

<b>COTSWOLDS NATIONAL LANDSCAPE BOARD - FINANCE AND GOVERNANCE COMMITTEE</b>			
<b>Date</b>	Friday 25 August 2023	<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 Alastair Adams Susan Crawford	<u>Independent Member</u> David Powell	<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>• Appoint new Chair</li> <li>• Introductions</li> <li>• Declarations of Interest</li> </ul>	MG
2.	10:10	Finance and Governance Meeting 5 June 2023	<ul style="list-style-type: none"> <li>• Approve, as a correct record, the Minutes of the Meeting of the Committee of 5 June 2023</li> <li>• Actions Arising</li> </ul>	Chair
3.	10:15	Q1 Management Accounts 2023/24	<ul style="list-style-type: none"> <li>• To review the financial position of the organisation as at end of Q1 (30 June 2023)</li> </ul>	MG
4.	10:35	Reforecast	<ul style="list-style-type: none"> <li>• To review and discuss the Reforecast 2023/24</li> </ul>	MG

### DISCUSSION ITEMS

5.	11:00	Treasury Management – Ethical Banking and Investments	<ul style="list-style-type: none"> <li>• Appointing Investment Fund Advisor</li> <li>• Investment Fund desktop research findings</li> </ul>	MG
6.	11:20	Board Constitution	<ul style="list-style-type: none"> <li>• To review the redrafted Board Constitution ahead of seeking Board adoption in October 2023</li> </ul>	AP
7.	11:30	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 2023</li> </ul>	AP

### OTHER MATTERS

8.	11:40	Next Steps	<ul style="list-style-type: none"> <li>• Agree action points and responsibility</li> </ul>	Chair
9.	11:45	Forward Planning	<ul style="list-style-type: none"> <li>• Draft agenda – next F&amp;G Committee meeting in November</li> </ul>	Chair
10.	11:50	Other Business	<ul style="list-style-type: none"> <li>• Any business which, in the opinion of the Chair, is urgent</li> </ul>	Chair
11.	11:55	Date of Next Meeting	<ul style="list-style-type: none"> <li>• November 2023, date to be agreed at the meeting</li> </ul>	Chair