



**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON  
Wednesday 13<sup>th</sup> September 2017 at the offices of the Board, The Lodge, 90 Station  
Road, Chinnor OX39 4HA commencing at 10.00AM**

Present:

Cllr George Case	Board Member
Cllr. John Griffin	Board Member
Ray Payne	Board Member
Cllr. Ian Reay	Board Member, Chairman of the meeting
Cllr Nick Rose	Board Member
Helen Tuffs	Board Member
Sue Holden	CCB Chief Officer
Graham Hurst	CCB Finance Officer

In attendance

Deirdre Hansen	Clerk to the Board
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The Chairman commemorated Cllr Alan Walters MBE, who had passed away on the 3<sup>rd</sup> September. He had served on the Executive Committee since 2005 and would be greatly missed. The vacancies now on the Executive Committee and the HR panel will need to be filled. The new code of conduct will be applied to fill these vacancies.

**17/18.1 Apologies for absence.**

Apologies for absence were received and accepted from John Nicholls and Cllr David Collins.

**17/18.2 Declarations of interest**

No declarations of interest were made.

**17/18.3 Minutes of the previous meeting**

The minutes of the meeting of 27<sup>th</sup> April 2017 were approved as a true record and signed by the Chairman. If any punctuation errors had been detected members were asked to notify the Clerk.

**17/18.4 Matters arising**

Item 16/17.42- The Chief Officer and Chairman informed the Committee that following the April meeting the Chairman had written to Natural England requesting a boundary review and that the Boards powers be reviewed. The response from Natural England received states that the matter cannot be given priority and that there is no budget to carry out this task.

**17/18.5 Public Question Time**

No public present.

**17/18.6 Finance Report**

The Finance Officer had circulated a financial report to the Committee on the financial position to the end of July 2017.

Core income and expenditure is in line with budget and there are no significant problems to report. Project income and expenditure is more uncertain and difficult to predict.

Members discussed the accounts and the way project income and expenditure affects the Board's reserves strategy.

- 1. The Committee NOTED the current financial position compared to the original budget.**

#### **17/18.7 Treasury Management Review**

The Finance Officer reported that it is deemed good practice, by the Chartered Institute of Public Finance and Accountancy to annually review Treasury Management Strategy. This is annually done in September.

The Finance Officer monthly reviews interest rates to ensure the CCB maintains "best return". The Executive Committee has prudently followed a low risk approach to investment. Following discussion, the Committee confirmed its adoption of a low risk policy for the investment of Capital.

The Finance Officer will maintain his search for higher returns without risking capital.

- 1. The Committee NOTED the Treasury Management Strategy for 2017-18.**

#### **17/18.8 Bank Mandate update**

The Finance Officer informed the Committee that the current HSBC mandate does not reflect the staff changes made early 2017.

To enable the Finance Officer and the new Administration Officer to deal directly with HSBC it was agreed to amend the HSBC Bank Mandate to include Graham Hurst, Finance Officer and Lynne Cordice, Administration Officer on the bank mandate excluding cheque signing authority.

- 1. The Committee APPROVED the updated Bank Mandate.**

#### **17/18.9 AONB Management Plan Review**

The Chief Officer sought the Committee's agreement for the resourcing of the 2017-19 Management Plan Review. The Management Plan is the Board's Statutory duty and must be fulfilled every 5 years. All AONB's work to the same timetable.

The Chief Officer gave an outline of the vision for a complete review and overhaul of the Management Plan 2019-24 and gave the Committee a detailed overview of how the review will be funded. Due to reductions in staff hours there are now capacity gaps, which will need to be filled by other resources.

The Committee discussed the approach, resourcing and funding. In view of this 5-yearly statutory duty it was proposed to create a specific reserve and annually budget for this periodical expenditure.

1. **The Committee APPROVED the resourcing of the 2017-19 Management Plan Review, spread over financial years 2017-18 and 2018-19.**
2. **The Committee AGREED to create a designated reserve for the future funding of the Management Plan Review.**
3. **The Committee AGREED that annual provision should be made for this future expenditure.**

#### **17/18.10 Health and Safety**

The Chief Officer took the Committee through the revised and updated Health and Safety Policy. The Committee discussed the revisions and approved that the H&S policy should be circulated to all Board Members.

1. **The Committee APPROVED the revised Health and Safety Policy.**
2. **The Committee AGREED that the revised Health and Safety Policy should be circulated to all Board Members.**

#### **17/18.11 Business Plan update**

The Chief Officer provided a summary of the 2017-18 CCB Business Plan activities and progress. On the whole, the activities are on track, but there is a risk that the volume of work on the Management Plan will stretch a number of staff members.

The Committee discussed, considered and commented on the Chief Officer's report.

1. **The Committee NOTED and COMMENTED on progress made.**

#### **17/18.12 Any Other Business**

- a. The Chairman informed the Committee that there was a vacancy for a Secretary of State appointee, due to the Selection Committee's preferred candidate being rejected by the Secretary of State.

**Next meeting: Wednesday 24<sup>th</sup> January 2018 at 10.00 am at the offices of the Board in Chinnor.**

Future meeting dates: Wednesday 23<sup>rd</sup> May 2018 and 19<sup>th</sup> September 2018.

The Chairman.....

Date.....