



**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON
Wednesday 15th January 2020 at the offices of the Board, The Lodge, 90 Station Road,
Chinnor OX39 4HA commencing at 10.04 am**

Present:

Alison Doggett	Board Member
Cllr Bill Bendyshe-Brown	Board Member
Cllr John Griffin	Board Member
Cllr Charles Hussey	Board Member
Cllr Lynn Lloyd	Board Member
John Nicholls	Board Member
Paul Mains	Board Member
Prof. Ray Payne	Board Member
Cllr Ian Reay	Board Member, Chairman

In attendance:

Dr Elaine King	CCB Chief Executive Officer
Graham Hurst	CCB Finance Officer

Deirdre Hansen	Clerk to the Board
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The Chairman welcomed all present and opened the meeting.

19/20.14 Apologies for absence.

No apologies for absence were received.

19/20.15 Declarations of interest

None.

19/20.16 Minutes of the previous meeting

The minutes of the meeting of 18th September 2019 were approved and signed by the Chairman as a true record after the following corrections were made:

19/20.4- both 19/20 references were amended to 18/19

19/20.7.4 a second bracket around S23 had been omitted.

19/20.17 Matters arising

None

19/20.18 Public Question Time

No public present

19/20.19 Finance Report

The Finance Officer had circulated the financial report to the Committee on the financial position to the end of November. He went through the figures and reported that income and expenditure are in line and that he now anticipated a slight net surplus for the year of £1020.

As mentioned previously major project income and expenditure are frequently not inline, but are expected to be as per budget by the end of the financial year.

The Committee discussed the financial report.

The CEO thanked the Finance Officer for his help and support since she started in the post.

- 1. The Committee NOTED the current financial position based upon budget and projected outturn for the financial year.**

19/20.20 Pension Scheme

The Finance Officer reported on the administration and finances of the CCB Pension Scheme. It was noted that the CCB is required to provide a pension scheme under the Local Government Pension Scheme Regulations 2013. Under the CROW Act 2000 S86 the CCB is classified as a Scheduled Body and as such is required to offer a Local Government Pension Scheme (LGPS).

The size of the pension liability under Financial Reporting Standard 102 (FRS 102) has concerned the members.

The draft 31 March triannual valuation has been received and sets out the current valuation of the scheme and the contribution rates for the next three years.

Members discussed and commented on the report. The Finance Officer will report when the final actuary results are available.

- 1. The Committee NOTED the current findings.**

It was agreed to move agenda items 8 and 9 around.

19/20.21 Draft Budget

The Finance Officer presented the draft budget for 2020/21.

It was noted that current DEFRA funding arrangement ends 31 March 2020 and as yet the new arrangements are not known. The formation of the new Buckinghamshire Unitary authority takes place 1st April 2020.

Post meeting it has been confirmed that, in the financial year 2020/21, funding will be the same as the total contributions made by all five authorities in the previous year.

For budgeting purposes no reduction is expected in either source of income.

Budgeted expenditure has been reduced where possible.

The meeting discussed the proposed budget extensively and it was noted that, in due course revisions will most likely to be required. Any budget overspends in 2020/21 will be met from reserves.

1. The Committee CONSIDERED the budget for 2020/21 and RECOMMENDED its adoption to the Board.

19/20.22 Business Plan

The Development & Funding Manager introduced the draft Business Plan for 2020/21. The draft business plan links into the draft budget.

The Business Plan is presented to DEFRA as part of the core grant claim. It is noted that one measure of the CCB's effectiveness is the return achieved on the core grant. Over the last five years the CCB has managed to substantially increase its return on the core grant.

It was noted that external factors have potentially significant implications for the CCB, e.g. the Government's Landscapes Review.

The meeting discussed the draft business plan, commented and gave feedback.

1. The Committee APPROVED the Business Plan 2020/21 with some suggestions following discussion.

19/20.23 Partnership Development

The Countryside Officer gave a presentation on the progress of Partnership Development.

It is established that effective partnership working is vital for a favourable delivery of the Management Plan. Following the Partner event on 10th October 2019, a Chilterns Partnership will be established, hosted by the CCB with a core group of key stakeholders.

It is intended to align shared objectives and, foster genuine collaboration with task and finish groups. A number of priority themes are emerging. Working groups will be brought together to form a Chilterns Partnership Delivery Plan.

A Partnership Forum will be held annually, with 15th October 2020 set for this year's Forum. Planning and Development is not included, as those topics are covered in the separate Planning Forum.

The meeting supported the approach.

The CEO thanked the Countryside Officer and the Development & Funding Manager for their work, time, energy and passion that they are putting into this exciting project.

1. The Committee NOTED the proposals.

19/20.24 Review of the Risk Register

The CEO presented the Risk Register which is annually updated.

Members discussed the register and suggested some minor changes

- 1. The Committee APPROVED the Risk Register with some minor changes.**

19/20.25 Any Other Business

1. The new Buckinghamshire Unitary authority will require a new statutory order. The CEO and Cllr Bill Bendyshe-Brown are liaising with Bucks County Council to address this.
2. The CEO was congratulated on completing her six-month probationary period and becoming a permanent employee.
3. An update on the running of the Chilterns' chalk streams was requested, following recent period of heavy rain. Members were able to answer this.

Next meeting: Wednesday 6th May 2020 at 10.00 am at the offices of the Board in Chinnor.

The Chairman.....

Date.....