



**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD ON
Wednesday 28th April 2021 by remote video conferencing commencing at 10.00 am**

Present:

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|---------------------|---------------------------------------|
| Alison Doggett | Board Member |
| Cllr John Griffin | Board Member joined the meeting 10.23 |
| Cllr Charles Hussey | Board Member |
| Cllr Lynn Lloyd | Board Member |
| John Nicholls | Board Member |
| Paul Mainds | Board Member, Chairman |

In attendance:

| | |
|----------------|-----------------------------|
| Graham Hurst | CCB Finance Officer |
| Dr Elaine King | CCB Chief Executive Officer |
| Deirdre Hansen | Clerk to the Board |

This meeting is being held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020 no. 392

21/22.1 Apologies for absence.

Apologies for absence were received and accepted from John Shaw, Secretary of State appointee.

21/22.2 Election of Chairman

Paul Mainds was unanimously elected Chairman of the Executive Committee.

21/22.3 Notice of AOB (Urgent Business)

Members to notify the Chairman of any Urgent Business in advance of a meeting.

21/22.4 Declarations of interest

None.

21/22.5. Chairman's update

The Chairman shared his thoughts on the structure for a future way of working with all the Board members. This includes: improving communication and links between the Board and the Executive Committee and staff; improving awareness of Board members' roles; continued

support for the staff team; raising the profile of the CCB w and taking a longer- term outlook with a clear direction of travel.

It was noted that the Website needs to be kept up to date with the Board member details. This will be actioned by the clerk and office admin.

Members briefly discussed the Chair's suggested approach.

21/22.6 Minutes of the previous meeting

The minutes of the meeting of 27th January 2021 were approved as a true record.

21/22.7 Matters arising

- We are still awaiting the Government's response to the Glover Review of protected landscapes.
- Re: item 19/20.54 one amendment needs to be made to the Risk Register as discussed at the last meeting. CEO to circulate the final version.

21/22.8 Finance Report

The Finance Officer had circulated the draft accounts for the year to 31 March 2021.

Come income is £591,166, higher than budget due to a £10,000 Covid grant from South Oxfordshire District Council, £5,200 additional funding from DEFRA received via the National Association of AONBs and £6,000 fee income.

Core expenditure is £585,991 higher than budget as previously deferred expenditure was committed and due to higher income not all anticipated savings were required.

There is a small core surplus of £5,175 which contributes towards the CCB commitments to projects.

The Committee discussed the financial report and it was noted that core expenditure did not exceed budget.

1. The Committee NOTED the current financial results for the financial year.

21/22.9 Interim Budget 2021-22

The Finance Officer presented a budget for 2021/22 for recommendation and consideration to the Board.

Since the last meeting in January 2021 the budget has been brought into line now that income is clearer. Defra and Local Authorities are making the same contributions as last year, and the release of savings and deferred income in 2020/21, is reducing 2021/22 expenditure. A near break-even budget is presented for 2021/22 with core income of £574,000 and core expenditure of £573,910. Projects are self-funding.

Core expenditure is generally known. Project expenditure is expected to continue as known and we have reserves to meet commitments as necessary.

This budget supersedes the preview draft budget approved in February

The Committee discussed the 2021/22 budget and thanked the Finance Officer for his work on this.

- 1. The Committee CONSIDERED the 2021/22 budget and RECOMMENDED its adoption to the Board.**

21/22.10 Board Review

The Chief Executive Officer had provided a comprehensive overview of the team's activities and achievement since the last Board meeting in February.

The report highlighted the teams' achievements in this uncertain and fast-moving situation. The team are working hard at delivering a large work load whilst still working from home.

The CEO was thanked for her comprehensive report showing the breath of the work the team is doing. The profile and reputation of the CCB has been raised considerably. Work at a national level has helped with this.

A phased return to the office is planned from June onwards. Staff would like to meet their colleagues again and work in the office a few days a week, while others are more cautious. The CEO is consulting the team on their preferences and is keen to progress a hybrid approach, mixing home-working with attending the office.

The Committee discussed the report and gave feedback. They are impressed with the achievements of the staff especially in this difficult year.

- 1. The Committee NOTED the paper and PROVIDED feedback**

21/22.11 Staff handbook

The review and updating of the staff handbook is in progress. An update will be provided at the next meeting.

21/22.12 Governance Review.

The Deputy Chairman has taken over the lead on the Governance Review from Ray Payne, the former Deputy Chairman.

The Deputy Chairman set out where we are now. He will have a handover meeting with Ray Payne. The bigger picture is dependent on the conversations going on in Government at present. It was agreed that the Deputy Chairman will set up and lead a working party to work on the next steps.

The Chairman thanked the Deputy Chairman for taking on this role.

- 1. The Committee AGREED the next step on the project.**

21/22.13 Board Membership and Committees

This item to be moved to the next Board meeting.

21/22.13 Mend the Gap

This item was moved to the next meeting.

21/22.14 Landscapes Review

Defra has convened a meeting for AONB and National Parks Lead Officers and Chairmen, to update them on implementation of the Landscapes Review. Our CEO and Chairmen will be joining the meeting this afternoon

21/22.15 AOB- Any Urgent Business

None

Next meeting: 22nd September 2021,

location TBC.

The Chairman.....

Date.....