



MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON Thursday 8th September 2016 the offices of the Board, The Lodge, 90 Station Road, Chinnor OX39 4HA commencing at 10.20AM

Present:

Cllr George Case	Board Member
Colin Courtney	Board Member
Cllr. John Griffin	Board Member
Cllr. David Nimmo-Smith	Board Member
Ray Payne	Board Member
Cllr. Ian Reay	Board Member, Chairman of the meeting
Helen Tuffs	Board Member
Cllr Alan Walters M.B.E.	Board Member

Sue Holden CCB Chief Officer

In attendance

Deirdre Hansen Clerk to the Board

16/17-9 Apologies for absence.

Apologies for absence were received and accepted from Cllr David Collins

16/17-10 Declarations of interest

No declarations of interest were made.

16/17- 11 Minutes of the previous meeting

The minutes of the meeting of 25th May 2016 were approved as a true record and signed by the Chairman.

It was noted that the minutes of the EOM 11/07/16 and a previous closed meeting had not been circulated, clerk to circulate to members.

16/17- 12 Matters arising

- The Chief Officer informed the Committee that additional input from the clerk was required. The Committee agreed to this.
- HS2: the budget for the Chilterns Review Group is £3m, with £300,000 for running the Review Group. The review group, of which the CCB is a member, is to employ a project co-ordinator whom the CCB should host. The Countryside Officer is managing this.

16/17- 13 Public Question Time

No public present.

16/17- 14 Board Member Attendance

The Chief Officer informed the Committee that two Board Members will be in breach of the Local Government Act 1972 S85 by failure to attend meetings throughout a period of six consecutive months from date of last attendance. The two members have been informed of the occurrence. One has indicated the intention to resign his position and the matter is now closed. The other has indicated that he wishes to remain a member. The Committee, however, felt that inadequate reasons had been provided to justify such prolonged absence.

The Committee discussed the matter and it was agreed that attendance would be monitored more closely, that it will be made clear to members that if they are unable to attend, they should send the Chairman or Chief Officer their apologies.

Once the date of disqualification has been reached the Chairman will inform the member and the clerk will set the election process in motion.

- 1. The Committee AGREED that attendance at meeting would be monitored more closely.**
- 2. The Committee AGREED that the Chairman would inform the member concerned of his disqualification once the appropriate date was reached.**

16/17- 15 Finance

The Finance Officer advised the Committee of the financial position up to the end of July.

The position is generally satisfactory; expenditure is down vs budget partly due to the development post not yet having been filled. However, redundancy costs and imminent maternity costs had not been included.

The budget will change and a revised budget will be reviewed on a month by month basis. The expected net deficit for the year is indicated at £32,947.

- 1. The Committee NOTED the current financial position based upon the original budget, and that a revised budget will be created as the year progresses**

16/17-16 Treasury Management

The Finance Officer reported on the Boards Treasury Management activity in line with the Boards adopted Code of Practice.

A review of the Treasury Management strategy for 2015-16 showed income at £5,509, £259 above forecast. The Board pursues a no risk strategy.

- 1. The Committee NOTED the Treasury Management performance for 2015-16.**

16/17-17 Review of Financial Regulations

The Finance Officer reported that the Financial Regulations last adopted in 2014 had been reviewed and that he proposed no further amendments.

- 1. The Committee ADOPTED the Financial Regulations 2016.**

16/17-18 Restructuring and Recruitment Plans

The Chief Officer updated the Committee on the current restructuring and recruitment activities.

1. Committee members offered their assistance with the recruitment process which the Chief Officer welcomed. She will also seek additional advice.
2. The Committee discussed communication. The Chairman will communicate the latest activities to the Board and in due course the Chief Officer will communicate the changes to the CCB's partners.
3. Discussion took place on establishing a cohesive team following the changes.
4. The Finance Officer has decided to retire. The Committee thanked him for his hard work and his valuable contributions to the Board. A new Finance and S151 Officer is now required; the Chief Officer will pursue a replacement.
5. The responsibilities of Monitoring Officer also need to be fulfilled. The Chairman and Chief Officer will look into this matter.
6. The Admin Officer will take maternity leave early 2017. Maternity cover will be sought.

- 1. The Committee NOTED the restructuring and recruitment plans.**
- 2. The Committee offered views and advice on the Finance, S151 and monitoring responsibilities.**

16/17-18 Governance Review

Ray Payne presented an update on the Governance Review and provided proposed terms of reference, which would be an example of Good Governance Practice. It was noted that changes in legislation might provide wide ranging powers of competence.

The Committee discussed the paper and the need to draw a clear distinction between governance matters and management matters. Members were asked to notify Ray if they were aware of any issues. He will provide an update at the next Executive Committee meeting.

- 1. The Committee NOTED that Ray Payne will consult with the Executive Committee's Review Group and the Chief Officer.**
- 3. The Committee AGREED that Ray Payne will report proposals to the Executive Committee in December with a view to draft outline papers for the 2017 AGM.**

16/17-19 Management Review 2015

The Chief Officer presented an update on progress made following last year's Management review and asked the Committee to review further action required to deal with issues raised in the Review.

The Committee discussed the issues remaining, including Board Member contribution and involvement, funding and relationships. It was agreed that members would send the Chief Officer their thoughts to enable her to present a paper on a development and fundraising strategy, to the next Executive Committee with a view of a presentation to the Board in January.

- 1. The Committee AGREED to send the Chief Officer their thoughts on further actions required from the Management Review in preparation for a paper at the next Executive Committee meeting.**

16/17-19 Any Other Business

The Chief Officer mentioned that for 2016 no Annual Forum had been organised. This has traditionally been an annual event in the autumn. However, organising the event in the spring might be more appropriate. A change of format might also be considered. The Chief Officer will consider the suggestions.

Next meeting: Thursday 8th December 2016 at 10.30 am at the offices of the Board in Chinnor.

Future meeting dates: Wednesday 27th April 2017, Wednesday 13th September 2017 and Wednesday 24th January 2018.

The Chairman.....

Date.....