



**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON  
Thursday 27<sup>th</sup> April 2017 at 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
Ray Payne	Board Member
Cllr. Ian Reay	Board Member, Chairman of the meeting
Helen Tuffs	Board Member

Sue Holden	CCB Chief Officer
Graham Hurst	CCB Finance Officer

In attendance	
Deirdre Hansen	Clerk to the Board

**16/17-34 Apologies for absence.**

Apologies for absence were received and accepted from Cllrs David Nimmo-Smith and Alan Walters M.B.E

**16/17-35 Declarations of interest**

No declarations of interest were made.

**16/17- 36 Minutes of the previous meeting**

The minutes of the meeting of 8<sup>th</sup> December 2016 were approved as a true record and signed by the Chairman after "Chief" was added in 16/17.27 before Officer.

**16/17- 37 Matters arising**

The Chief Officer was asked about progress on the Position Statement on Development as had been agreed by the Board at its meeting 13 October 2016. The Chief Officer will take the matter up with the new Chair of the Planning Committee and the Planning Officer.

**16/17- 38 Public Question Time**

No public present.

**16/17- 39 Finance Report**

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

The current situation is generally satisfactory with a projected deficit of £17,166, which is a reduction on previous projections of a £45,545 deficit.

The Chief Officer mentioned that cashflow planning and future investments and returns for upcoming plans will be looked at carefully by herself and the Finance Officer.

Members discussed the accounts and investment policy.

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

**16/17- 40 Budget 2017-18**

The Finance Officer presented a draft budget for 2017-18 for the Committee's consideration and took the members through the revised budget. The Committee was reminded that there are projects budgets in the budget as estimates. As projects bids are successful, the budgets will be revised. It was noted that detailed accounting for projects will become more important.

The Committee discussed the presented draft budget, future core funding concerns, possible consequences of changes to Local Government and the implications of successful outcomes of projects big and small.

**1. The Committee CONSIDERED the budget for 2017-18 and RECOMMENDED its adoption to the Board, subject to final notification of Local Authority contributions and in year initiatives to reduce the project requirements through fundraising.**

**16/17-41 Financial Regulations**

The Chief Officer went through the revised Financial Regulations which provide for more structure and flexibility in the changing operating environment.

The Committee discussed the paper.

**1. The Committee APPROVED the proposed Financial Regulations April 2017.**

**16/17-42 Boundary Review**

The Chief Officer presented a paper asking the Committee's agreement to write to Natural England that urgent attention is given to our Boundary Review.

The Chief Officer provided some background. The Board had submitted a request for a Boundary Review in 2013. Development pressures, Local Government reorganisation and the HS2 debate increase the need to ensure those areas valuable in terms of ecology, geology and natural beauty, currently not included in the Chilterns AONB, but part of the Chilterns are considered for inclusion in the AONB by Natural England.

She also made a case when asking for the boundary to be reviewed to request that the Boards powers be enhanced.

Local Government reorganisation itself will require a Variation Order, the Boards Variation Order should be done at the same time.

The Committee discussed the proposal and the format of a letter that should be sent to Natural England. Members suggested some amendments to the draft letter to Natural England which had been presented. The Chairman is to send the letter.

- 1. The Committee APPROVED the proposal to write to Natural England.**
- 2. The Committee APPROVED the proposal to seek a Variation Order if local Government re-organisation is agreed.**

#### **16/17-43 Members' Allowances**

The Chief Officer outlined that the published allowances schedule needed updating and anomalies removed. It was recommended that the allowances are not changed for 2017-18.

- 1. The Committee AGREED that the allowances are not changed for 2017-18.**
- 2. The Committee AGREED the proposed changes to the published schedule.**

#### **16/17-44 Any Other Business**

- a. The Finance officer informed the Committee that there had been a customer due diligence issue with the Board's bank. This had now been resolved.
- b. The Finance Officer informed the Committee that payslips to staff and Board Members will from now on be issued by email.
- c. Ray Payne informed the Committee that the Governance Review is in progress. He is modelling it on the Cotswold AONB one. He will send a draft format to the Chief Officer and Chairman to review a month before the AGM in June. The Chairman expressed his gratitude to Ray for taking on the task and progressing.
- d. Ray Payne mentioned he had noted that a Community Interest Company has a planning tool box, which might be of interest to the CCB. He would pas details on to the Chief Officer.
- e. The Chief Officer reported that the HR panel had met recently and the outcome would be put forward for consultation.
- f. The Chief Officer mentioned that Secretary of State Board candidates are due to be interviewed in May with appointments expected in July.

**Next meeting: Wednesday 13<sup>th</sup> September 2017 at 10.00 am at the offices of the Board in Chinnor.** Future meeting dates: Wednesday 24<sup>th</sup> January 2018.

The Chairman.....

Date.....