



<b>Meeting title</b>	<b>COTSWOLDS NATIONAL LANDSCAPE BOARD - ANNUAL GENERAL MEETING</b>	<b>Date</b>	<b>Tuesday 16 July 2024</b>
<b>Location</b>	Hanover Suite, Royal George Hotel, Birdlip, GL4 8JH	<b>Time</b>	<b>12:45pm-1:30pm</b>
<b>Board Members</b>	All Board Members	<b>Officer Support</b>	Andy Parsons (AP) – Chief Executive Magda Glanowska (MG) – Head of Finance Michele Holden (MH) – Monitoring Officer
<b>A BUFFET LUNCH WILL BE SERVED AT 1:30pm</b>			
<b>No.</b>	<b>Time</b>	<b>Item</b>	<b>Owner</b>
1.	12:45	• Introductory Matters - Apologies and Introductions	Chair
2.	12:50	• Minutes of the Annual General Meeting held on 21 June 2023 ( <i>Appendix A</i> )	Chair
<b>FINANCIAL AND GOVERNANCE STATEMENTS AND RETURNS 2023/24</b>			
3.	12:55	<p><i>Please note: Item 3 is for information only as the papers were approved by the Board at the Extraordinary General Meeting held on Friday 28 June.</i></p> <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 2023/24 (<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 2023/24 (<i>Appendix C</i>)</li> </ul> </li> <li>• <b>Annual Governance and Accountability Return 2023/24</b> <ul style="list-style-type: none"> <li>○ To approve the Annual Governance and Accountability Return 2023/24 (<i>Appendix D</i>)</li> </ul> </li> <li>• <b>Statement of Accounts 2023/24</b> <ul style="list-style-type: none"> <li>○ To approve the Statement of Accounts 2023/24 (<i>Appendix E</i>)</li> </ul> </li> </ul>	MG
<b>NOMINATIONS AND ELECTIONS FOR 2024/25</b>			
4.	13:00	• <b>Election of the Chair of the Board</b>	Vice-Chair
5.		• <b>Appointment of the Vice-Chair of the Board</b>	Chair
6.	13:05	• Record of Members' attendances at meetings since the last Annual General Meeting ( <i>Appendix F</i> )	Chair
7.	13:10	<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 second year of a 3-year term: <ul style="list-style-type: none"> <li>▪ Brendan McCarthy (Chair), Sue Crawford, Graham Hopkins and Cate Le Grice Mack.</li> </ul> </li> <li>○ 3x Local Authority Members to serve the second year of a 3-year term: <ul style="list-style-type: none"> <li>▪ Paul Crossley, Andy Graham, Ben Stokes.</li> </ul> </li> <li>○ 1x Local Authority Member to join the Executive Committee, replacing Phil Chapman, who left the Board in June 2024: <ul style="list-style-type: none"> <li>▪ Juliet Layton</li> </ul> </li> <li>○ 2x Parish Council Members to serve the second year of a 3-year term: <ul style="list-style-type: none"> <li>▪ Rebecca Charley (Vice Chair), Martin Mitchell</li> </ul> </li> </ul> </li> </ul>	Chair



8.	13:15	<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: Magda Glanowska</i><ul style="list-style-type: none"><li>○ Brendan McCarthy (current member)</li><li>○ David Powell (current member and Chair)</li><li>○ Alastair Adams (current member)</li><li>○ Sue Crawford (current member)</li><li>○ David Broad</li><li>○ Amanda Davis</li></ul></li></ul> <p><i>The Committee will continue to operate with four Members. Board Members will be asked to vote for two candidates from Alastair Adams, Sue Crawford, David Broad and Amanda Davis. The candidates will each have a maximum of two minutes to inform the Board why they are motivated serve on the Finance and Governance Committee.</i></p> <ul style="list-style-type: none"><li>• <b>Climate Action Working Group</b> <i>Lead Officer: Fred Constantine-Smith</i><ul style="list-style-type: none"><li>○ Martin Brown, Katherine Chesson, Ben Dent, Graham Hopkins, Rosie Pearson, Isabel Ross.</li></ul></li><li>• <b>Planning and Infrastructure Working Group</b> <i>Lead Officer: John Mills</i><ul style="list-style-type: none"><li>○ Nigel Adcock, David Broad, Liz Hodges, Graham Hopkins, Cate Le Grice Mack, Ray Sanderson.</li></ul></li><li>• <b>Projects and Fundraising Working Group</b> <i>Lead Officer: James Webb</i><ul style="list-style-type: none"><li>○ Nigel Adcock, Brendan Costelloe, Ben Dent, Ellie Fujioka, John Swanton.</li></ul></li><li>• <b>Wellbeing and Inclusion Working Group</b> <i>Lead Officer: Nicole Daw</i><ul style="list-style-type: none"><li>○ Katherine Chesson, Amanda Davis, Martin Mitchell, Rosie Pearson, Margaret Reid, Ben Stokes.</li></ul></li></ul>	Chair
9.	13:20	<ul style="list-style-type: none"><li>• Date of next Annual General Meeting: Tuesday 24 June 2025</li></ul>	Chair	
10.	13:25	<ul style="list-style-type: none"><li>• Schedule of Meetings for the remainder of 2024/25 (<i>Appendix G</i>)</li><li>• Schedule of Meetings for 2025/26 (<i>Appendix H</i>)</li></ul>	Chair	