

COTSWOLDS NATIONAL LANDSCAPE BOARD - FINANCE AND GOVERNANCE COMMITTEE			
Date	Friday 2 February 2024	Time	10:00am – 12:15pm
Location	The Daneway Room, Robinswood Hill, Reservoir Road, Gloucester, GL4 6SX		
Members	<u>Board Members</u> Brendan McCarthy David Powell (Chair) Alastair Adams Susan Crawford	Officers Presenting	Andy Parsons (AP) Magda Glanowska (MG) Jonathan Rogers (JR)

No.	Time	Item	Details	Owner
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STANDING ITEMS

1.	10:00	Introductory Matters	<ul style="list-style-type: none"> Apologies Introductions Declarations of Interest 	Chair
2.	10:05	Finance and Governance Meeting 16 November 2023	<ul style="list-style-type: none"> Approve, as a correct record, the Minutes of the Meeting of the Committee of 16 November 2023 Actions Arising 	Chair
3.	10:10	Q3 Management Accounts 2023/24	<ul style="list-style-type: none"> To review the financial position of the organisation as at end of Q3 (31 December 2023) 	MG

DISCUSSION ITEMS

4.	10:30	Internal Audit	<ul style="list-style-type: none"> To update on current year Internal Audit plan To update on retendering process for FY 2024/25 (no paper) 	MG
5.	10:45	Treasury Management Strategy	<ul style="list-style-type: none"> To update on the progress of Treasury Management Strategy and investing the future BNG cash surplus (no paper) 	MG
6.	11:00	Reserves Policy	<ul style="list-style-type: none"> To review the updated Reserves Policy, before presenting to the Board for adoption in February 	AP
7.	11:15	Risk Management Framework	<ul style="list-style-type: none"> To discuss 2024/2025 Risk Management Framework, including Key Risk Register 	AP
8.	11:35	Draft Operating Budget 2024/25	<ul style="list-style-type: none"> To discuss and review the 2024/25 Draft Operating Budget, including final amendments before presenting to the Board for adoption in February. 	MG

OTHER MATTERS

9.	12:00	Next Steps	<ul style="list-style-type: none"> Agree action points and responsibility 	Chair
10.	12:05	Forward Planning	<ul style="list-style-type: none"> Draft agenda – next F&G Committee meeting in February 	Chair
11.	12:10	Other Business	<ul style="list-style-type: none"> Any business which, in the opinion of the Chair, is urgent 	Chair
12.	12:15	Date of Next Meeting	<ul style="list-style-type: none"> May 2024, date to be agreed at the meeting 	Chair