none"> <li>○ 4x Secretary of State Members to serve the first year of a 3-year term: <ul style="list-style-type: none"> <li>▪ Brendan McCarthy (Chair), Sue Crawford, Graham Hopkins (<i>current member</i>), Cate Le Grice Mack (<i>current member</i>), John Swanton. (<b>vote required</b>)</li> </ul> </li> <li>○ 4x Local Authority Members to serve the first year of a 3-year term: <ul style="list-style-type: none"> <li>▪ Phil Chapman (<i>current member</i>), Paul Crossley (<i>current member</i>), Andy Graham (<i>current member</i>), Ben Stokes.</li> </ul> </li> <li>○ 2x Parish Council Members to serve the first year of a 3-year term: <ul style="list-style-type: none"> <li>▪ Rebecca Charley (Vice Chair), David Broad (<i>current member</i>), Martin Mitchell (<b>vote required</b>)</li> </ul> </li> </ul> </li> <li>• Members' nomination statements (Secretary of State and Parish Council) can be read in <i>Appendix G</i>. A vote will take place at the AGM.</li> </ul>		Chair

8.	13:45	<ul style="list-style-type: none"> <li>• <b>Appointment to Committee and Working Groups</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Finance and Governance Committee</b>  <i>Lead Officer:</i> Magda Glanowska  <i>Support Officer:</i> Andy Parsons <ul style="list-style-type: none"> <li>○ Alastair Adams</li> <li>○ Sue Crawford</li> <li>○ Brendan McCarthy</li> </ul> </li> <li>• <b>Climate Action Working Group</b>  <i>Lead Officer:</i> Andy Parsons  <i>Support Officer:</i> Alana Hopkins <ul style="list-style-type: none"> <li>○ Martin Brown</li> <li>○ Ben Dent</li> <li>○ Jane Hull</li> <li>○ Rosie Pearson</li> <li>○ Isabel Ross</li> </ul> </li> <li>• <b>Planning and Infrastructure Working Group</b>  <i>Lead Officer:</i> John Mills  <i>Support Officers:</i> Simon Joyce and Mandy Pressland <ul style="list-style-type: none"> <li>○ Nigel Adcock</li> <li>○ Cate Le Grice Mack</li> <li>○ Graham Hopkins</li> <li>○ Martin Horwood</li> </ul> </li> <li>• <b>Projects and Fundraising Working Group</b>  <i>Lead Officer:</i> James Webb  <i>Support Officer:</i> Nina Stubbington <ul style="list-style-type: none"> <li>○ Brendan Costelloe</li> <li>○ Ben Dent</li> <li>○ Ellie Fujioka</li> <li>○ John Swanton</li> </ul> </li> <li>• <b>Wellbeing and Inclusion Working Group</b>  <i>Lead Officer:</i> James Webb  <i>Support Officers:</i> Becky Jones and Jennifer Lanham <ul style="list-style-type: none"> <li>○ Nigel Adcock</li> <li>○ Katherine Chesson</li> <li>○ Amanda Davis</li> <li>○ Martin Mitchell</li> <li>○ Ben Stokes</li> </ul> </li> </ul>	Chair
<b>FUTURE MEETING DATES</b>				
9.	13:55	<ul style="list-style-type: none"> <li>• Date of next Annual General Meeting: Tuesday 25 June 2024</li> </ul>	Chair	
10.	13:55	<ul style="list-style-type: none"> <li>• Schedule of Meetings for the remainder of 2023/24 (<i>Appendix H</i>)</li> <li>• Schedule of Meetings for 2024/25 (<i>Appendix I</i>)</li> </ul>	Chair	