

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

**Monday 10<sup>th</sup> June 2019**

14.00 at the Ashdown Forest Centre

Committee members present: Mr AG Reid (Chairman), Mr J Spicer (Vice Chairman), Cllr S Tidy, Cllr C Hardy, Cllr J Barnes, Dr N Mawdsley, Mr C Smith and Ms S McAll

Also present: Mrs L Meehan (Finance Officer), Mrs K Dirs (Clerk)

Minutes taken by K Meade

There were no members of the public present

		<b>Action</b>
<b>19/19</b>	<b>Apologies</b> Apologies had been received from Cllr R Stogdon, Mr J Francis, Cllr F Whetstone	
<b>20/19</b>	<b>Declarations of interest by Members of a Personal or Prejudicial Nature</b> There were none	
<b>21/19</b>	<b>Matters arising</b> <ul style="list-style-type: none"> <li>• The offer from Maresfield Parish Council to fund dog bins had been declined. A clarification is to be sent to Maresfield Parish Council.</li> <li>• Costing of services supplied by ESCC is outstanding. It will be added to the work priority schedule as important but not urgent</li> </ul>	 <b>LM</b>  <b>LM</b>
<b>22/19</b>	<b>Governance</b> <u>22.01/19</u> Update on Charity Application verbal There is one remaining query from the Charity Commission to be followed up.	 <b>LM</b>
<b>23/19</b>	<b>Fundraising</b> <u>23.01/19</u> Update from Income Stream Working Group verbal Notes from the income generation working group meeting (17/5/19) will be circulated. <b>Recommendation:</b> Details of the Memorial Wall project should go to the Board for approval	 <b>LM</b>
<b>24/19</b>	<b>Finance</b> <u>24.01/19</u> To review the Finance Report Year End 31 March 2019 <b>FGP 11/19</b> The year end report shows a £30k surplus. The budget for 2019/20 will be recast taking this into account. Improved budget reporting tools/software will be investigated.  <u>24.02/19</u> To discuss the Reserves Profile and agree any recommendations for the Board <ul style="list-style-type: none"> <li>• £5k investment commitment to the Ashdown Forest Foundation should be in the budget, if it is not then this will be allocated in the reserves.</li> <li>• Staff training budget of £5k will be allocated following staff appraisals</li> <li>• The asset priority list for capital projects is now a working document. The 15ft</li> </ul>	      <b>LM</b> <b>LM</b>

	<p>mower has been highlighted as an immediate priority. The cost of £20k will be split between the core budget reserves and match-funding from the Friends.</p> <ul style="list-style-type: none"> <li>• Sponsorship for new trucks will be investigated</li> </ul> <p>Scheme of delegation should be reviewed.</p> <p><u>24.03/19</u> To recommend Statement of Accounts 2018/19 for Board approval <b>FGP 12/19</b></p> <p>The Statement of Accounts 2018/19 was circulated and recommended for Board approval</p> <p><u>24.04/19</u> To note the Internal Audit Report <b>FGP 13/19</b></p> <p>The Internal Audit Report was circulated and noted.</p> <p><u>24.05/19</u> To recommend the Annual Return for Board approval <b>FGP 14/19</b></p> <p>The Annual Return was recommended for approval by the Board.</p> <p><u>24.06/19</u> To review the cash flow forecast 2019/20 <b>FGP 15/19</b></p> <p>The cash flow forecast will be completed for the Executive Committee</p> <p><u>24.07/19</u> To discuss the Annual Report 2018/19</p> <p>The Committee agreed that the Annual Report should incorporate Ashdown Forest Life and address some of the issues facing the Forest with the emphasis on engagement.</p>	
<b>25/19</b>	<p><b>Licences, Permits, Rates and Wayleaves</b></p> <p>Several Perpetual Licences have been issued over the past few months. Updated riding permit numbers will be sent to AFRA for information.</p>	<b>KM</b>
<b>26/19</b>	<p><b>Roads, Car Parks</b></p> <p><u>26.01/19</u> Munich Legends Forest access</p> <p>The Clerk advised the Committee of a possible anomaly with the licence for Munich Legends in Chelwood Gate. The Committee agreed that Mr Spicer should approach them directly in the first instance.</p>	<b>JS</b>
<b>27/19</b>	<p><b>Core Duties and Actions under the 1974 Act</b></p> <p>The Chairman advised that the Executive Committee will be formulating a mission statement for the Board of Conservators and will be requesting input from the Board.</p>	<b>TR</b>
<b>28/19</b>	<p><b>Breach of Bye-law issues - CONFIDENTIAL SESSION</b></p>	
<b>29/19</b>	<p><b>Employment &amp; Staffing Arrangements (including HR)</b></p> <p><u>29.01/19</u> Staffing Matters (standing item) - <b>CONFIDENTIAL SESSION</b>: Verbal update</p>	
<b>30/19</b>	<p><b>Policy and Procedures</b></p> <p><u>30.01/19</u> To form a working party for scrutiny of policies and procedures</p> <p>A working group has been set up and will work with the Clerk</p>	<b>KD/SM/CS</b> <b>JS</b>
<b>31/19</b>	<p><b>Strategic Plan (standing item)</b></p> <p>Nothing to report</p>	<b>KD</b>

<b>32/19</b>	<b>Management Information (standing item):</b> Verbal update The Clerk will investigate a better format for reporting	<b>KD</b>
<b>33/19</b>	<b>Health and Safety (standing item):</b> Verbal update Nothing to report	<b>KD</b>
<b>34/19</b>	<b>Data breaches (standing item)</b> Nothing to report	<b>KD</b>
<b>35/19</b>	<b>Any Urgent Item of which the Clerk has notice in order to pass to the elected Chairman</b> The part-time Office Assistant has been recruited and will start on June 17th	

The meeting closed at 16:30