

COTSWOLDS NATIONAL LANDSCAPE BOARD - FINANCE AND GOVERNANCE COMMITTEE			
<b>Date</b>	Thursday 16 November 2023	<b>Time</b>	10:00am – 12:30pm
<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)

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 25 August 2023	<ul style="list-style-type: none"> <li>Approve, as a correct record, the Minutes of the Meeting of the Committee of 25 August 2023</li> <li>Actions Arising</li> </ul>	Chair
3.	10:10	Q2 Management Accounts 2023/24	<ul style="list-style-type: none"> <li>To review the financial position of the organisation as at end of Q2 (30 September 2023)</li> </ul>	MG
4.	10:30	2023/24 Reforecast (2)	<ul style="list-style-type: none"> <li>To review and discuss the 2023/24 Reforecast (2)</li> </ul>	MG
5.	10:50	External Audit	<ul style="list-style-type: none"> <li>To present the External Auditors' report for the FY 2022/23</li> </ul>	MG

### DISCUSSION ITEMS

6.	11:00	Internal Audit	<ul style="list-style-type: none"> <li>To update on current year Internal Audit plan</li> <li>To discuss retendering the contract for FY 2024/25</li> </ul>	MG
7.	11:20	Treasury Management Strategy	<ul style="list-style-type: none"> <li>To update on the progress of Treasury Management Strategy and investing the future BNG cash surplus</li> </ul>	MG
8.	11:40	Reserves Policy	<ul style="list-style-type: none"> <li>To review and discuss updates to the Reserves Policy, before finalising the policy and presenting to the Board for adoption</li> </ul>	AP
9.	11:50	Budget Assumptions 2024/25	<ul style="list-style-type: none"> <li>To discuss the 2024/35 Budget process, timeline, high level priorities, assumptions, opportunities and risks.</li> </ul>	MG

### OTHER MATTERS

10.	12:10	Next Steps	<ul style="list-style-type: none"> <li>Agree action points and responsibility</li> </ul>	Chair
11.	12:15	Forward Planning	<ul style="list-style-type: none"> <li>Draft agenda – next F&amp;G Committee meeting in February</li> </ul>	Chair
12.	12:20	Other Business	<ul style="list-style-type: none"> <li>Any business which, in the opinion of the Chair, is urgent</li> </ul>	Chair
13.	12:25	Date of Next Meeting	<ul style="list-style-type: none"> <li>February 2024, date to be agreed at the meeting</li> </ul>	Chair