



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

10.00 a.m. 26th June 2013

Benson Village Hall, near Wallingford

Agenda

1. Election of Chairman
2. Election of Vice Chairman
3. Declarations of Interest
4. Apologies
5. Minutes of Previous AGM (24.6.2013)
6. Public Question Time
7. Election of Members to Executive Committee
8. Election of Members to Planning Committee
9. Date of Next AGM

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.



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CHILTERN
CONSERVATION BOARD HELD ON MONDAY 24th June 2013 at The Kempster Hall,
the Christ Church Centre, Reading Road, Henley on Thames RG9 1AG**

COMMENCING AT 10.00 AM AND CONCLUDING AT 10.30 PM

MEMBERS PRESENT

Member	Appointing Body
Appointed by Local Authorities	
Cllr Lynn Lloyd	South Oxfordshire District Council
Cllr David Nimmo Smith	Oxfordshire County Council
Cllr Brian Norman	Three Rivers District Council
Cllr Ian Reay	Hertfordshire County Council
Cllr Chris Richards	Aylesbury Vale District Council
Cllr Jeremy Ryman	Chiltern District Council
Cllr Alan Walters	South Buckinghamshire District Council

Appointed by the Secretary of State	
Dr Heather Barrett-Mold	Secretary of State
Alison Doggett	Secretary of State
Mike Fox (Chairman)	Secretary of State
Bettina Kirkham	Secretary of State
Ray Payne	Secretary of State
Helen Tuffs	Secretary of State
John Willson	Secretary of State

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

Officers	
Deirdre Hansen	Clerk to the Board
Neill Jackson	CCB Conservation and Landscape Officer
Steve Rodrick	CCB Chief Officer
Chris Smith	CCB Finance Officer
Annette Venters	CCB
Colin White	CCB Planning Officer

Also present: Cllr. David Collins, Dacorum Borough Council observing.

The Chief Officer announced that Wycombe District Councillor Roger Emmett had suddenly passed away on Sunday 23rd June 2013. A minutes silence was observed.

1. Apologies for absence

Apologies were received from Cllr Mary Goldsmith, Cllr Julia Wells, Cllr David Barnard, Cllr Marion Mustoe and Dr. Simon Mortimer

His worship the Mayor of Henley–on-Thames, Councillor Stefan Gawrysiak welcomed the members to the Kempster Hall and gave them a brief introduction to the history of the Hall.

The Chief Officer invited the members to introduce themselves.

10.10 Chris Richard arrived

2. Election of Chairman

It was RESOLVED that Mike Fox be elected Chairman of the Board for the ensuing year.

MIKE FOX took the CHAIR.

He thanked the members for appointing him and reminded members that his appointment comes to an end in March 2014.

3. Election of Vice- Chairman

It was RESOLVED that Ian Reay 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 17/10/12.

The minutes of the meeting of 17th October 2012 were signed by the Chairman as a true record.

6. Public Question Time.

There were no public questions.

7. Proposal to change the composition of Sub Committees.

The meeting discussed adjusting the composition of sub committees of the Board to reflect the changed composition of the full Board based on the proportionality of the appointing bodies.

It was RESOLVED not to adjust the composition of any sub committees of the Board to reflect the changed composition of the full Board based on the proportionality of the appointing bodies (local authorities, Secretary of State and Parish and Town Councils), but it was noted that both configurations complied with the Board's Establishment Order(5 local authority/2 secretary of state and 2 parish council or 4 local authority/3 secretary of state and 2 parish council)

8. Election of Members to the Executive Committee

It was RESOLVED that the following members were 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

Parish Council Representatives (2)

Shirley Judges

John Griffin

Secretary of State Representatives (2)

Mike Fox

Ray Payne

Heather Barrett-Mold and Helen Tuffs were co-opted.

10.25 Annette Venters arrived.

9. Election of members to the Planning Committee

It was RESOLVED that the following members were elected to the Planning Committee:

Local Authority Representatives (5)

Cllr David Barnard

Cllr Brian Norman

Cllr Chris Richards

Cllr Jeremy Ryman

Cllr Alan Walters

Parish Council Representatives (2)

Margaret Jarrett

Barbara Wallis

Secretary of State Representatives

Helen Tuffs

Bettina Kirkham

John Willson was co-opted.

10. Allowances for 2013-14

The board's policy is to adjust member's allowances by the same cost of living adjustment offered to staff. The Board's staff has been offered a cost of living

increment of 1% for 2013-14. In line with the Board's new policy the adjustment to allowances to all members of the Board is considered and ratified at the Board's AGM

The Board DECIDED to increase all members' allowances by 1%

10.30 Shirley Judges arrived.

The meeting closed at 10.30 am.

The Chairman.....

Item 8 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 £545. The Chairman of the Committee will receive a special responsibility allowance of £816.

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 £545. The Chairman of the Committee will receive a special allowance of £816.

Item 10 Allowances for 2013-14

Author: Steve Rodrick Chief Officer

Summary: The Board's policy is to adjust member's allowances 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. In 2014-15 the Board offered staff a cost of living increment of 2%.
2. Provision for these changes have been made in the approved budget for 2014-15.

The following table gives the proposed allowances for 2014-15

Allowance	Rate
Chairman of the Board	£2,112
Vice Chairman of the Board	£ 527
Board Member	£ 634
Chairman of the Executive Committee	£ 789
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. **The Board decides whether to increase all members' allowances by 2%.**