

Meeting title		COTSWOLDS CONSERVATION BOARD EXECUTIVE COMMITTEE MEETING		Date	Wednesday 27 May 2020
Location		Zoom Conference Call <i>Joining details will be sent to attendees separately</i>		Time	10:00am-1:00pm
Board Members		Brendan McCarthy (Chairman) Rebecca Charley (Vice-Chair) David Broad Paul Crossley Mike Dean Graham Hopkins Ed Macalister-Smith Clive Webster	Nigel Colston Amanda Davis Cate Le Grice Mack Norman Kay Charles Mathew	Officers/ Presenters	Andy Parsons (AP) David Shelmerdine (DS) James Webb (JW) Simon Smith (SS) Alana Hopkins (AH) John Mills (JM) Mark Connelly (MC) Ann Wyatt (observing)
No.	Time	Item	Details	Owner	
1.	10:00	Introductory Matters	<ul style="list-style-type: none"> Apologies Introductions and Announcements Declarations of Interest Public Questions 	Chairman	
2.	10:05	Executive Committee Meeting of 25 February 2020	<ul style="list-style-type: none"> To approve, as a correct record, the Minutes of the Meeting of the Executive Committee of 25 Feb 2020 	Chairman	
3.	10:10	Board Meeting of 24 March 2020	<ul style="list-style-type: none"> To note the Minutes of the Meeting of the Board of 24 March 2020. NB – due to Covid-19, comments and decisions were agreed remotely 	Chairman	
4.		Annual General Meeting of 24 March 2020	<ul style="list-style-type: none"> To note the Minutes of the AGM of the Board of 24 March 2020. NB – due to Covid-19, comments and decisions were agreed remotely 		
APPROVAL AND SUBMISSION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2019/20					
5.	10:15	Procurement Waivers	<ul style="list-style-type: none"> To present a summary of any procurements which have not been processed strictly in accordance with the Board's Financial Regulations in 2019/20. 	DS	
6.		Annual Internal Audit Report	<ul style="list-style-type: none"> Completed by Gloucestershire Association of Parish and Town Councils (GAPTC) 		
7.		Annual Governance Review	<ul style="list-style-type: none"> Inc. AGAR Annual Governance Statement 		
8.		Annual Accounts	<ul style="list-style-type: none"> Inc. Bank Reconciliation; AGAR Accounting Statements; Statement of Accounts 		
DECISION PAPERS					
9.	10:30	Sculpture Trail 2021	<ul style="list-style-type: none"> To review, and if in agreement approve, a proposal to run an AONB-wide sculpture trail in 2021 	JW	
10.	10:45	Landscape Enhancement Initiative - Lodge Park Proposal.	<ul style="list-style-type: none"> To review, and if in agreement approve, a project proposal from the National Trust (Lodge Park) be taken forward for submission 	SS	
11.	10:55	Annual Review 2019/20	<ul style="list-style-type: none"> To review, and if in agreement approve, the content plan for the Board's Annual Review 2019/20 	AH	
12.	11:05	Health and Safety	<ul style="list-style-type: none"> To review, and if in agreement approve, the Board's revised Health and Safety Policy and Process 	AP	
DISCUSSION PAPERS					
13.	11:15	Business Planning – in light of Covid-19	<ul style="list-style-type: none"> To review how Covid-19 has impacted on the Board's Work Programme and Budget for 2020/21 	AP	
14.	11:30	Key Performance Indicators (KPIs)	<ul style="list-style-type: none"> To introduce the Board's new KPIs for reporting progress against the Business Plan 2020-23 	AP	
15.	11:45	A417 Missing Link	<ul style="list-style-type: none"> To provide a detailed update on activity since the consultation response in November 2019 and to explain the next steps 	AP	
16.	12:05	Environmental Land Management Scheme-ELMS	<ul style="list-style-type: none"> To provide a summary of the Board's ELMs Test and Trials project outcomes and to inform the Committee of the national position 	MC	

17.	12:15	Employee Performance Reviews (Appraisals)	<ul style="list-style-type: none"> To introduce the Board's new employee performance review system 	AP	
18.	12:25	The Glover Review	<ul style="list-style-type: none"> A presentation outlining Defra's early thinking/ response to the review 	AP	
INFORMATION ONLY PAPERS					
19.	12:40	Health and Safety Activity	<ul style="list-style-type: none"> Summary Report 2019/20 	MP	
20.	12:45	Information Papers	<ul style="list-style-type: none"> a. External Bids Update b. Walking and Exploring Working Group c. Planning and Infrastructure Working Group d. Glorious Cotswolds Grasslands Steering Group 	SS RJ JM MC	
21.	12:50	Forward Planning	<ul style="list-style-type: none"> a. Executive Committee and Board Meeting Dates b. Draft Agenda - June Board Meeting c. Draft Agenda – September Executive Committee 	Chairman	
22.	12:55	Other Business	<ul style="list-style-type: none"> Such other business which, in the opinion of the Chairman, is urgent 	Chairman	
23.	13:00	Date of Next Meeting	<ul style="list-style-type: none"> Wednesday 16 September, 10:00am to 1:00pm at Guiting Manor Farm, Guiting Power, Nr Cheltenham, Gloucestershire, GL54 5UX 01451 850320. Subject to Covid-19 situation. 	Chairman	

MEETING AGENDA CIRCULATED ON WEDNESDAY 20 MAY 2020