

MEETING OF  
THE COTSWOLDS CONSERVATION BOARD  
EXECUTIVE COMMITTEE

HELD AT THE CONSERVATION BOARD OFFICES, NORTHLEACH

TUESDAY 28 MAY 2019

Present:

Chairman - Liz Eyre

David Broad	Brendan McCarthy
Mike Dean	Tony Merry
George Lambrick	Christopher Kenney-Herbert
Catherine Le Grice-Mack	(observer)

Also in Attendance:

Martin Lane	Director
John Mills	Planning and Landscape Officer
David Shelmerdine	Finance Officer
Simon Smith	Project Development and Business Planning Officer

E 2.1 APOLOGIES

Apologies were received from Ed Macalister-Smith, Nigel Colston and Martin Veal.

E 2.2 INTRODUCTIONS AND ANNOUNCEMENTS

The Chair welcomed Christopher Kenney-Herbert, Board member, as an observer.

E 2.3 DECLARATIONS OF INTEREST

There were no declarations of interest.

E 2.4 PUBLIC QUESTIONS

There were no public questions.

E 2.5 MINUTES OF THE EXECUTIVE COMMITTEE – 30 APRIL 2019

**RESOLVED that, subject to the correction of the day of the meeting being changed from Thursday to Tuesday, the Minutes of the Meeting of the Executive Committee held on 30 April 2019 be approved as a correct record.**

Notes:

Minute No. E1.5 on page 2, relating to the working group implementing issues of governance, action was being advanced, but not necessarily via a specific working group at this stage.

Minute No. E1.12 on Page 5, work was being carried out in relation to a standard format for hosting costs in project development. Officers were asked to confirm separately the square footage of the Discovery Centre.

E 2.6 THE OUTCOME OF LOCAL AUTHORITY AND PARISH ELECTIONS ON 3<sup>rd</sup> MAY 2019

Summary:

The Committee received an update of the District, Town and Parish Elections.

There were two Members of the Board who had lost their seats in the Local Elections, two other members had retired and not stood for election and Martin Horwood had successfully been elected as a MEP.

Action(s):

The Chair would write to Members who had retired, stood down or lost their seats to thank them for their contributions.

Decision(s):

**RESOLVED that the report be noted.**

Reason for Decision(s):

This item was for noting only.

E 2.7 'COTSWOLD LIVING LIMESTONE' EXPRESSION OF INTEREST

Summary:

The Committee received an update on the development of the project which arose from a workshop held in January 2018. A proposal had been submitted to the National Lottery Heritage Fund on 23 May 2019 and the response was awaited.

Action(s) Arising:

The Chair asked that updates on this project are set out very clearly, with a resume of the issues.

Decision(s):

**RESOLVED that the report be noted.**

Reason for Decision(s):

This item was for noting only.

**E 2.8 STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2018/19****Summary:**

Committee were presented with the latest draft Statement of Accounts and Annual Return 2018/19.

The Finance Officer explained the statutory requirements which were set out in the appendix were in the format of the National Park Model.

**Key Consideration(s):**

Statement of Accounts and Annual Return 2018/19

**Action(s) Arising:**

Officers were asked to prepare an exempt report to set out what had been learnt from past practices and a breakdown of the costs associated with the Discovery Centre and Café.

**Decision(s):**

**RESOLVED that the Committee note the draft Statement of Accounts and Annual Return 2018/19.**

**Reason for Decision(s):**

The Committee considered that the Statement of Accounts and Annual Return 2018/19 had been prepared in accordance with regulations.

**E 2.9 REVIEW OF CORPORATE GOVERNANCE AND ANNUAL GOVERNANCE STATEMENT 2018/19****Summary:**

The Committee were presented with the annual review of the Board's Corporate Governance Framework and the Annual Governance Statement 2018/19.

The Chair commented that Appendix A was very small and difficult to read. It was also felt that reports could be shorter and easier to read with key data required to make a decision.

**Key Consideration(s):**

The Board's Corporate Governance Framework and Annual Governance Statement 2018/19.

**Action(s) Arising:**

Officers are requested to highlight key issues in papers, before the background, for new members to understand issues.

Decision(s):

**RESOLVED that:**

- (a) the Committee agrees the Corporate Governance Review;**
- (b) the Committee recommends that the Annual Governance Statement 2018/19 be approved;**
- (c) the Committee notes the recommendations;**
- (d) the Committee requests that key issues are highlighted in papers, before the background, for new Members to pick up and understand issues.**

Reason for Decision(s):

- (i) In accordance with the statutory requirements.
- (ii) To make reports easier to read and understand.

**E 2.10 RESERVES POLICY REVIEW**

Summary:

The Committee received a report on the Board's financial reserves policy.

The Finance Officer explained the report, stating that the Board should continue to maintain useable reserves in the range of £110,000 and £130,000.

Key Consideration(s):

Policy and Protocols on Financial Reserves

Action(s) Arising:

To review the reserve policies and earmarked reserves transferred to restricted reserves.

