



**Annual General Meeting of
the Chilterns Conservation Board**

**10.00 a.m. 25th June 2015
Hastoe Village Hall, Church Lane,
Hastoe Hertfordshire HP23 6LU**

Agenda

1. Election of Chairman
2. Election of Vice Chairman
3. Declarations of Interest
4. Apologies
5. Minutes of Previous AGM (26.6.2014)
6. Public Question Time
7. Election of Members to Executive Committee
8. Election of Members to Planning Committee
9. Allowances for 2015 - 16
10. Date of Next AGM



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CHILTERN
CONSERVATION BOARD HELD ON THURSDAY 26th June 2014 at
Benson Parish Hall, Sunnyside, Benson, Wallingford OX10 6LZ**

COMMENCING AT 10.00 AM AND CONCLUDING AT 10.40 PM

MEMBERS PRESENT

Member	Appointing Body
Appointed by Local Authorities	
Cllr. David Collins	Dacorum Borough Council
Cllr. Roger Metcalfe	Wycombe District Council
Cllr David Nimmo Smith	Oxfordshire County Council
Cllr Brian Norman	Three Rivers District Council
Cllr Ian Reay	Hertfordshire County Council
Cllr Jeremy Ryman	Chiltern District Council

Appointed by the Secretary of State	
Dr Heather Barrett-Mold	Secretary of State
Alison Doggett	Secretary of State
Gill Gowing	Secretary of State
Dr.Simon Mortimer	Secretary of State
Ray Payne	Secretary of State
Helen Tuffs	Secretary of State
Ian Waller	Secretary of State
Elizabeth Wilson	Secretary of State

Elected by Parish Councils	
Cllr John Griffin	Oxfordshire
Cllr Margaret Jarrett	Hertfordshire
Cllr Barbara Wallis	Buckinghamshire
Cllr Julia Wells	Oxfordshire

Officers	
Deirdre Hansen	Clerk to the Board
Steve Rodrick	CCB Chief Officer
Chris Smith	CCB Finance Officer
Colin White	CCB Planning Officer

1. Apologies for absence

Apologies were received from Cllr Mary Goldsmith, Bedfordshire Parish Councils, Cllr Lynn Lloyd, South Oxfordshire District Council, Cllr David Barnard, North Herts District Council, Cllr Marion Mustoe, Central Bedfordshire Council, Cllr Chris Richards, Aylesbury Vale District Council, Cllr Alan Walters, South Buckinghamshire District Council and Cllr Shirley Judges, Buckinghamshire Parish Councils.

Ian Reay welcomed the new Secretary of State appointed members of the Board (Gill Gowing, Elizabeth Wilson and Ian Waller) to the meeting and invited them to introduce themselves.

2. Election of Chairman

The Board RESOLVED that IAN REAY be elected Chairman of the Board for the ensuing year.

IAN REAY took the CHAIR.

He thanked the members for appointing him.

3. Election of Vice- Chairman

The Board RESOLVED that Helen Tuffs be elected Vice Chairman of the Board for the ensuing year.

4. Declarations of Interest

No declarations of interest were declared.

5. Minutes of the meeting 24/06/13.

The minutes of the meeting of 24th June 2013 were signed by the Chairman as a true record.

6. Public Question Time.

There were no members of the public present

7. Election of Members to the Executive Committee

The Board RESOLVED that the following members be elected to the Executive Committee:

Local Authority Representatives (5)

Cllr Marion Mustoe

Cllr David Nimmo-Smith

Cllr Ian Reay

Cllr Jeremy Ryman

Cllr Alan Walters

Secretary of State Representatives (2)

Dr. Heather Barrett-Mold

Ray Payne

Cllr. David Collins and Helen Tuffs were co-opted.

Parish Council Representatives (2)
Cllr. John Griffin
Cllr. Julia Wells

8. Election of members to the Planning Committee

The Board RESOLVED that the following members be elected to the Planning Committee:

Local Authority Representatives (4)
Cllr David Barnard
Cllr David Collins
Cllr Chris Richards
Cllr Jeremy Ryman

Secretary of State Representatives (3)
Gill Gowing
Helen Tuffs
Elizabeth Wilson

Parish Council Representatives (2)
Cllr Barbara Wallis

Margaret Jarrett was co-opted until the Buckinghamshire/Hertfordshire parish council vacancies have been filled.

10. Allowances for 2014-15

The board's policy is to adjust member's allowances by the same cost of living adjustment offered to staff. The Board decided at its March 2014 meeting that it would adjust the allowances in line with the Government grant. It was also decided that any cost of living award given to staff would also apply to members' allowance rates. The Board's staff has been offered a cost of living increment of 2% for 2014-15.

The Board DECIDED to increase all members' allowances by 2%

11. Date of next meeting.

The Board DECIDED that the date of the next Annual General meeting would be Thursday 25th June 2015.

The meeting closed at 10.40 am.

The Chairman.....

Item 1 Election Chairman

1. The Board's Establishment Order requires the Board to elect its chairman at each AGM.
2. A special responsibility allowance is payable.

Item 2 Election of Vice Chairman

1. The Board should elect a vice chairman at the AGM.
2. A special responsibility allowance is payable.

Item 7 Election to Executive Committee

1. The Board's standing orders require the membership of the Committee to be elected at the AGM.
2. The chairman of the Board is automatically a member of the Executive Committee. The Committee will elect the chairman at its next meeting.
3. The membership of the Committee must reflect the balance of the Board membership as appointed by local authorities, parish councils and Secretary of State.
 - 4 or 5 will be local authority appointed members
 - 2 will be parish council appointed members
 - 2 or 3 will be secretary of state appointed members
4. The Executive Committee currently meets 4 times per year. Members of the Committee will receive a special responsibility allowance of £527. The Chairman of the Committee will receive a special responsibility allowance of £790.

Item 9 Election to Planning Committee

1. The Board's standing orders require the membership of the Committee to be elected at the AGM.
2. The Committee will elect the chairman at its next meeting.
3. The membership of the Committee must reflect the balance of the Board membership as appointed by local authorities, parish councils and Secretary of State:
 - 4 or 5 will be local authority appointed members
 - 2 will be parish council appointed members
 - 2 or 3 will be Secretary of State appointed members
4. The Planning Committee currently meets 4 times per year. Members of the Committee will receive a special responsibility allowance of £527. The Chairman of the Committee will receive a special allowance of £790.

Item 8 Allowances for 2015-16

Author: Kath Daly Acting Chief Officer

Summary: The Board's policy is to adjust member's allowances in line with the Government grant, and then by the same cost of living adjustment offered to staff. The Board would then decide at its AGM whether to apply the policy on an annual basis.

Purpose of Report For decision

Background

1. The Board decided at its meeting in March 2014 that it would adjust the allowances in line with Government grant. It also decided that any cost of living award given to staff would also apply to members' allowance rates.
2. The staff cost-of-living award reflects the CPI in February, which this year was 0%, and the Defra grant remained unchanged from 2014-15.
3. On this basis, Board Member allowances remain unchanged and provision for this has been made in the approved budget for 2015–2016.

The following table gives the proposed allowances for 2015- 16

Allowance	Rate
Chairman of the Board	£2,112
Vice Chairman of the Board	£ 527
Board Member	£ 634
Chairman of the Executive Committee	£ 790
Member of the Executive Committee	£ 527
Chairman of the Planning Committee	£ 790
Member of the Planning Committee	£ 527

n.b the Chairman of the Board is automatically a member of the Executive Committee- this duty is included in the chairman's allowance.

Recommendations

1. **That the Board agrees to keep members' allowances at the same rates as 2014 – 2015.**