



**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON  
Wednesday 23<sup>rd</sup> May 2018 at the offices of the Board, The Lodge, 90 Station Road,  
Chinnor OX39 4HA commencing at 10.00AM**

**Present:**

Alison Doggett	Board Member
Cllr. John Griffin	Board Member
John Nicholls	Board Member
Prof. Ray Payne	Board Member,
Cllr Ian Reay	Board Member Chairman
Cllr Nick Rose	Board Member
Helen Tuffs	Board Member

**In attendance:**

Sue Holden	CCB Chief Officer
Graham Hurst	CCB Finance Officer

Deirdre Hansen	Clerk to the Board
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**17/18.24 Apologies for absence.**

Apologies for absence were received and accepted from Cllr David Collins

**17/18.25 Declarations of interest**

No declarations of interest were made.

**17/18.26 Minutes of the previous meeting**

The minutes of the meeting of 24<sup>th</sup> January 2018 were approved as a true record and signed by the Chair after the following amendment was made: 17/18.21 2<sup>nd</sup> paragraph "items" was changed to "item".

**17/18.27 Matters arising**

None.

**17/18.28 Public Question Time**

No public present.

**17/18.29 Finance Report**

The Finance Officer had circulated a financial report to the Committee on the financial position to the end of the financial year 31<sup>st</sup> March 2018.

1. The year showed a surplus of £27,551, this will be offset the following two years by an anticipated deficit. As reported before the timing of projects can be uncertain, leaving income and expenditure out of line.

2. The internal auditors had visited in May 2018 and there were no matters to report.
3. There is an element of confusion regarding the external auditors, which are appointed by a third party and the CCB have no say in this. The Finance Officer is seeking clarification.

Members discussed the financial report.

**1. The Committee NOTED the financial results for the year ending 31 March 2018.**

**17/18.30 Budget 2018-19**

The Finance Officer had presented an updated budget for 2018-19 following the results for 2017-18. With projections for 2019-20 and 2020-21 also presented.

1. The expected net loss of £25,753 should be viewed in context with the 2017-18 surplus of £27,551.
2. The timing of project work remains difficult to predict as mentioned before.
3. The CCB anticipates to balance its finances in the years to 2020-21, which means the reserves remain unchanged.
4. Sufficient reserves are required to provide cashflow for projects as expenditure and income are frequently not in line.
5. The web site needs updating and the Chief Officer will bring a proposal if additional funds are required for this.

The Committee discussed the budget as well as grants and funding more generally.

**1. The Committee NOTED the updated budget 2018-19.**

**17/18.31 Financial Regulations**

The Finance Officer had reviewed the financial regulations and noted that since the last update in April 2017, they were working as intended. The internal auditors had no further comments to make. No changes were required.

1. **The Committee NOTED that the Financial Regulations had been reviewed and that no changes were required.**

**17/18.32 General Data Protection Regulation (GDPR)**

The Finance Officer informed the Committee that everything is in place to comply with GDPR. He provided details on the actions that had been taken. And it was noted some further work will be undertaken.

Committee members provided comment on the Finance Officer's report.

1. **The Committee NOTED the action that had been taken by the CCB in compliance with the General Data Protection Regulations.**

**17/18.33 Partnership working in the Chilterns.**

*The Countryside Officer joined the meeting.*

The Chief Officer and the Countryside Officer brought a proposal for increasing partnership working across the Chilterns to the Committee.

1. The Chief Officer had noted that many in the Chilterns want more partnership working. The new Management Plan under development is a good starting point to take forward this goal as key players in the Chilterns have a shared responsibility for conserving and enhancing the Chilterns: The Management Plan is theirs.
2. The Countryside Offer reminded the Committee that the CCB has always done many forms of partnership, but there is a gap for a strategic partnership.

Committee Members put forward suggestions and discussed the principles. It was acknowledged that partnership working will gradually evolve, the first step is the Management Plan, which can underpin them.

**1. The Committee CONSIDERED and ADVISED on the ambitions of Partnership working in the Chilterns and the options for taking this forward.**

**17/18.34 Any Other Business**

1. National Park Status:  
The Chief Officer brought to the Committee’s attention Cheryl Gillan MP’s call for enhanced protection for the Chilterns AONB. The creation of a National Park would provide enhanced protection and planning powers for the Chilterns. The Committee discussed the proposition. It was agreed that:
  - a. The Chilterns AONB meets the conditions outlined by Natural England for National Park status
  - b. The Chilterns AONB can deliver significant opportunities for open air and recreational facilities, key criteria for National Park status.

Following discussion, it was agreed that the Committee would recommend to the Board that the CCB should make a formal bid to Natural England for the status of a National Park.

**1. The Committee AGREED to make a recommendation to the Board to make a formal bid to Natural England for the status of National Park.**

**2. Secretary of State Appointees:**

It was noted that a number of applicants had come forward for this appointment and that interviews would take place early June.

**Next meeting: Wednesday 19<sup>th</sup> September 2018 at 10.00 am at the offices of the Board in Chinnor.**

The Chairman.....

Date.....