

COTSWOLDS CONSERVATION BOARD

Fifty-Fifth Meeting of the Board

10.00 a.m., Tuesday 25th June 2019

Council Chamber, Cotswold District Council Offices,
Trinity Road, Cirencester



NOTES:

1. It is requested that MOBILE TELEPHONES be switched off or set to 'silent' during the meeting.
2. To optimise meeting time, Members are asked to read the agenda papers **in advance**; and to contact the reporting officer(s) for any clarifications 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 Board Meeting**
(Page 1)

To approve as a correct record the Minutes of the Meeting of the Board held on 26th March 2019 (copy attached).

6. **Minutes of the Board AGM**
(Page 9)

To approve as a correct record the Minutes of the Meeting of the Board AGM held on 26th March 2019 (copy attached).

7. **Minutes of Executive Committee Meeting**
(Page 13)

To receive the Minutes of the Meeting of the Executive Committee held on 30th April 2019 and 28th May 2019 (copies attached).

8. **Appointments to the Board's Executive Committee and Planning & Infrastructure Working Group**
(Page 40)

Summary: To note the outcome of recent retirements, election results and to appoint one Local Authority appointee to the Executive Committee and two Members to the Planning & Infrastructure Working Group.

Recommendation:

(a) *That Board members note the recent Board Member retirements and the outcome of the local and European elections in May on Board Member membership;*

(b) *that the local authority appointees to the Board elect one local authority appointee onto the Board's Executive Committee;*

(c) *that Board members elect three Board Members from David Broad, Matt Darby, Mollie Groom, Gary King, and John Matthews onto the Planning & Infrastructure Working Group.*

Officer Ref: Martin Lane, Director

9. **Annual Review 2018/19 and Communications Update**
(Page 43)

Summary: Overview of recent communications activity.

Recommendation:

(a) *To receive and actively promote the Board's Annual Review 2018/19;*

(b) to continue to promote Caring for the Cotswolds visitor giving scheme - with objective of growing membership;

(c) to anticipate the new issue of Cotswold Lion magazine and support where possible.

Officer Ref: Alana Hopkins, Communications Officer

10. **Draft Tranquillity Position Statement**
(Page 44)

Summary: To present a draft Tranquillity Position Statement for adoption by the Board.

Recommendations:

To adopt the Board's draft Tranquillity Position Statement.

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

11. **Review of Corporate Governance and Annual Governance Statement 2018/19**
(Page 70)

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

Recommendation:

(a) *That the Board agrees the Corporate Governance Review; and*

(b) *that the Board approves the Annual Governance Statement 2018/19.*

Officer Ref: Martin Lane, Director (01451 862000)

12. **Statement of Accounts and Annual Return 2018/19**
(Page 78)

Summary: To approve the Statement of Accounts and Annual Return 2018/19.

Recommendation:

(a) *The Board approves the Statement of Accounts 2018/19; and*

(b) the Board approves Section 2 of the Annual Governance and Accountability Return 2018/19.

Officer Ref: Martin Lane, Director (01451 862000) and David Shelmerdine, Finance Officer (01451 862032).

13. **Treasury Management Strategy 2019/20**
(Page 91)

Summary: To report the Board's Treasury Management Strategy for 2019/20.

Recommendation:

(a) That the contents of the Treasury Management Strategy for 2019/20 be noted; and

(b) that the investment policies be approved

Officer Ref: David Shelmerdine, Finance Officer (01451 862032).

14. **Reserves Policy**
(Page 96)

Summary: To review the Board's Financial Reserves Policy.

Recommendation:

(a) The Executive Committee recommends approval of the reserves policy and strategy set out below and in Appendix 'A';

(b) The Board should continue its current policy of aiming for a total level of Useable Funds in the range of £110,000 to £130,000.

Officer Ref: Martin Lane, Director (01451 862000) and David Shelmerdine, Finance Officer (01451 862032).

15. **A417 Missing Link**
(Page 103)

Summary: Progress on the Board's input to the A417 Missing Link scheme.

Recommendation:

To note the progress update.

Officer Ref: Martin Lane, Director (01451 862000)

16. **The Review and Refresh of the Role Profile / Job Description for Board Members**
(Page 112)

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

Recommendation:

The Executive Committee recommends the updated Board member role profile for adoption by the Board.

Officer Ref: Martin Lane, Director (01451 862000)

17. **The Review and Updating of the Board's Constitution**
(Page 118)

Summary: To provide an updated Board Constitution.

Recommendation:

The Executive Committee recommends the adoption of an updated Constitution at the Board's June 2019 Meeting.

Officer Ref: Martin Lane, Director (01451 862000)

18. **Updates**

(a) **Task and Finish Groups and Working Groups**
(Page 119)

Summary: Progress update on the Board's task and finish and working groups.

Recommendation:

To note the progress update.

Officer Ref: Martin Lane, Director (01451 862000)

(b) **Cotswolds Discovery Centre Partnership Board**
(Page 121)

Summary: An update on the Cotswolds Discovery Centre Partnership Board.

Recommendation:

That the latest progress report be noted.

Officer Ref: Martin Lane, Director (01451 862000)

(c) **Cotswolds LEADER Programme Update**
(Page 122)

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)

(d) **Appointment of new Secretary of State Appointees**
(Oral Report)

Summary: To receive a verbal update in regard to the new Secretary for State Appointees to the Board.

Recommendation:

That the update report be noted.

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

(e) **Recruitment for the post of Chief Executive**
(Page 126)

Summary: Arrangements for the recruitment of the post of Chief Executive / Director.

Recommendation:

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

Officer Ref: Martin Lane, Director (01451 862000)

19. **Members' Attendance at Meetings**
(Oral Report)

To receive an oral report on Members' attendance, and determine appropriate action (if necessary).

Officer Ref: Nigel Adams, Monitoring Officer (01285 623202)

20. **Board and Executive Committee Meeting Dates for 2020/21**
(Page 127)

Summary: To adopt a schedule of dates for Board and Executive Committee Meetings in 2020/21.

Recommendation:

The Executive Committee recommends for adoption schedule of Board and Executive Committee meetings for 2020/21.

Officer Ref: Martin Lane, Director (01451 862000)

21. **Executive Committee Forward Plan for 2019/20**
(Page 130)

22. **Date of Next Conservation Board Meeting - 17th December 2019**

23. **Other Business** - Such other business which, in the opinion of the Chairman, is urgent.

Martin Lane, Director: 19th June 2019

Note:

Should you be unable to attend the Meeting please forward your apologies to Ben Amor - telephone 01285 623236 or e-mail ben.amor@cotswold.gov.uk

(END)