Decision(s):

**RESOLVED that:**

- (a) the Reserves Policy and strategy set out below and in Appendix A be agreed;**
- (b) the Board should aim to maintain its useable reserves in the range of £110,000 to £130,000 at this moment;**
- (c) the Board looks to continue to review its reserves policies;**
- (d) three earmarked reserves (student placement, sustainable development fund and management plan fund) to be closed down, transferring funds into the general fund-.**

Reason for Decision(s):

To ensure the future of the Board is financially stable.

E 2.11 A NEW FORMAT FOR FINANCIAL REPORTING TO THE EXECUTIVE COMMITTEE

Summary:

The Committee received a report to agree the format and level of detail of financial information presented for Business Plan development and quarterly reporting.

The Officer commented that headings in the report could change to make easier reading. Members requested a more refined breakdown, and were keen to review these.

Key Consideration(s):

New format for reporting to Committee

Action(s) Arising:

Officers to review the report format.

Decision(s):

**RESOLVED that the new format for reporting Business Plan Budgets and quarterly financial reports to the Executive Committee be adopted for the next 12 months.**

Reason for Decision(s):

To refine the format of reports.

E 2.12 ANNUAL REVIEW

Summary:

Committee received proposals for the next Annual Review, reporting on the work and achievements of the Board during 2018/19.

It was commented that there was nothing in the review on cross-cutting issues.

The distribution of the review will be in hard copy to the Board meeting on 25 June 2019 and e-mailed to Parishes.

Key Consideration(s):

Timing and distribution plan.

Action(s) Arising:

As detailed in the Timing and Distribution Plan.

Decision(s):

**RESOLVED that the content, timing and distribution plan for the 2018/19 Annual Review be agreed.**

Reason for Decision(s):

The Board to receive the plan in readiness for the meeting on 25 June 2019.

E 2.13 DRAFT TRANQUILLITY POSITION STATEMENT

Summary:

Committee received a report on the draft Tranquillity Position Statement.

The Officer explained that the draft statement follows the format of the dark skies position statement, with stronger emphasis on tranquillity with references to policies and guidance. Local Authorities are being encouraged to identify tranquillity areas of AONB in their Local Plans. Consultation will take place with stakeholders to put to the Board for approval in June 2019.

Key Consideration(s):

Draft Tranquillity Position Statement.

Action(s) Arising:

To improve the induction for new members of the Executive and Board.

Decision(s):

**RESOLVED that:**

- (a) the draft Tranquillity Position Statement, be endorsed, for adoption of the Board on 25 June 2019, subject to any further internal and external consultation responses being received;**
- (b) improve the induction and arrangements for Local Authorities, Secretary of State and Board Members to promote position statements.**

Reason for Decision:

To ensure the Statement receives recognition within the planning system and to improve induction of new Members.

E 2.14 DEFRA ENVIRONMENTAL LAND MANAGEMENT SYSTEM TESTS AND TRAILS

Summary:

Committee received an update on the Board's proposals for DEFRA for tests and trials.

The Officer explained that three proposals/ideas had been put forward to DEFRA. One proposal had been accepted which will proceed to the next stage.

The Chair thanked Mark Connelly for his work and being successful in getting through to the next stage.

Key Consideration(s):

Environment Land Management System Tests and Trails, research and piloting.

Action(s) Arising:

Updating Committee when necessary.

Decision(s):

**RESOLVED that the report be noted.**

Reason for Decision(s):

This item was for noting only.

E 2.15 UPDATES

(a) Task and Finish and Working Groups

Summary:

A progress update was given on the Board's Task and Finish and Working Groups.

Key Consideration(s):

A417, Walking and Exploring, Planning & Infrastructure, External Funding, Glorious Cotswolds Grasslands Working Groups.

Action(s) Arising:

None

Decision(s):

**RESOLVED to note the progress update.**

Reason for Decision(s):

This report was for noting.

(b) Cotswolds Discovery Centres Partnership Board

Summary:

Committee received an update on the Cotswolds Discovery Centre Partnership Board.

Officers were asked to negotiate with the Discovery Centre for disturbance and inconvenience.

Key Consideration(s):

The arranged meetings between the Board and the Friends.

Action(s) Arising:

Officers to negotiate with the Partnership Board.

Decision(s):

**RESOLVED that the latest progress report be noted.**

Reason for Decision(s):

This item was for noting only.

(c) Cotswolds Leader Programme Update

Summary:

Committee received an update on the progress of the LEADER Programme. The programme will be delivered on target and the Programme Manager was thanked for delivering on the projects.

Key Consideration(s):

- (i) Recent completed LEADER projects.
- (ii) Funds already allocated under the Programme.
- (iii) Remaining Funds within the Programme.
- (iv) Future applications and acceptance.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the update report be noted.**



Reason for Decision(s):

This item was for noting only.

E 2.16 EXTERNAL BIDS UPDATE

Summary:

Committee received an update on progress in applying for external funding. The Officer explained the stages of the projects under consideration were contained within the report.

Committee commented that Parish and Town Councils are receiving Community Infrastructure Levy (CIL) funding without the understanding of where the monies had originated from.

Key Consideration(s):

Projects as detailed within the report.

Action(s) Arising:

Explore funds received by Parishes relating to CIL.

