



**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON
Wednesday 24th January 2018 at the offices of the Board, The Lodge, 90 Station Road,
Chinnor OX39 4HA commencing at 10.00AM**

Present:

Cllr David Collins	Board Member
Alison Doggett	Board Member
Cllr. John Griffin	Board Member
John Nicholls	Board Member
Cllr Nick Rose	Board Member
Helen Tuffs	Board Member, Chair

In attendance:

Sue Holden	CCB Chief Officer
Graham Hurst	CCB Finance Officer

Deirdre Hansen	Clerk to the Board
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Due to the absence of Ian Reay, Chairman of the Board, Helen Tuffs was proposed and elected as Chair of this meeting.

She welcomed Alison Doggett to her first Executive Committee meeting following her appointment by the Chairman.

10.04 Nick Rose arrived.

17/18.13 Apologies for absence.

Apologies for absence were received and accepted from Ray Payne and Cllr Ian Reay.

17/18.14 Declarations of interest

No declarations of interest were made.

17/18.15 Minutes of the previous meeting

The minutes of the meeting of 13th September 2017 were approved as a true record and signed by the Chair.

17/18.16 Matters arising

The question was asked if there was any news on a new Secretary of State appointee. Following the rejection by the Secretary of State of the preferred candidate, the CCB is awaiting the annual recruitment process for of Secretary of State appointments.

17/18.17 Public Question Time

No public present.

17/18.18 Finance Report

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

Core income is slightly ahead of budget and expenditure is in line with budget, leaving a small surplus, this is expected to continue to the end of the year.

Project income and expenditure was discussed and the Finance Officer explained that the projects have uncertain timings, which means that income and expenditure can be out of line.

Members discussed the financial report and acknowledged the importance of cashflow.

- 1. The Committee NOTED the current financial position compared to the original budget and the projected outturn for the financial year.**

17/18.19 Business Plan 2018-19

The Chief Officer had presented the draft Business Plan 2018-19 to the Committee and welcomed questions. The main difference of the 2018-19 Plan is the Management Plan Review. The Business Plan will be presented to DEFRA in February.

The Committee discussed the draft plan and made some suggestions.

The Chief Officer gave a brief presentation of possible future financial scenarios, which the Committee discussed.

- 1. The Committee DISCUSSED and APPROVED the Business Plan 2018-19.**

17/18.20 Draft budget 2018-19

The Finance Officer had prepared and presented a draft budget 2018-19 with forecasts for 2019/20 and 20/21.

It is intended to keep to a neutral budget over the next 4 years. It should be noted that the current DEFRA funding arrangements are due to end March 2020. For this budget it is assumed that similar arrangements will be in place after March 2020.

The anticipated project income 2018/19 at £1m will improve the CCB's return substantially. The only significant change in the core budget is that the Management Plan Review will increase core expenditure by £25,000 for one year only.

The Committee discussed the budget at length.

- 1. The Committee CONSIDERED the budget for 2018/19 and RECOMMENDED its adoption by the Board.**

17/18.21 Review of the Risk Register.

The Chief Officer and Finance Officer had examined and updated the Risk Register. In particular changes in Data Protection legislation will lead to an increase in risk, which has been added to the Risk Register

The Committee reviewed and discussed the updated Risk Register. Following discussion, it was agreed that items risks should be added to the register covering the lack of statutory powers, disaster recovery and match-funding.

The Chief Officer will amend the Risk Register accordingly.

- 1. The Committee REVIEWED and APPROVED the amended Risk Register subject to the agreed additions.**

17/18.22 General Data Protection Regulation (GDPR)

The Chief Officer briefed the Committee on the new Data protection legislation which comes into force 25th May 2018 and the action being taken to comply with it.

One of the new requirements will be to appoint a Data Protection Officer. Graham Hurst, the Finance Officer, has offered to take on this role as an extension to his current role as Finance Officer and S151 Officer.

Graham Hurst will oversee and ensure that the CCB’s policies and procedures are compliant with GDPR legislation.

- 1. The Committee APPROVED the appointment of Graham Hurst as Data Protection Officer and NOTED the action being taken.**

17/18.23 Any Other Business

- a. A question was asked about the recruitment of the Hillforts Project Manager. The Chief Officer informed the Committee that they are receiving applications with the deadline of Friday 26th January.

Next meeting: Wednesday 23rd May 2018 at 10.00 am at the offices of the Board in Chinnor.

Future meeting dates: 19th September 2018.

The Chairman.....

Date.....