

<b>COTSWOLDS NATIONAL LANDSCAPE BOARD - FINANCE AND GOVERNANCE COMMITTEE</b>			
<b>Date</b>	Monday 5 June 2023	<b>Time</b>	11:30am – 1:30pm
<b>Location</b>	The Daneway Room, Robinswood Hill, Reservoir Road, Gloucester, GL4 6SX		
<b>Members</b>	<u>Board Members</u> Ed Macalister-Smith Brendan McCarthy Paul Crossley	<u>Independent Member</u> David Powell (Chair)	<b>Officers Presenting</b> Andy Parsons (AP) Magda Glanowska (MG) Michele Holden (MH) David Shelmerdine (DS) – Internal Audit

No.	Time	Item	Details	Owner
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### STANDING ITEMS

1.	11:30	Introductory Matters	<ul style="list-style-type: none"> <li>• Apologies</li> <li>• Introductions</li> <li>• Declarations of Interest</li> </ul>	Chair
2.	11:35	Finance and Governance Meeting 31 January 2023	<ul style="list-style-type: none"> <li>• Approve, as a correct record, the Minutes of the Meeting of the Committee of 31 January 2023</li> <li>• Actions Arising</li> </ul>	Chair
3.	11:40	Year-End Reports 2022/23	<ul style="list-style-type: none"> <li>• To review and discuss the Year-End reports: <ul style="list-style-type: none"> <li>a) Procurement Waivers</li> <li>b) Year-End Financial Report</li> </ul> </li> </ul>	MG
4.	12:10	Internal Audit Report 2022/23	<ul style="list-style-type: none"> <li>• To review and discuss the Internal Audit Report (Officers to leave the meeting for this item)</li> </ul>	DS
	12:30	Break		

### DISCUSSION ITEMS

5.	12:40	Treasury Management Strategy	<ul style="list-style-type: none"> <li>• To review and discuss the updated Treasury Management Strategy, ahead of seeking Board adoption in June</li> </ul>	MH
6.	13:00	2023/24 Reforecasts	<ul style="list-style-type: none"> <li>• Discussion of Reforecast Cycle (quarterly vs half-yearly)</li> </ul>	MG
7.	13:05	Cotswold Voluntary Wardens - Constitution	<ul style="list-style-type: none"> <li>• To review and, if in agreement, approve the updated Constitution of the Voluntary Wardens</li> </ul>	AP

### OTHER MATTERS

8.	13:15	Next Steps	<ul style="list-style-type: none"> <li>• Agree action points and responsibility</li> </ul>	Chair
9.	13:20	Forward Planning	<ul style="list-style-type: none"> <li>• Draft agenda – next F&amp;G Committee meeting in August</li> </ul>	Chair
10.	13:25	Other Business	<ul style="list-style-type: none"> <li>• Any business which, in the opinion of the Chair, is urgent</li> </ul>	Chair
11.	13:30	Date of Next Meeting	<ul style="list-style-type: none"> <li>• August 2023, date to be agreed at the meeting</li> </ul>	Chair