Decision(s):

**RESOLVED that the report be noted.**

E2.17A THE REVIEW AND REFRESH OF THE ROLE PROFILE/JOB DESCRIPTION FOR BOARD MEMBERS

Summary:

Committee received an updated role profile / job description for Board Members. The final version will be presented to the Board on 25 June 2019. Committee commented that appointees to the Board should be aware of the constitution and the duties placed on Members.

Key Consideration(s):

Role profile and job description for Board Members.

Action(s) Arising:

Include in the induction.

Decision(s):

**RESOLVED that the updated role profile / job description be recommended to the Board for adoption at its June 2019 meeting.**

Reason for Decision(s):

This item was for noting.

**E2.17B THE REVIEW AND UPDATING OF THE BOARD'S CONSTITUTION**

Summary:

Committee received a report on the updated Constitution and commented that it was very long and hard to read. The Director explained that the Constitution had been written when the Board came into existence and it has been under regular review.

Key Consideration(s):

The Board's Constitution.

Action(s) Arising:

To keep the Constitution under review.

Decision(s):

**RESOLVED that the updated Constitution be recommended to the Board for adoption at its June 2019.**

Reason for Decision(s):

To keep the constitution up-to-date.

The next item on the agenda was the Recruitment for the post of Chief Executive/Director. It was agreed that this would be discussed under Exempt items.

**E 2.18 BOARD AND EXECUTIVE COMMITTEE MEETING DATES FOR 2020/21**

Summary:

Committee reviewed the proposed schedule of dates for Board and Executive Committee meetings in 2020/21.

Key Consideration(s):

Timetable of meetings – 2019/2020, 2020/2021.

Action(s) Arising:

- (i) Monthly briefings to continue;
- (ii) explore ways reducing paper and using technology to view reports and agendas;
- (iii) cancel the Executive meeting on 16 July 2019 reviewing the impact this would have on the September 2019 meeting;
- (iv) cancel the meetings in April and July 2020/21,

- (v) Move from Tuesday to Wednesday for Board and Executive meetings in 2020/21.

Decision(s):

**RESOLVED that:**

- (a) monthly briefings to continue;**
- (b) explore ways reducing paper and using technology to view reports and agendas;**
- (c) cancel the Executive meeting on 16 July 2019 reviewing the impact this would have on the September 2019 meeting;**
- (d) cancel the meetings in April and July 2020/21,**
- (e) move from Tuesday to Wednesday for Board and Executive meetings in 2020/21.**

Reason for Decision(s):

To review the amount of meetings in the schedule.

**E 2.19 DRAFT AGENDA FOR NEXT BOARD MEETING – TUESDAY 25 JUNE 2019**

Summary:

Committee received the draft agenda for the Board Meeting on 25 June 2019.

Key Consideration(s):

Board meeting draft agenda

Action(s) Arising:

None

Decision(s):

**RESOLVED that the draft agenda for the Board meeting on 25 June 2019 be approved.**

**E 2.20 EXECUTIVE COMMITTEE FORWARD PLAN 2019/20**

Summary:

Committee received the updated Executive Committee Forward Plan for 2019/20.

Key Consideration(s):

None.

Action(s) Arising:

None.



Decision(s):

**RESOLVED that the Forward Plan be noted.**

Reason(s) for Decision(s):

The item was for noting only.

E 2.21 RECRUITMENT OF SECRETARY OF STATE APPOINTEES UPDATE

Summary:

Committee received an oral update in regard to Secretary of State appointees

Key Consideration(s):

None.

Action(s) Arising:

None.

Decision(s):

**RESOLVED that the update be noted.**

Reason for Decision(s):

The item was for noting only.

E 2.22 EXCLUSION OF THE PUBLIC AND PRESS

**RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public and Press be excluded from the Meeting for the following item of business on the grounds that it involves likely disclosure of exempt information as defined in paragraphs (1) and (3) of Part I of Schedule 12A to the said Act (Information relating to an individual) and (Information relating to financial or business affairs) and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.**

E 2.23 SUSTAINABLE DEVELOPMENT FUND

Summary:

Committee received a review of submitted applications for the first 2019/20 round of Sustainable Development Fund (SDF) grants for consideration by the Executive Committee. Eight applications had been received of which three applications were recommended for funding.

The Officer was thanked for presenting the information in an easily readable form.



Key Consideration(s):

Schedule of applications received.

Action(s) Arising:

None

Decision(s):

**RESOLVED that three applications be approved.**

E 2.24 RECRUITMENT FOR THE POST OF CHIEF EXECUTIVE / DIRECTOR

Summary:

Committee received an update on the arrangements made for the recruitment of the post of Chief Executive / Director which included reporting on the budgetary requirements for recruitment of the post.

Key Consideration(s):

Recruitment Information

Action(s) Arising:

None.

Decision(s):

**RESOLVED to note the recruitment process, timetable and budget for the post of Chief Executive / Director.**

Reason for Decision(s):

This item was for noting.

E 2.25 OTHER BUSINESS

There was no other business that was urgent.

The Meeting commenced at 10.00 a.m. and closed at 1.00 p.m.

Chairman