

**Minutes of the
FINANCIAL & REGULATORY COMMITTEE MEETING OF THE
BOARD OF CONSERVATORS OF ASHDOWN FOREST**

Monday 01 March 2021

14.00 via MS Teams

Committee members present: Mr C de Mestre (Chairman), Cllr. Roundell, Mr AG Reid, Mrs R St. Pierre, Cllr. Whetstone

Ex-Officio Mr C Smith, Ms S McAll

Also present: Mr J Adler (CEO) Mrs L Meehan (Finance Officer), Mrs K Dirs (Clerk), Cllr R Stogdon and Cllr S Tidy

Minutes taken by the Clerk

There were no members of the public present

		Action
06/21	<p>Apologies Apologies were received from Cllr Barnes and John Spicer. Mrs St Pierre joined for item 10/21</p>	
07/21	<p>Declarations of interest by Members of a Personal or Prejudicial Nature Mr de Mestre declared he is a commoner grazier and receives the BPS payment Cllr Tidy declared she was a member of ESCC Cabinet</p>	
08/21	<p>2020/21 Q3 Finance Report The Chairman provided a summary of Q3 and the Year End forecast, noting the aggregate deficit has reduced slightly due to general flow of income and expenditure in the third quarter. This was likely to alter again before the end of Q4.</p>	
09/21	<p>Employment & Staffing Arrangements (standing item) Mr Smith gave an overview of the ongoing consultation and explained the new timelines. The second iteration of the consultation had been delivered to staff that morning and one-to-one meetings would shortly commence. The anticipated implementation date of the new operating model is late July.</p>	
10/21	<p>Policy and Procedures and Statutory Documents The Chairman sought formal approval of the following statutory documents, subject to agreed minor amendments to be made by the Clerk and Finance Officer:</p> <ul style="list-style-type: none"> ➤ 10.01/21 General Risk Management Plan 2020/21 ➤ 10.02/21 Finance Risk Management Plan 2020/21 ➤ 10.03/21 Financial Regulations 2020/21 ➤ 10.04/21 Standing Orders 2020/21 <p>The Clerk reminded Members the documents were being approved retrospectively for the year 01/04/20 – 31/03/21 and proposed the documents be revised in the forthcoming months when the consultation concludes. The motion was proposed by Ms McAll and seconded by Mr Reid and Mrs St Pierre and agreed unanimously.</p>	
11/21	<p>Health and Safety and Insurance claims (standing item) verbal update The Clerk reported two ongoing insurance claims.</p> <ol style="list-style-type: none"> 1) Claim from BT in relation to damaged infrastructure at Hollies car park. 2) Escape of water claim resulting from frozen pipe bursting in Education Barn. 	

	The Clerk explained that Contractors were due to be instructed once the property had dried but repairs may impact the return of schools.	
12/21	Data breaches (standing item) verbal update	
	There were none.	
13/21	<p>Any Urgent Item of which the Clerk has notice in order to pass to the elected Chairman</p> <p>1) <u>Asset Register</u>. The Chairman advised Members that assets should be held at cost and commercial concepts of depreciation were not applicable to the organisation.</p> <p>Fixed asset valuation for first registration on the asset register is at acquisition cost, meaning once recorded, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced.</p> <p>2) <u>Cabinet Meeting</u>. The Chairman reminded Members East Sussex County Council's Cabinet meeting was to be held on Tuesday 02 March.</p> <p>3) <u>Formalising Board decisions</u>. The Chairman reminded Members that discussions initiated at the Board Off-site in February, relating to TAFF, Governance and the operating model, needed to be formalised. ACTION: CS/JA</p>	

The meeting closed at 14:40