

COTSWOLDS CONSERVATION BOARD – EXECUTIVE COMMITTEE MEETING				
Meeting title	COTSWOLDS CONSERVATION BOARD – EXECUTIVE COMMITTEE MEETING		Date	Wednesday 24 February 2021
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		Officers Presenting	Andy Parsons (AP) Ann Wyatt (AW) James Webb (JW) John Mills (JM)
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 18 November 2020	a. To approve, as a correct record, the Minutes of the Meeting of the Executive Committee of 18 November 2020 b. Actions Arising	Chairman
3.	10:10	Board Meeting of 9 December 2020	<ul style="list-style-type: none"> To note the Minutes of the Board Meeting of 9 December 2020 	Chairman
SETTING THE SCENE				
4.	10:15	Report of the Chief Executive	<ul style="list-style-type: none"> To review key actions since the last meeting To set out priorities for the meeting 	AP
5.	10:30	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.	10:50	Business Planning	<ul style="list-style-type: none"> To review, and if in agreement approve, the Work Programme and Budget for 2021/22 	AP/AW
7.	11:30	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.	11:40	Employee Handbook	<ul style="list-style-type: none"> To review, and if in agreement approve, the updated Employee Handbook 	AP
9.	11:55	Treasury Management	<ul style="list-style-type: none"> To review, and if in agreement approve, the Board's Treasury Management Strategy for 2021/22 To report on the Investment Performance 	AW
10.	12:05	Reappointment of Internal Auditor	<ul style="list-style-type: none"> To review, and if in agreement approve, the reappointment of the Board's Internal Auditor for a two-year period 	AW
11.	12:10	Register of Interests and Party Related Transactions	<ul style="list-style-type: none"> To review, and if in agreement approve, the proposal to bring forward the annual review. 	AW
DISCUSSION PAPERS				
12.	12:15	Kingfisher Trail	<ul style="list-style-type: none"> To provide a detailed report on activity to date and a look ahead to plans for trail launch, public engagement and fundraising auction 	JW
13.	12:30	Planning & Development and Housing Position Statements	<ul style="list-style-type: none"> To provide an update on progress regarding consultation and plans to finalise the Position Statements for Board adoption 	JM
INFORMATION ONLY PAPERS				
14.	12:40	External Bids	<ul style="list-style-type: none"> To update the Committee on current External Bids 	JW

15.	12:50	Forward Planning	a. Draft Agenda – March 2021 Board Meeting b. Draft Agenda – May 2021 Executive Committee	Chairman
16.	12:55	Other Business	<ul style="list-style-type: none"> Such other business which, in the opinion of the Chairman, is urgent 	Chairman
17.	13:00	Date of Next Meeting	<ul style="list-style-type: none"> Tuesday 25 May 2021, 10:00am to 1:00pm Location to be confirmed due to Covid-19 situation 	Chairman

MEETING AGENDA CIRCULATED ON WEDNESDAY 17 FEBRUARY 2021