



**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON
Wednesday 22nd May 2019 at the offices of the Board, The Lodge, 90 Station Road,
Chinnor OX39 4HA commencing at 10.00 am**

Present:

Alison Doggett	Board Member
Cllr. John Griffin	Board Member
Cllr. Charles Hussey	Board Member
Elaine King	Board Member
John Nicholls	Board Member
Paul Mains BEM	Board Member
Cllr Ian Reay	Board Member, Chairman
Cllr Nick Rose	Board Member

In attendance:

Sue Holden	CCB Chief Officer
Graham Hurst	CCB Finance Officer
Annette Venters	CCB People & Society Officer

Deirdre Hansen	Clerk to the Board
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The Chairman welcome Paul Mains as the new Secretary of State appointed Board Member and Annette Venters, People and Society Officer.

He also welcome Elaine King as the new CEO designate, due to start in July.

18/19.25 Apologies for absence.

Apologies for absence were received and accepted from Prof. Ray Payne

18/19.26 Declarations of interest

Cllr Charles Hussey declared an interest as a member of the Chilterns Tourism Network.

18/19.27 Minutes of the previous meeting

The minutes of the meeting of 22nd January 19th September 2018 were approved and signed by the Chairman as a true record after the following corrections:

- 18/19.Draft Budget 2019-20 last paragraph amended “prosed” to proposed and in the recommendation amended “RECOMMENED” to RECOMMENDED.

18/19.28

Matters arising

1. The Chief Officer mentioned that DEFRA is in consultation on a new contract. They are changing the reporting structure.
2. Julian Glover, who is leading the Glover Review that will ensure designated landscapes are fit for the future, had visited the Chilterns.

18/19.29 Public Question Time

No public present.

18/19.30 Finance Report

The Finance Officer had circulated a financial report to the Committee on the financial position to the end of the financial year 2018-19. He went through the figures and reported that the lower than anticipated budget deficit of £8,967 had occurred due to projects being well funded.

The Finance Officer reported that the finances are under control and that he continues to budget cautiously.

1. Core income was close to that budgeted.
2. Core expenditure was also close to budget.
3. Core activity resulted in a small surplus which enables the Board to make a financial contribution to projects.
4. Project income and expenditure remains irregular due to timing and certainty.

The Committee discussed the financial report and future core funding implications.

- 1. The Committee NOTED the financial results for the year ending 31 March 2019.**

18/19.31 Budget 2019-20

The Finance Officer presented the updated budget for 2019-20 with projections for 2020-21.

A core surplus of £15,980 and a project expenditure deficit of £16,750 will result in a total net deficit of £770.

Project funding of £3.75m has been received from National Rail to be spent over the next 5 years in conjunction with the North Wessex Downs AONB and may require budget adjustments. This money is ring fenced, but it does bring with it additional costs and implications for the CCB's financial year end reporting.

From April 2020 the future DEFRA funding settlement may affect the CCB's funding, but no facts are yet available.

The meeting discussed the finances and expressed their thanks to the Finance Officer for his successful and professional management of the finances and acknowledged his diligence and hard work on behalf of the Board.

- 1. The Committee NOTED the Budget 2019-20 update.**

18/19.32 Recruitment Update

The Chairman reported that following a successful recruitment campaign Dr Elaine King has been appointed Chief Executive Officer for the Conservation Board for the Chilterns AONB with effect from July 2019.

The Chairman noted that the recruitment panel were very pleased with the recruitment process and the agency used.

The Chief Officer reported on the recruitment of the Landscape Partnership Scheme team which is coming together and that the Partnership Manager will start in June.

1. The Committee NOTED the Recruitment Update.

18/19.33 Review of Governance Documents

The Chairman brought the amended Governance Documents to the Committee for review and approval.

The documents had last been reviewed in 2017 and some minor changes have been made.

The Members agreed that the documents should be reviewed annually and that a more substantial review would be undertaken next year.

The Chairman, Chief Officer and Ray Payne will look at the Code of Conduct to see if a review of that should be undertaken.

1. The Committee REVIEWED and APPROVED this version of the Governance Documents.

The Communications Officer joined the meeting.

18/19.34 AONB Management Plan Communications

The Communications Officer presented the Committee with her launch plan for the Management Plan 2019-2024. The final plan is due for the Board meeting in June.

The launch plan includes a variety of activities, it is the start of an ongoing journey. The Committee was asked for suggestions on promoting the Management Plan. The members discussed the launch plan and reminded the Communications Officer to keep the Glover Review in mind.

The Communications Officer was thanked.

1. The Committee DISCUSSED the Communications Plan.

18/19.35 Future partnership working

The Chief Officer gave a presentation on future partnership working in the Chilterns. Members thoughts and input was requested to achieve the vision required for effective collaboration. The CCB is, off course itself a partnership.

The need to scale up the care given to the natural landscape was discussed. It was acknowledged that the geographic coverage of the Chilterns is a challenge and connections with all relevant partners in the Chilterns is also a challenge. It was agreed that a multi-layered approach was required, however there is no straightforward way of how to do this. An outcome-based approach was considered as the start of the process.

Members discussed various approaches.

The Chief Officer was thanked for her presentation.

18/19.36 Functional Review: People and Society

The Countryside Officer gave a paper and comprehensive presentation of the current CCB activity in her area including scaling up public engagement activity especially in urban areas and future priorities.

The People and Society Officer works with a wide range of partners across the Chilterns. The challenges of getting people on board and managing the growing number of volunteers with the new projects and their delivery was acknowledged as well as the growing list of opportunities.

Members made suggestions and commented on the opportunities to be explored.

The People and Society Officer was thanked for her presentation.

18/19.37 Any Other Business

- 1. The book “Country of Larks “was promoted by a member.
- 2. It was noted that Bradt’s have produced a new guide to the Chilterns.
- 3. There will be a sculpture show at Grays Court (National Trust) in June.

Next meeting: Wednesday 18th September 2019 at 10.00 am at the offices of the Board in Chinnor.

The Chairman.....

Date.....