

Meeting title					COTSWOLDS CONSERVATION BOARD MEETING		Date		Wednesday 24 March 2021	
Location					Zoom Conference Call <i>Joining details will be sent to attendees separately</i>		Time		9:15am-1:00pm	
Board Members					All Board Members		Officers Presenting		Andy Parsons (AP), Ann Wyatt (AW), John Mills (JM), Ed Bonn (EB), James Webb (JW)	
No.	Time	Item			Details				Owner	
9:15am – Richard Aylard, Sustainability Director at Thames Water, will be presenting to the Board with a focus on rivers and their investment plans for improving water quality. There will be an opportunity for a 20 minute Q&A after the presentation.										
1.	10:00	Introductory Matters			<ul style="list-style-type: none"> • Apologies • Introductions and Announcements • Declarations of Interest • Public Questions 				Chairman	
2.	10:05	Board Meeting of 9 December 2020			a. To approve, as a correct record, the Minutes of the Meeting of the Board Meeting of 9 December 2020 b. Actions Arising				Chairman	
3.	10:10	Executive Committee Meeting of 24 February 2021			<ul style="list-style-type: none"> • To note the Minutes of the Executive Committee Meeting of 24 February 2021 				Chairman	
SETTING THE SCENE										
4.	10:15	Report of the Chief Executive			<ul style="list-style-type: none"> • To review the key activity since the last meeting • To set out priorities for the meeting 				AP	
5.	10:25	Quarter 3 Financial Report			<ul style="list-style-type: none"> • Q3 Financial Summary and Year-End Reforecast • Q3 Key Performance Indicators 				AW AP	
DECISION PAPERS										
6.	10:35	Business Planning			<ul style="list-style-type: none"> • To review, and if in agreement adopt, the Work Programme and Budget for 2021/22 				AP/AW	
7.	11:05	Working and Steering Groups			<ul style="list-style-type: none"> • To review, and if in agreement approve, the proposed Working and Steering Groups for 2021/22 				AP	
8.	11:15	Employee Handbook			<ul style="list-style-type: none"> • To review, and if in agreement adopt, the updated Employee Handbook 				AP	
9.	11:25	Landscape-Led Development Position Statement			<ul style="list-style-type: none"> • To review, and if in agreement adopt, the Board's Landscape-Led Development Position Statement 				JM	
10.	11:40	Housing Position Statement			<ul style="list-style-type: none"> • To review, and if in agreement adopt, the Board's Housing Position Statement 				JM	
11.	11:55	External Audit Report 2019/20			<ul style="list-style-type: none"> • To receive the results of the external audit review of the Board's Annual Governance and Accountability Return (AGAR) for 2019/20 				AW	
12.	12:00	Counter Fraud and Corruption Policy			<ul style="list-style-type: none"> • To review, and if in agreement adopt, the updated Counter Fraud and Corruption Policy 				AW	
DISCUSSION PAPERS										
13.	12:05	Board Effectiveness Questionnaire			<ul style="list-style-type: none"> • To review the results of the recent questionnaire, including a summary of the main comments (anonymised) 				AP/AW	
14.	12:20	Rural Skills			<ul style="list-style-type: none"> • To present the new 3-Year Business Plan Framework for the Rural Skills Programme (no paper) 				EB/JM	
INFORMATION ONLY PAPERS										
15.	12:45	External Bids			<ul style="list-style-type: none"> • To update the Board on current External Bids 				JW	
16.	12:50	Forward Planning			<ul style="list-style-type: none"> • Draft Agenda – May 2021 Executive Committee 				Chairman	

17.	12:55	Other Business	<ul style="list-style-type: none">Such other business which, in the opinion of the Chairman, is urgent	Chairman
18.	13:00	Date of Next Meeting	<ul style="list-style-type: none">Tuesday 22 June 2021, 10:00am to 1:00pm, followed by the Annual General MeetingLocation to be confirmed due to Covid-19 situation	Chairman

MEETING AGENDA CIRCULATED ON WEDNESDAY 17 MARCH 2021