

Meeting title		COTSWOLDS CONSERVATION BOARD – EXECUTIVE COMMITTEE MEETING		Date	Tuesday 25 May 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 Amanda Davis Cate Le Grice Mack Norman Kay Clive Webster		Officers Presenting	Andy Parsons (AP) Ann Wyatt (AW) Alana Hopkins (AH) Mark Connelly (MC) James Webb (JW)
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 24 February 2021	a. To approve, as a correct record, the Minutes of the Meeting of the Executive Committee of 24 February 2021 b. Actions Arising		Chairman
3.	10:10	Board Meeting of 24 March 2021	<ul style="list-style-type: none"> To note the Minutes of the Board Meeting of 24 March 2021 		Chairman
APPROVAL AND SUBMISSION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2020/21					
4.	10:15	Procurement Waivers	<ul style="list-style-type: none"> Appendix A – Relevant Transactions 		AW
5.		Internal Audit	<ul style="list-style-type: none"> Appendix A – Internal Audit Report 2020/21 		
6.		Annual Governance Review	<ul style="list-style-type: none"> Appendix A – Review of Governance Framework 2020/21 		
7.		Annual Governance and Accountability Return 2020/21	<ul style="list-style-type: none"> Appendix A – Annual Governance and Accountability Return 2020/21 (Part 3) Appendix B - Bank Reconciliation as at 31 March 2021 		
8.		Statement of Accounts 2020/21	<ul style="list-style-type: none"> Appendix A – Statement of Accounts 2020/21 		
OPERATIONS AND FINANCE					
9.	10:35	Report of the Chief Executive	<ul style="list-style-type: none"> To review key actions since the last meeting To set out priorities for this meeting 		AP
10.	10:55	Financial Performance (inc. Key Performance Indicators)	<ul style="list-style-type: none"> Q4 Financial Summary Final Key Performance Indicators for 2020/21 		AW/AP
DISCUSSION PAPERS					
11.	11:10	Our Vision for the Cotswolds	<ul style="list-style-type: none"> To review and discuss the new Vision, ahead of seeking Board adoption in June 		AP/AH
12.	11:35	Key Performance Indicators 2021/22	<ul style="list-style-type: none"> To review the proposed Key Performance Indicators for 2021/22 		AP
13.	11:45	Working and Steering Groups	<ul style="list-style-type: none"> To present the remits of the Working Groups, Steering Groups and Finance & Governance Sub-Committee for 2021/22, ahead of the June AGM 		AP
14.	12:00	Annual Review	<ul style="list-style-type: none"> To review the content plan for our Annual Review 2020/21 		AH
15.	12:10	Climate Change Strategy	<ul style="list-style-type: none"> To note the progress to date, ahead of external consultation before formal Board adoption in October 2021 		MC
16.	12:25	Farming in Protected Landscapes (FiPL)	<ul style="list-style-type: none"> Verbal update on FiPL and an outline of our delivery plan and the operational/financial implications for the organisation 		AP/MC

INFORMATION ONLY PAPERS				
17.	12:45	External Bids	<ul style="list-style-type: none"> To update the Committee on current External Bids 	JW
18.	12:50	Forward Planning	<ul style="list-style-type: none"> a. Draft agenda – June 2021 Board Meeting b. Draft agenda – June 2021 Annual General Meeting c. Draft Agenda – September 2021 Executive Committee 	Chairman
19.	12:55	Other Business	<ul style="list-style-type: none"> Other business which, in the opinion of the Chairman, is urgent 	Chairman
20.	13:00	Date of Next Meeting	<ul style="list-style-type: none"> Tuesday 14 September 2021, 10:00am to 1:00pm Location to be confirmed 	Chairman

MEETING AGENDA CIRCULATED ON TUESDAY 18 MAY 2021