



**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON
Thursday 8th December 2016 the offices of the Board, The Lodge, 90 Station Road,
Chinnor OX39 4HA commencing at 10.05AM**

Present:

Cllr George Case	Board Member
Cllr David Collins	Board Member
Colin Courtney	Board Member
Cllr. John Griffin	Board Member by telephone
Cllr. David Nimmo-Smith	Board Member
Ray Payne	Board Member
Cllr. Ian Reay	Board Member, Chairman of the meeting
Helen Tuffs	Board Member
Sue Holden	CCB Chief Officer
Chris Smith	CCB Finance Officer

In attendance

Deirdre Hansen	Clerk to the Board
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Also present Graham Hurst

The Chairman welcomed Graham Hurst to his first meeting he will be taking over as Finance Officer from Chris Smith on 1st January.

16/17-22 Apologies for absence.

Apologies for absence were received and accepted from Cllr Alan Walters M.B.E

16/17-23 Declarations of interest

No declarations of interest were made.

16/17- 24 Minutes of the previous meeting

The minutes of the meeting of 8th September 2016 were approved as a true record and signed by the Chairman after Chris Smith, CCB Finance Officer was added to the list of those present and the time of the next meeting was amended to 10.00.

16/17- 25 Matters arising

The Chief Officer informed the Committee that:

- the AVDC Board member had resigned and that the Central Bedfordshire Board member would be replaced.

- Governance: The Head of Democratic Services at WDC, Catherine Whitehead, had agreed to be the Board's Monitoring Officer. The role of the Committee Clerk has been expanded to include the function of Deputy Monitoring Officer.
- She is considering the suggestion of changing the format of the Annual Forum.

10.10 George Case arrived.

16/17- 26 Public Question Time

No public present.

16/17- 27 Review of the Risk Register

The Chief reported that following the last Committee meeting the Risk Register had been reviewed in light of funding and reputational risks.

The Committee reviewed and discussed the Risk Register and the amendments. Local Government reorganisation (in Buckinghamshire and Oxfordshire) was added to the financial risks and the likelihood of the risk of 3a was increased from 2 to 3 giving a risk score of 9.

- 1. The Committee APPROVED the amended version of the Risk Register.**
- 2. The Committee AGREED that the Risk Register would be reviewed by the Committee once per annum and that the Chief Officer and Finance Officer will bring any perceived risks to the Committee when the need arises during the year.**

16/17- 28 Finance Report

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

The Finance Officer went through the revised figures following the staff and financial resources changes. This has resulted in an anticipated draw down from reserves of £16,624 instead of £43,995.

The changes in the budget were expected as the original budget had been drawn up very early and since that time structural changes have resulted in the savings been made.

The Committee appreciated the substantial turnaround in controlling costs and bringing new projects on stream and congratulated the Chief Officer on this result. The financial position for the next year has notably been improved.

- 1. The Committee NOTED the financial impact of the changes to the Board's structure and NOTED the likely financial position by the year end.**

16/17-29 Business Plan 2017-18. Objectives and Key Activities.

The Chief Officer went through the business plan, the threats and opportunities presented and confirmed that she will present an updated version at the Board meeting in February. The business plan will be submitted to Defra in January.

10.40 Ray Payne arrived.

The Committee discussed the paper at length.

The proposals for a Buckinghamshire Unitary Authority was briefly discussed, but it was agreed that the CCB had no view on the various proposals. The CCB would prefer whatever option is the best for the AONB's natural environment and landscape.

Possible changes to the local government structure in Oxfordshire were also brought to the Committee's attention.

The Committee was agreeable to the draft objectives and key activities. It was noted that success in late 2017 of the HLF bid for the large Hillforts project would lead to changing of budgets.

The Chief Officer was commended on her work on this.

1. The Committee APPROVED the draft objectives and key activities for 2017-18

16/17-30 Financial Plan 2017-18

The Chief Officer and the Finance Officer presented the draft financial plan for 2017-18 which will be sent to Defra.

It was noted that a clear distinction has to be made between core expenditure and project expenditure. HLF projects do not contribute to core expenditure.

Going forward the Chief Officer and the Finance Officer will need to look at a 5-year financial model.

The substantial turnaround in the financial position since last year was commended.

11.40 David Collins left the meeting

- 1. The Committee APPROVED the draft Financial Plan which will be sent to Defra in January 2017 and presented to the Board in February 2017.**
- 2. The Committee NOTED the substantial turnaround made in the last year and commended the Chief Officer.**

16/17-31 Chiltern Chalk Stream Project Proposal

The Chief Officer had outlined a future proposal for financial management and support for the Chalk Stream Project in the paper accompanying the agenda.

The Committee discussed the proposal and agreed that it was a model for the way forward.

11.55 John Griffin left the meeting.

1. The Committee AGREED to ring-fence the Chalk Stream Project and its reserves and to reduce the CCB’s contributions to the project.

16/17-32 Development and Funding Presentation

The Chief Officer gave a comprehensive presentation on future development and funding.

A major feature for the CCB to consider is to increase” return on effort”. The funding of core expenses and overheads will have to be considered as these are not met by project funding. Alternative business models will need to be examined to find a model that matches the changing environment and enables the CCB to deliver its purpose.

The staff changes coming on stream and future developments will mean that most CCB roles will have some responsibility for development and resourcing.

The Chairman thanked the Chief Officer for her comprehensive presentation.

16/17-33 Any Other Business

- a. A member of the Planning Committee informed the meeting that although the Board at its meeting on 13th October 2016 had agreed development principles and a Position Statement on Development, this work had not yet been agreed by the Planning Committee. The Committee suggested that the Planning Committee consider this again later in the new year.
- b. The Chairman informed the Committee that this was Chris Smith’s last meeting as Finance Officer, he is retiring. He thanked Chris for all his work and commitment to the CCB for the last nearly 10 years. His input to the Committee and the Board was much appreciated.
Chris thanked the Committee and commented that he had enjoyed his time with the Board and he hoped for continued involvement with his photographic endeavours.
- c. The Chairman informed the Committee that Ray Payne had been appointed Professor of Engineering at Auckland University. He would be able to continue with his Board involvement though. Ray was congratulated on his appointment.
- d. Ray Payne informed the Committee that the Governance Review was on going.

Next meeting: Wednesday 27th April 2017 at 10.00 am at the offices of the Board in Chinnor.

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

The Chairman.....

Date.....