

<b>COTSWOLDS NATIONAL LANDSCAPE BOARD - FINANCE AND GOVERNANCE COMMITTEE</b>			
<b>Date</b>	Tuesday 6 August 2024	<b>Time</b>	10:00am – 12:00pm
<b>Location</b>	The Daneway Room, Robinswood Hill, Reservoir Road, Gloucester, GL4 6SX		
<b>Members</b>	<u>Board Members</u> Brendan McCarthy David Powell (Chair) Alastair Adams Susan Crawford	<b>Officers Presenting</b>	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"> <li>• Apologies</li> <li>• Introductions</li> <li>• Declarations of Interest</li> </ul>	Chair
2.	10:05	Finance and Governance Meeting 17 May 2024	<ul style="list-style-type: none"> <li>• Approve, as a correct record, the Minutes of the Meeting of the Committee of 17 May 2024</li> <li>• Actions Arising</li> </ul>	Chair
3.	10:10	Q1 Management Accounts 2024/25	<ul style="list-style-type: none"> <li>• To review the financial position of the organisation as at end of Quarter 1 2024/25 (30 June 2024)               <ul style="list-style-type: none"> <li>a) Q1 Management Accounts 2024/25</li> <li>b) Waivers</li> </ul> </li> </ul>	MG
4.	10:30	Reforecast 1 2024/25	<ul style="list-style-type: none"> <li>• To review and discuss the reforecast 1 2024/25</li> </ul>	MG
5.	10:50	Treasury Management Strategy	<ul style="list-style-type: none"> <li>• To update on the progress of Treasury Management Strategy and investing long-term funds</li> </ul>	MG

### DISCUSSION ITEMS

6.	11:00	Internal Audit	<ul style="list-style-type: none"> <li>• To update on retendering process for FY 2024/25</li> <li>• To update on recommendations from year-end internal audit</li> </ul>	JR
7.	11:15	IT Update	<ul style="list-style-type: none"> <li>• To update on Cyber Essentials progress (verbal update)</li> </ul>	MG
8.	11:25	Counter Fraud and Corruption Policy	<ul style="list-style-type: none"> <li>• To review the Counter Fraud and Corruption Policy (incl. Whistleblowing Policy) ahead of seeking Board adoption in October 2024</li> </ul>	JR / MG
9.	11:35	Health and Safety Policy and Process	<ul style="list-style-type: none"> <li>• To review the Health and Safety Policy and Process ahead of seeking Board adoption in October 2024</li> </ul>	AP

### OTHER MATTERS

10.	11:45	Next Steps	<ul style="list-style-type: none"> <li>• Agree action points and responsibility</li> </ul>	Chair
11.	11:50	Forward Planning	<ul style="list-style-type: none"> <li>• Draft agenda – next F&amp;G Committee meeting in November</li> </ul>	Chair
12.	11:55	Other Business	<ul style="list-style-type: none"> <li>• Any business which, in the opinion of the Chair, is urgent</li> </ul>	Chair
13.	12:00	Date of Next Meeting	<ul style="list-style-type: none"> <li>• November 2024, date to be agreed at the meeting</li> </ul>	Chair